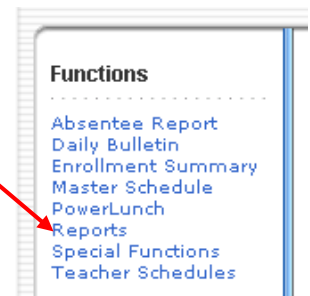


Online Tutorial: PowerGrade Attendance Report

You should run this report daily, after the start of the last period of the day, to see which teachers have not taken attendance for the day.

Step 1: Click on “Reports” under “Functions” in the left navigation bar.

Step 2: In the middle of your screen, click on “Run Reports.”



Function	Description
Run Reports	Run built in reports for attendance, membership, grades, students, and statistics.
Report Setup	Setup form letters, mailing labels, object reports, report cards, pictures, and styles.
State Reports	Run reporting engine reports for CA.
Reporting Engine	Setup, load, and run reporting engine reports.
Custom District Level Reports	Custom District Level Reports.

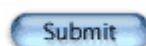
Step 3: Under the “Attendance” heading, click on “PowerGrade Attendance.”

Attendance	Description
Absentee	Single day period by period attendance code report.
Attendance Count	Multi-day period by period attendance code report.
Class Attendance Audit	Section specific attendance roster.
Consecutive Absences	Report detailing consecutive student absences by absence code.
Student Attendance Audit	Roster report detailing attendance codes by day.
Monthly Student Attendance Report	Twenty-day student attendance report by grade.
Attendance Summary by Grade	An aggregated attendance report for a date range and grade(s).
Year-to-Date Attendance Summary	A year-to-date aggregated attendance report by grade.
PowerGrade Attendance	Report showing which teachers have not taken attendance.

Step 4: Enter the date you'd like to search for. The default is today's date.

Date to Scan



Step 5: Click “Submit.”



Step 6: Click on “Refresh now” periodically until the status reads “Completed.”

Report Queue - My Jobs [Refresh now](#)

All jobs complete

Created	Job Name	Started	Ended	Status	
07/27/2009	PowerGrade Attendance	07/27/2009 3:47 PM	07/27/2009 3:47 PM	Completed	View  

Step 7: Click on “View” to retrieve the completed report.

Your report will look something like this:

	Teacher	No Attendance For Meeting(s)
1.	Davis, L	1(A) , 2(A) , 3(A) ,
2.	Gerard, J	2(A) , 3(A) ,
3.	Goins, M	1(A) , 3(A) ,
4.	Grissom, S	1(A) , 2(A) , 3(A) ,
5.	Hanson, A	1(A) , 2(A) , 3(A) ,