



Pathway: Start screen > Attendance Icon > Positive Attendance Icon > Generate a Report tab

Click on this tab in order to generate a report.

1

Optionally, choose how you would like to sort your report by: Teacher, Students, or Date Range.

2

Optionally, select a date range for this report. The default is today's date.

3

Typically, this block will not be used in StrongStart BC Centres.

WIN_ATT999

Attendance Summary Student Attendance Information Generate a Report

Sort by:

Teachers Facilitator, EL

Students All Students

Date Range

(Actual Date of Attendance)

From: 01-OCT-2007 To: 09-OCT-2007

Choose one of the options below to narrow your search:

Progress Tracking Show only adjusted records: Yes No

Total Attendance Hours (range): ALL Hrs To: ALL (Must be in range 0 and 9999)

Change Tracking

Number of Times attendance minutes were adjusted (range): ALL To: ALL (Must be in range 0 and 9999)

Amount of increase/decrease in minutes: ALL Min To: ALL (Must be in range -999 and +999)

Printer icon

Typically, StrongStart BC Centres will only have one generic facilitator available here.

4

Choose to create this report for All Students or only one student.

5

To print a report for all students for today's date, simply click on the printer icon. Otherwise, choose the appropriate date range and student.

6

Steps:

1. Click on the Generate a Report tab.
2. Optionally, choose how you would like to sort your report by: Teacher, Students, or Date Range.
3. Optionally, select a date range for this report. The default is today's date.
4. Ensure that the appropriate facilitator has been selected.
5. Choose to create this report for All Students or only one student by selecting from the dropdown list.
6. Click on the printer icon.