

# **Daily Attendance Report**

Last Modified on 10/21/2024 8:20 am CDT

Understand the Report | Display Report Data in a Chart/Graph | Filter Dimensions and Modify Report Options | Format and Layout Options | Export and Share the Report

Tool Search: Daily Attendance Report

The **Daily Attendance Report** displays daily attendance data within a powerful pivot table, allowing you to sort, count, filter, and display the data in useful graphs and charts.

This report is only available for users in districts who have purchased the Campus Analytics Suite.

Daily Attendance Report ☆	Reporting > Ad Hoc Reporting > Daily Attendance Report
Daily Attendance Report	
The report will appear in spreadsheet format. Information on the tables can be exported into CSV, Excel, HTML, PDF or as an image.	
Note the following: • Students marked as No Show are not included. • Students marked as State Exclude are included.	
Which calendar(s) would you like to include in the report? <ul> <li>Ist by school</li> <li>Ist by year</li> <li>Ist J:22 Filmore Middle School</li> <li>19:20 Filmore Middle School</li> <li>19:21 Filmore Middle School</li> <li>11:19 Filmore Middle School</li> <li>11:12 Fi</li></ul>	

Read - View and generate the Daily Attendance Report. Write - N/A Add - N/A Delete - N/A

For more information about Tool Rights and how they function, see the Tool Rights article.

### **Understand the Report**

Once the report is generated, a pivot table grid displays and uses conditional formatting to apply a color gradient to each cell based on the attendance value. The report shows the attendance percentage and federal attendance percentage for each grade per day, with colors indicating how close or far away the percentage is from 100%. This color gradient also allows you to easily identify which grades per date have a lower percentage and may require additional analysis. Since the



report logic relies on the Attendance Aggregation Day tables, the report does not reflect current day attendance and lags by 1 day.

		Gric		chare											Format	Options Fields	Fullscreen
<b>DA</b> All	AY OF WEEK & EXCUSE CODE &																
	1		2	3	4		5		6	7		8	9	10	11	12	13
1			GRADE 🌣 GENDER	\$													
2			Percent Attendance											Fed Percent Att			
3	DATE	۵		▶ 00	▶ 01		▶ 02	▶ 03		▶ 04	▶ 05		▶ 06		▶ 00	▶ 01	▶ 02
4	2019-08-06		100.00%	100.00%	5 10	00.00%	100.009	6	100.00%	100.00%		100.00%	100.00%	100.00%	100.00%	100.00%	100.00
5	2019-08-07		97.95%	98.41%	5 9	9.28%	97.55	6	100.00%	97.04%		95.83%	98.24%	98.09%	98.41%	100.00%	98.08 <sup>r</sup>
6	2019-08-08		96.17%	93.63%	5 9	96.53%	94.139	6	99.66%	91.67%		98.16%	99.16%	96.42%	93.65%	96.88%	94.23
7	2019-08-11		94.47%	93.33%	9	93.51%	90.20	6	97.49%	96.49%		95.33%	95.09%	94.75%	93.65%	93.75%	90.38
8	2019-08-12		95.44%	94.14%	i 9	94.46%	92.16	6	97.44%	97.12%		97.22%	95.49%	95.24%	93.85%	93.65%	92.31 <sup>c</sup>
9	2019-08-13		95.26%	88.79%	s 9	94.51%	97.83	6	97.44%	95.61%		98.09%	95.40%	95.72%	89.23%	95.24%	98.08
10	2019-08-14		92.05%	94.15%	9	91.05%	90.19	6	91.30%	87.72%		94.54%	93.94%	91.92%	93.85%	90.48%	90.38
11	2019-08-15		96.13%	93.319	9	95.86%	92.01	6	95.65%	97.08%		99.88%	97.69%	95.95%	93.85%	95.16%	92.16 <sup>c</sup>
12	2019-08-18		94.35%	91.63%	9	96.15%	97.89	6	95.08%	93.40%		93.41%	93.94%	94.29%	92.31%	96.77%	98.04
13	2019-08-19		93.57%	93.46%	8	88.79%	98.04	6	88.60%	95.58%		94.52%	95.42%	93.81%	93.85%	90.32%	98.04 <sup>c</sup>
14	2019-08-20		94.91%	93.55%	9	91.86%	96.08	6	98.47%	92.20%		97.26%	95.45%	95.00%	93.85%	91.94%	96.08
15	2019-08-21		93.66%	92.79%	9	95.08%	95.049	6	91.30%	94.34%		94.52%	92.25%	94.03%	93.85%	95.08%	96.08' 🗸
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The data used to determine each column can be viewed by double-clicking on a specific cell. This allows you to analyze all the data that makes up a cell's reported percentage. You can also view pivot table data in a chart to better identify trends and outliers.

1 Expor			hare								Format O	ptions Fields	Fullscre	
DAY C		EXCUSE CODE ¢											Ľ	$\leq$
	1	2		3	4	5	6	7	8	9	10	11	12	
1		GRADE 🌣 GENDER	\$											
2		Percent Attendance									Fed Percent Att			
3 <b>DA</b>	ATE ©	2	▶ 00		▶ 01	▶ 02	▶ 03	▶ 04	▶ 05	▶ 06		▶ 00	▶ 01	
4 20	19-08-06	100.00%		100.00%	100.009	6 100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00	% 100.0	<b>^</b>
5 20	19-08-07	97.95%		98.41%	99.289	6 97.55%	100.00%	97.04%	95.83%	98.24%	98.09%	98.41	% 100.0	
6 <b>20</b>	19-08-08	96.17%		93.63%	96.539	6 94.13%	99.66%	91.67%	98.16%	99.16%	96.42%	93.65	% 96.8	
7 20	19-08-11	94.47%		93.33%	93.519	<mark>6</mark> 90.20%	97.49%	96.49%	95.33%	95.09%	94.75%	93.65	% 93.7	
8 20	19-08-12	95.44%												
9 20	19-08-13	95.26%		Deta	ails									
		92.05%												
10 20	19-08-14	52.0376		Row: 20	019-08-06	Column: 00 Per	cent Attendance	100.00%						
	19-08-14 19-08-15	96.13%							r	0		7	0	0
11 20					1	2	3	4		6		7		9 SCHEDULED MINUTES
11 <b>20</b> 12 <b>20</b>	19-08-15	96.13%		1 DA	1 TE (	2 GRADE G	3 ENDER D	4 AY OF WEEK	EXCUSE CODE		Y FEDERAL DA	Y ABSENT	PERSONID	SCHEDULED MINUTES
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11     20       12     20       13     20       14     20       15     20       16     20       17     20	19-08-15 19-08-18 19-08-19 19-08-20 19-08-21 19-08-22 19-08-25	96.13% 94.35% 93.57% 94.91% 93.66% 94.53% 93.18%		I         DA           2         I           3         I           4         I           5         I           6         I           7         I           8         I           10         I	1         2019-08-06           2019-08-06         2019-08-06           2019-08-06         2019-08-06           2019-08-06         2019-08-06           2019-08-06         2019-08-06           2019-08-06         2019-08-06           2019-08-06         2019-08-06           2019-08-06         2019-08-06           2019-08-06         2019-08-06           2019-08-06         2019-08-06	2 600 600 600 600 600 600 600 600 600 60	3 D ENDER D F M F F F F F M F F F F	4 AY OF WEEK 4: Wednesday 4: Wednesday	EXCUSE CODE (blank) (blank) (blank) (blank) (blank) (blank) (blank) (blank)		FEDERAL DA           1           1           1           1           1           1           1           1           1           1           1           1           1           1           1           1           1           1           1           1           1           1           1           1	YABSENT         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0	PER SONID 37872 39133 39139 39163 39168 39254 39374 39587 39668 39740	SCHEDULED MINUTES 390 390 390 390 390 390 390 390 390 390

# **Display Report Data in a Chart/Graph**



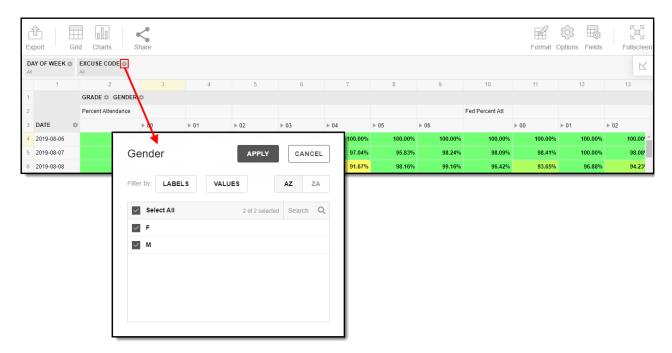
Report data can be visually displayed in a number of charts. To create a chart, click the **Charts** icon and select a chart type.

See the links below for more information about each chart option.

- Column
- Bar
- Line
- Scatter
- Pie
- Bar Stack
- Bar Line

## Filter Dimensions and Modify Report Options

You can filter a report dimension by clicking the gear icon an ext to the dimension header. From here you can filter dimension data by label or value as well as modify the dimension sort order. For more information about filtering dimensions, see the Pivot Designer article.



Selecting the **Fields** icon allows you to modify the order of the fields in the pivot, add or remove fields from the pivot table, and modify which fields are used in rows or columns.

You can also modify or insert specific calculations to be used in the pivot table by clicking the **Add calculated value** button. When adding calculated values, users can use aggregation key words to produce aggregates that aren't available when selecting the sigma droplist.

For more information about modifying fields and adding calculated values, see the Pivot Designer article.

Export Grid								Format Option		Fullscre
DAY OF WEEK 🏚 🛛 A	EXCUSE CODE 🎎								$\overline{}$	
	GRADE 🌣 GENDER 🌣	Fields		Add calcul	ated value 🔳	APPLY	CANCEL			
	Percent Attendance	Drag and drop fields to arrange		L						
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	94.47%	Behavior Linked		Drop field her	re	Gender				
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		✓ Day Of Week		Rows		Values				
0 2019-08-14	92.05%			Date		Percent Attendance	🗶 = 📩			
		Excuse Code				Fed Percent Att				92.1
	94.35%	Excuse Description					-	92.31%		
		Federal Day Abs $\Sigma$	-	Drop field her	re	Student Count	× = -			
	94.91%								91.94%	

### **Format and Layout Options**

Format options allow you to modify how cells represent data within the pivot table. To access format options, click the **Format** button and select one of the following options:

- **Format cells** This editor allows you to control how text within the cell is aligned, what value is reported in the cells, how decimals are used, the current symbol used, any default null value you want the table to display, and whether or not you want data displayed as a percentage.
- **Conditional formatting** This editor allows you to set cell value thresholds as to whether or not the data is reported for each cell (less than or greater than a certain value) as well as modify the cell text size and font.

ixport Gri		hare					Format Options Fields Fullscreen
	EXCUSE CODE 🌣						Format cells
1	2	3	4	5 6	7	8 9	10 Conditional formatting
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DATE 🌣		▶ 00	▶ 01	▶ 02 ► 03	▶ 04 ▶ 08	▶ 06	▶ 00 ▶ 01 ▶ 02
2019-08-06	100.00%	100.00%		-			
2019-08-07	97.95%	98.41%		T UITIAL CEIIS	APPLY	CANCEL	Conditional formatting + APPLY CANCEL
2019-08-08	96.17%	93.63%				6	
2019-08-11	94.47%	93.33%		CHOUSE VALUE	Choose value	~ •	Volum: Research Attendary and Creater than or 4 and 105
2019-08-12	95.44%	94.14%				0	Value: Percent Attendar V Greater than or 6 V .95
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2019-08-14	92.05%	94.15%					Format: Arial ~ 12px ~ A 73.93
2019-08-18	94.35%	91.63%		Thousand Separator	None	<b>`</b>	
2019-08-19	93.57%	93.46%		Desimal secondar		~	
2019-08-20	94.91%	93.55%					Value: Percent Attendar V
5 2019-08-21	93.66%	92.79%		Decimal places	None	<b>`</b>	Format: Arial V 12px V A 73.93
				Currency symbol		_	
				Null value			
				Format as percent	false		

The **Options** menu gives you layout options for how you would like the table to be displayed (Layout), how grand totals are display in the table (Grand Totals), and how subtotals should be displayed (Subtotals).



For more information about format and layout options, see the Pivot Designer article.

Export Gr		are				Format	Coptions Fields	Fullscree
DAY OF WEEK 🎎	EXCUSE CODE 🏚							
			Layout options	APPLY CANCEL	10	11		
	GRADE 🌣 GENDER 🕸							
	Percent Attendance		GRAND TOTALS	SUBTOTALS	ed Percent Att			
3 DATE 4	1	▶ 00	Do not show grand	totals Do not show subtotals		▶ 00	▶ 01	▶ 02
4 2019-08-06	100.00%	100.00%			100.00%	100.00%	100.00%	100.00
5 2019-08-07	97.95%	98.41%	Show grand totals		98.09%	98.41%	100.00%	98.08
6 2019-08-08	96.17%	93.63%	Show for rows only	Show subtotal rows only	96.42%	93.65%	96.88%	94.23
7 2019-08-11	94.47%	93.33%	Show for columns of	only Show subtotal columns only	94.75%	93.65%	93.75%	90.38
8 2019-08-12	95.44%	94.14%			95.24%	93.85%	93.65%	92.31
9 2019-08-13	95.26%	88.79%	LAYOUT		95.72%		95.24%	98.08
10 2019-08-14	92.05%	94.15%	EATOOT		91.92%	93.85%	90.48%	90.38
11 2019-08-15	96.13%	93.31%	Compact form		95.95%	93.85%	95.16%	92.16
12 2019-08-18	94.35%	91.63%	Classic form		94.29%	92.31%	96.77%	98.049
13 2019-08-19	93.57%	93.46%	Flat form		93.81%	93.85%	90.32%	98.04
14 2019-08-20	94.91%	93.55%			95.00%	93.85%	91.94%	96.08
15 2019-08-21	93.66%	92.79%			94.03%	93.85%	95.08%	96.08

#### **Export and Share the Report**

The report (pivot) can be exported to a number of different formats by clicking the **Export** icon and selecting an option.

Export Grid	Charts S	hare			
Print	SE CODE 🏟				
To HTML	2	3	4	5	
To CSV	DE 🌣 GENDER	¢			
To Excel	ent Attendance				
To Image		▶ 00	▶ 01	▶ 02	▶ 03
10 image	100.00%	100.00%	100.00%	100.00%	
To PDF	97.95%	98.41%	99.28%	97.55%	
6 2019-08-08	96.17%	93.63%	96.53%	94.13%	
7 2019-08-11	94.47%	93.33%	93.51%	90.20%	
8 2019-08-12	95.44%	94.14%	94.46%	92.16%	
9 2019-08-13	95.26%	88.79%	94.51%	97.83%	
10 2019-08-14	92.05%	94.15%	91.05%	90.19%	
11 2019-08-15	96.13%	93.31%	95.86%	92.01%	
12 2019-08-18	94.35%	91.63%	96.15%	97.89%	
13 2019-08-19	93.57%	93.46%	88.79%	98.04%	

You can also share the report (pivot) with other Campus users by clicking the Share icon and



copying the report URL.

Users attempting to access a pivot table via a shared URL will need to first be logged into Campus in order to access the tool and have proper calendar rights in order to see reported data.

Ex	Export Grid Charts Share										
DA All	DAY OF WEEK  AII AII										
	1	2	3	4	5	6					
1		GRADE 🌣 GENDER	\$								
2		Percent Attendance									
3	DATE 🌣		▶ 00	▶ 01	▶ 02	▶ 03					
4	2019-08-06	100.00%	100.00%	100.00%	100.00%	100.00%					
5	2019-08-07	97.95%	98.41%	99.28%	97.55%	100.00%					