

## Section Change Tracking (Attendance Report)

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Report Editor | Generate Report

Tool Search: Section Change Tracking

The Attendance Section Change Tracking report displays changes to the student attendance in a Course Section. This report displays information based on the **Teachers and Sections selected on** the options editor.

The **Enable Attendance Auditing** <u>System Preference</u> must be set to Yes in order to return data for this report.



Section Change Tracking Report ☆							
Attendance Section Change	Tracking Report						
This report will display chan Modification Date Range. Ea please limit the length of the printing option.	iges to the student attendance in a course section. Enter the Attendance Date Range and the ich modification to a student's attendance record displays in a separate row in the report so Attendance Date Range entered. Select the course sections of interest and the desired						
What attendance dates w	ould you like to include in the report?						
	Start Date End Date						
Attendance Date Range*	09/01/2021 09/30/2021						
Modification Date Range							
Which course sections w	ould you like to include in the report?						
Teachers (Total 60)	Sections (Total 420) Sort by 💿 Number 🔘 Name						
All Teachers	All Sections						
Administrator, System	1007-1 3-D Design						
Staff, Amber	1009-1 Painting						
Staff, Brad	1022-1 Mixed Media Arts						
Staff, Claire	1022-2 Mixed Media Arts						
Staff, David	1022-3 Mixed Media Arts						
Staff, Emily	1022-4 Mixed Media Arts						
Staff, Gino	1025-1 Ceramics						
Staff, Hattie	1033-1 Concert Choir						
Staff, Isaac	V 1043-1 Advanced Concert Band V						
CTRL-click or SHIFT-click	to select multiple						
How would you like the s	ections to print in the report?						
O Du Tracha							
By leacher							
O By Course							
_							
Include Secondary Teac	ther Names on Report						
Report Format: PDF v							
	Generate Report						
_							
	Section Change Tracking Report						

See the <u>Attendance Reports Tool Rights</u> article for information on available tool rights.

Additional attendance change tracking reports are available:



- Attendance Change Tracking
- Instruction Attendance Change Tracking

## **Report Editor**

Option	Description
Attendance Dates	<ul> <li>The Attendance Date Range is required for the Start Date and the End Date.</li> <li>Both dates must fall within the dates of the selected calendar in the Campus toolbar and the End Date must be on or after the entered Start Date.</li> <li>The <b>Modification Date Range</b> is not required. The Modification Date range can be entered to narrow the attendance information displayed in the report.</li> <li>The date fields can be left blank in order to display all attendance modifications in the specified Attendance Date range.</li> <li>All dates fields can be entered in <i>mmddyy</i> format, or use the calendar icon to select a date.</li> </ul>
Course Sections	When selecting course sections to include on the report, first select a specific teacher. This lists the sections assigned to that teacher. Multiple teachers can be chosen as well; the Sections list includes the sections taught by all selected teachers. The Sections list can be sorted by Course Number or Course Name.
Sort Options	<ul> <li>This report can be sorted by Teacher or by Course. Sorting by teacher sorts first by Teacher Name, Course Number and then Section Number. Sorting by course sorts first by Course Number, then by Section Number.</li> <li>The report only includes the Primary Teacher name, unless the Include Secondary Teacher Names on Report checkbox is marked.</li> </ul>
Report Format	Determines how the report generates - in PDF or DOCX format.

## **Generate Report**

- 1. Enter the Attendance Date Range.
- 2. If desired, enter the Modification Date Range.
- 3. Select the desired Teachers and Course Sections to include on the report.
- 4. Determine how the sections sort on the report **by Teacher** or **by Course**.
- If Secondary Teachers should be included, mark the Include Secondary Teacher Names on the Report checkbox.
- 6. Select the desired Report Format.
- 7. Click the **Generate Report** button.



21-22 High School		Attendance Change Tracking Report Attendance Date Range: 09/07/2021-09/08/2021 Sort By: Teacher							
Generated on 01/27/2022 10:03:46 AM Page 1 of 1									
Student #	Student Name	Attendance Date Period	- Modified Date	Status	Excuse	Code	Action	Modified By	
3006-1 En	glish I	Studer	nts: 3 Teachei	r: Staff, Ly	nn; Staff, El	eanor			
123456	Student, Abbey	09/08/2021 - 6 09/08/2021 - 6	09/08/2021 12:32 09/10/2021 13:45	Absent Absent	Unknown Excused	Unknown IMD	ADD CHANGE	Staff, Lynn Staff, Adam.	
234567	Student, Andrew	09/08/2021 - 6 09/08/2021 - 6	09/08/2021 12:32 09/08/2021 13:49	Absent Present	Unknown Excused	Unknown SO	ADD CHANGE	Staff, Lynn Staff, Claire	
345678	Student, Ben	09/08/2021 - 6	09/08/2021 09:50	Absent	Excused	ILL	ADD	Staff, David	
3016-1 En	3016-1 English II Students: 6 Teacher: Staff, Lynn; Staff, Eleanor								
456789	Student, Carly	09/07/2021 - 1	09/07/2021 09:04	Absent	Unknown	Unknown	ADD	Staff, David	
		09/07/2021 - 1	09/07/2021 09:34	Absent	Excused	EXC	CHANGE	Staff, Emily	
567890	Student, Dylan	09/07/2021 - 1 09/07/2021 - 1	09/07/2021 09:04 09/08/2021 14:05	Absent Absent	Unknown Unexcused	Unknown ISP	ADD CHANGE	Staff, Brad Staff, Gino	
678901	Student, Eve	09/07/2021 - 1 09/07/2021 - 1	09/07/2021 09:04 09/07/2021 09:12	Absent Absent	Unknown Excused	Unknown EXC	ADD CHANGE	Staff, Hattie Staff, Hattie	
789012	Student, Franklin	09/07/2021 - 1	09/07/2021 09:04	Absent	Unknown	Unknown	ADD	Staff, Isaac	
		09/07/2021 - 1	09/07/2021 09:36	Present	Excused	SO	CHANGE	Staff, Isaac	

Section Attendance Change Tracking, Teacher Sort with Secondary Teacher - PDF Format

21-22 High School		Attendance Change Tracking Report Attendance Date Range: 09/07/2021-09/08/2021 Sort By: Course							
Generated on 01/27/2022 09:50:04 AM Page 1 of 35									
Student #	Student Name	Attendance Date Period	- Modified Date	Status	Excuse	Code	Action	Modified By	
1007-1 3-1	D Design	Studer	nts: 10 Teacher	: Staff, Ka	rl				
123456	Student, Abbey	09/08/2021 - 4	09/08/2021 14:47	Release	Excused	ERE	ADD	Staff, Amber	
234567	Student, Andrew	09/08/2021 - 4	09/07/2021 14:56	Absent	Unexcused	ISP	ADD	Staff, Adam	
345678	Student, Ben	09/08/2021 - 4	09/08/2021 10:20	Absent	Unknown	Unknown	ADD	Staff, Brad	
		09/08/2021 - 4	09/08/2021 11:39	Absent	Excused	EXC	CHANGE	Staff, Adam	
456789	Student, Carly	09/08/2021 - 4	09/09/2021 11:35	Absent	Excused	ILL	ADD	Staff, David	
567890	Student, Dylan	09/08/2021 - 4	09/08/2021 10:20	Absent	Unknown	Unknown	ADD	Staff, David	
		09/08/2021 - 4	09/09/2021 15:53	Absent	Unexcused	ISP	CHANGE	Staff, Emily	
		09/08/2021 - 4	09/09/2021 15:53	Absent	Excused	EXQ	CHANGE	Staff, Adam	
678901	Student, Eve	09/08/2021 - 4	09/08/2021 10:20	Absent	Unknown	Unknown	ADD	Staff, Gino	
		09/08/2021 - 4	09/09/2021 11:31	Absent	Unexcused	ISP	CHANGE	Staff, Gino	
789012	Student, Haley	09/08/2021 - 4	09/08/2021 10:22	Absent	Unknown	Unknown	ADD	Staff, Hattie	
		09/08/2021 - 4	09/09/2021 07:48	Absent	Excused	EXC	CHANGE	Staff, Adam	
890123	Student, Irving	09/08/2021 - 4	09/07/2021 15:55	Absent	Unexcused	ISP	ADD	Staff, Isaac	
901234	Student, Jewel	09/08/2021 - 4	09/08/2021 10:22	Absent	Unknown	Unknown	ADD	Staff, Amber	
		09/08/2021 - 4	09/08/2021 10:41	Absent	Unexcused	UNX	CHANGE	Staff, Amber	
		09/08/2021 - 4	09/08/2021 10:46	Absent	Unexcused	UNX	CHANGE	Staff, Amber	
987654	Student, Klay	09/08/2021 - 4	09/08/2021 10:20	Absent	Unknown	Unknown	ADD	Staff, Brad	
1009-1 Pa	inting	Studer	nts: 2 Teacher	: Staff, Ba	rbara				
876543	Student, Louisa	09/08/2021 - 6	09/08/2021 12:22	Absent	Unknown	Unknown	ADD	Staff, Barbara	
765432	Student, Maurice	09/08/2021 - 6	09/08/2021 12:22	Absent	Unknown	Unknown	ADD	Staff, Brad	
		09/08/2021 - 6	09/14/2021 14:00	Absent	Excused	EXQ	CHANGE	Staff, Brad	
		09/08/2021 - 6	09/14/2021 14:01	Absent	Unexcused	ISP	CHANGE	Staff, Brad	

Section Attendance Change Tracking, Course Sort - PDF Format

The following information is returned:

- Student Number
- Student Name
- Attendance Date Period
- Modified Date
- Status
- Excuse
- Code
- Action (Add, Delete or Change)
- Modified By



Each course section displays separately in the table and have its own section detail header. The individual section header displays in the following order:

- Course Number
- Course Name-Section Number
- Total count of students who have changed attendance events for the entered date range
- Teacher (Primary Teacher Name, then Secondary Teacher, if marked)