

#### March 2020

#### Version 1.0

### **Attendance Report for Inclusive Support**

Step 1 – Student top tab – check mark next to the student on the screen -> Options -> Show Selected

Step 2 – Attendance side tab – click into the 'class attendance' sub side tab Student List ::

Details	Optic	ons 🗸 Reports 🗸	Help 🔻 S	earch on Date	Q Y 🏼	a-z) Ilı t	3
Contacts							0 of 10 selected
Attendance	Absen	ces: 12.0 (3.0 unexc	used) Tardies: 5 (5	unexcused)			
Daily Attendance		Date	Code	Time	Absent?	Late?	Dismissed?
Details		05/02/2020	A-E		Y	Ν	Ν
Daily Trends		30/01/2020	A-E		Y	Ν	Ν
Class		27/2 /2020	A-E		Y	Ν	Ν
Attendance		18/12/2019	A-E		Y	Ν	Ν
Class Trends		11/12/2019	L	1:15 PM	Ν	Y	Ν
		0014410040			N/		A.1

Step 3 – From the list of attendance dates that show for the student, find the Sept and Oct dates and check mark next to them - > Options -> Show Selected \*note that this is an elementary example

Details	Optic	ns 🗸 🛛 Re	ports 🗸	Help 🗸	Search on Date	
Contacts	Add		TTA	TTAM-004 >		
Attendance	Delete				Period	
Daily Attendance	Ma	iss Update			AM	
Daily Trends	Qu	ery			AM	
	Sh	ow Selected			AM	
Class Attendance		III Selected	_		AM	
Details		08/10/2019			AM	
Class Trends		01/10/2019			AM	
Conduct		30/09/2019			AM	
Transcript		24/09/2019			AM	
Transcript		19/09/2019			АМ	
Assessments		16/09/2019			AM	
Academics		05/09/2019			AM	
Schedule		05/09/2019			PM	



# SD73 (KAMLOOPS/THOMPSON)

## March 2020

Version 1.0

	Attendance Repo	ort for Inclusive Support
tep 4 -	- Reports - > Quick Report -> Saved Report	<ul> <li>SD73 Student Attendance Report -&gt; Click Fin</li> </ul>
etails	Options   Reports  Help  Search on De	
ontacts	Quick Chart	
endance	Quick Report	
ly	AM	
b. Tour de	□ 15/10/2019 AM	
	<ul> <li>https://www.mveducation.gov.bc.ca/aspen/guickReport0.</li> </ul>	.do?deploymentId=aspen 120% ···· 💟 🏠 😑
Juick	Paparti Sauraa	Stop 1 of 9
RUICK	Report. Source	Step 1 01 8
Source		
	New report	
0	Saved report	
		3 records 🥖
	Name	OwnerType
0	SD73 Intnl Funding NOT Eligible	District
۲	SD73 Student Attendance Report	District
0	SD73 TNT Attendance Profile	District
		Delete
🔶 Previc	Next 🔶	🏁 Finish 🗶 Cancel

Repeat for each student involved in the audit.