

Generating the CTE Attendance Tooling

1. Select the **Tooling Type** of *CTS Attendance Tooling*.
2. Select a **CTE Course Level** of *Intro Courses* or *Inter & Capstone Courses*. These levels are indicated on the Course tab.
3. Enter a **Start Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date.
4. Enter an **End Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date.
5. If cross-site enrollment functionality is enabled at the district level, the **Exclude Cross-Site Data** checkbox will display (defaults to checked). Deselect if you want cross-site data included in the report to display.
6. Select an **Ad hoc Filter** to limit the results reported based on the pre-defined filter.
7. Select the **Format** by using the dropdown list.
8. Select a **Calendar** from the list. More than one can be selected.
9. Click **Generate Extract** to generate the report in the indicated format or **Submit to Batch** to schedule when the report will generate.

Users can submit a Student Assessment report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process will allow larger reports to be generated in the background without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the [Batch Queue](#) article.

Report Layout

Results are sorted by Calendar Name, then by the Campus-generated Section ID.

Element Name	Description & Format	Campus Location
CalendarName	The name of the Calendar selected. Alphanumeric	System Administration > Calendar > Calendar > Name Calendar.name
schoolID	The SDE assigned State District Number for the reporting district. <i>Alphanumeric, 6 characters</i>	System Administration > Resources > School School.number
stateCourseCode	The State Code for the course. Courses with no State Code do not report. <i>Alphanumeric, 5 or 6 characters</i>	Scheduling > Courses > Course > Course Editor > State Code Course.stateCode

Element Name	Description & Format	Campus Location
CourseName	The name of the Course. <i>Alphanumeric</i>	Scheduling > Courses > Course > Name Course.name
courseType	The structure and environment of the course, indicates how student work is expected to be completed and the student's interaction with a teacher or other certificated staff person. Reports the Course Type of the section. <i>Alphanumeric, 1 character</i>	Scheduling > Courses > Section > Course Type Section.courseType
period	A unique identifier of that describes the course section. This field reports the concatenated names of all periods in which the course is schedule, each separated by a space. For example, if the class is scheduled during periods 01 and 02, reports as 01 02. If the concatenated value exceeds 15 characters, reports the last 15 characters. <i>Alphanumeric, 15 characters</i>	Reports based on System Administration > Calendar > Periods > Name Calculated
sectionNumber	The number of the section. <i>Alphanumeric</i>	Scheduling > Courses > Section > Number Section.number
sectionID	Reports the Campus-generated Section ID. This value is displayed in the upper left hand corner of the Section editor. <i>Alphanumeric, 20 characters</i>	Scheduling > Courses > Section > Section ID Section.sectionID

Element Name	Description & Format	Campus Location
PrimaryTeacherName	<p>The name of the Primary Teacher assigned to the section on the Staff History active on the extract End Date. Does not report if Staff History Role is NSR. Reports Last Name and First Name separated by a space.</p> <p><i>Alphanumeric</i></p>	<p>Scheduling > Courses > Section > Staff History > Primary Teacher</p> <p>Identity.lastName, Identity.firstName</p>
PrimaryTeacherStateID	<p>The State Staff ID of the staff member reported above.</p> <p><i>Alphanumeric</i></p>	<p>Census > People > Demographics > Person Identifiers > Staff State ID</p> <p>Person.stateStaffID</p>
HostSchool	<p>The Provider School Name entered on the course. If null, reports the description of the Virtual/Distance Learning Provider code selected. Otherwise reports School Name.</p> <p><i>Alphanumeric</i></p>	<p>Scheduling > Courses > Course > Provider School Name, Virtual/Distance Learning Provider; System Administration > Resources > School > Name</p> <p>Course.providerSchoolName, Course.providerSchool, School.name</p>
DaysOfWeek	<p>The concatenated days this class is offered (M, T, W, TH, F), separated by a space.</p> <p><i>Alphanumeric</i></p>	<p>Calculated, not dynamically stored</p>
PeriodStartTime	<p>If the class is scheduled at the same period each session, reports the Period Start Time. If the class is scheduled during different periods, based on the periods reported in the record.</p> <p><i>Alphanumeric</i></p>	<p>System Administration > Calendar > Calendar > Periods > Period Schedule/Periods Editor > Period Information > Start Time</p> <p>Period.startTime</p>

Element Name	Description & Format	Campus Location
PeriodEndTime	<p>If the class is scheduled at the same period each session, reports the Period End Time. If the class is scheduled during different periods, based on the periods reported in the record.</p> <p><i>Alphanumeric</i></p>	<p>System Administration > Calendar > Calendar > Periods > Period Schedule/Periods Editor > Period Information > End Time</p> <p>Period.endTime</p>
TotalDaysScheduled	<p>The total days on which the section is scheduled within the date range. To report, days must be marked as School, Attendance, and Instruction.</p> <p><i>Numeric</i></p>	Calculated, not dynamically stored
TotalStudentRostered	<p>The total number of students rostered into the section for at least one day. Students who drop a section and then re-enroll are only counted once.</p> <p><i>Numeric</i></p>	Calculated, not dynamically stored
TotalAttendance	<p>For each rostered student, reports the total days that student was rostered into the class, minus the student's total absences.</p> <p><i>Numeric</i></p>	Calculated, not dynamically stored
MinutesPerDay	<p>The total minutes per day of for the section based on the Period Start and End Times, minus any non-instructional minutes.</p> <p><i>Numeric</i></p>	Calculated, not dynamically stored