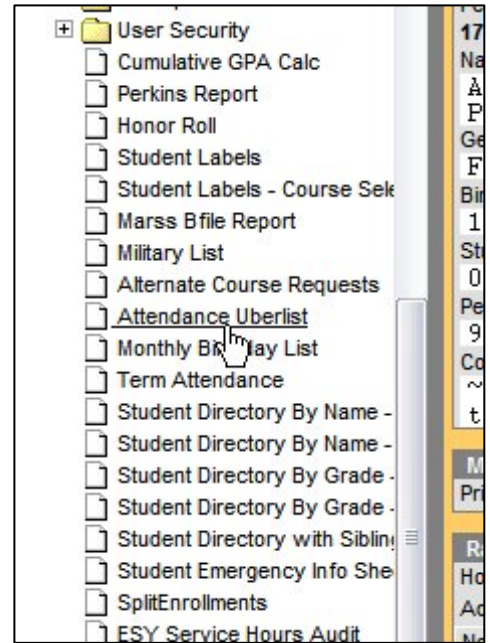


Description

SQL Report used to create an annualized attendance report (intended for end-of-year!) for the purpose of good attendance recognition. The report is grouped on the range of attendance values that are equal to, or less than the value specified by the user. It is further organized by homeroom teacher, grade level and alphabetically on the student's name.

Instructions

Navigate To The Report: This report can be found in the Campus Index at: System Administration>Attendance Uberlist. (Note: If you can't navigate to that location you'll need to see your district Campus contact to get Tool Rights granted.)



Enter Your Logon Information:

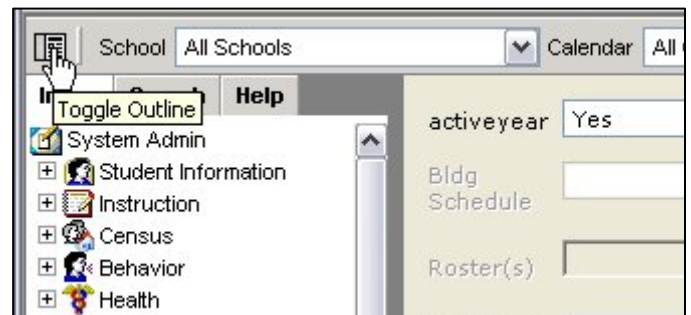
User Login: rs2005\stu####
(where #### is your 4-digit district number)

Password: use your ODBC reports password.
If you don't know the password, contact your district rep for Infinite Campus.



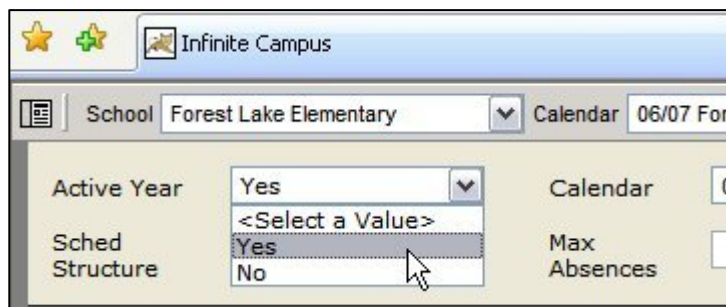
Report Selection Criteria

Click the 'Toggle Outline' Button: This 'turns off' the index and gives you more screen room to see all the buttons you need to filter and run your report.



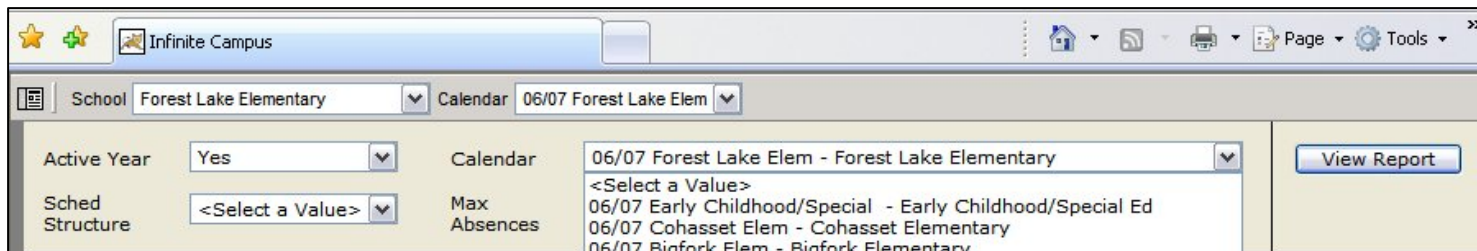
Infinite Campus / SQL Reporting Services: **Attendance Uberlist**

Active Year: Select 'Yes' (default selection) to limit the calendar history to the *Current Year Only*.



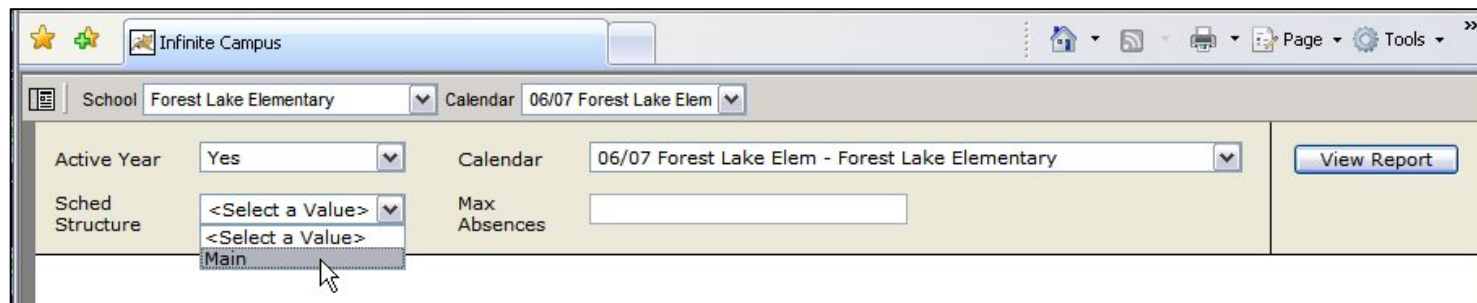
The screenshot shows the Infinite Campus interface with the 'Active Year' dropdown menu open. The 'Yes' option is selected, and the 'No' option is visible below it. The 'Calendar' dropdown is also visible, showing '06/07 For'.

Calendar: Select the desired *Calendar Name*.



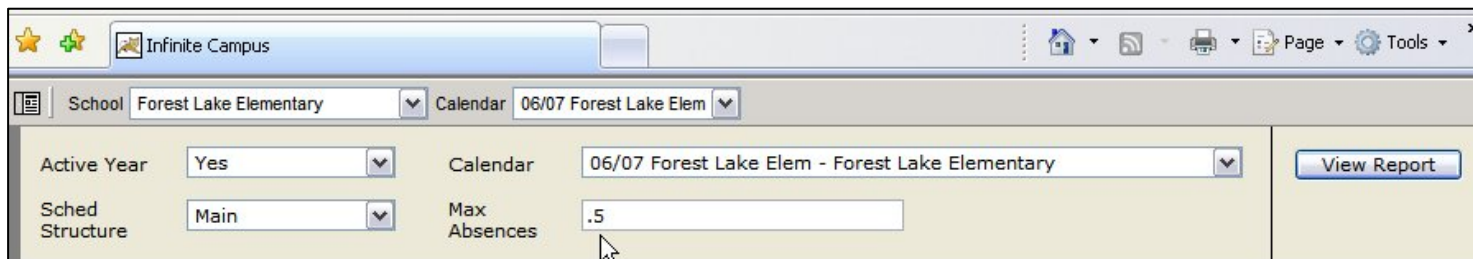
The screenshot shows the Infinite Campus interface with the 'Calendar' dropdown menu open. The '06/07 Forest Lake Elem - Forest Lake Elementary' option is selected. Other options visible include '<Select a Value>', '06/07 Early Childhood/Special - Early Childhood/Special Ed', '06/07 Cohasset Elem - Cohasset Elementary', and '06/07 Bigfork Elem - Bigfork Elementary'. A 'View Report' button is visible on the right.

Sched Structure: Select a *Schedule* for the desired school *building* within the calendar previously chosen.



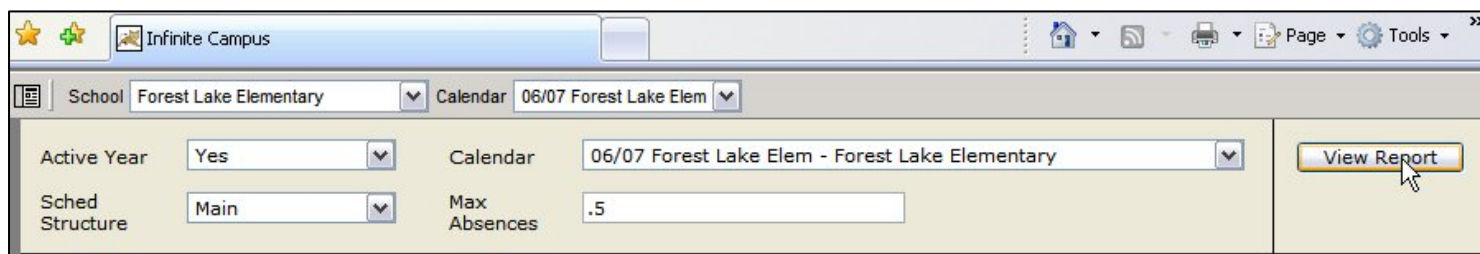
The screenshot shows the Infinite Campus interface with the 'Sched Structure' dropdown menu open. The 'Main' option is selected. The 'Active Year' is set to 'Yes' and the 'Calendar' is '06/07 Forest Lake Elem - Forest Lake Elementary'. A 'View Report' button is visible on the right.

Max Absences: Enter a number that indicates the greatest number of absences a student may have, to be included in this report. For example; '0' – for 'perfect' attendance.



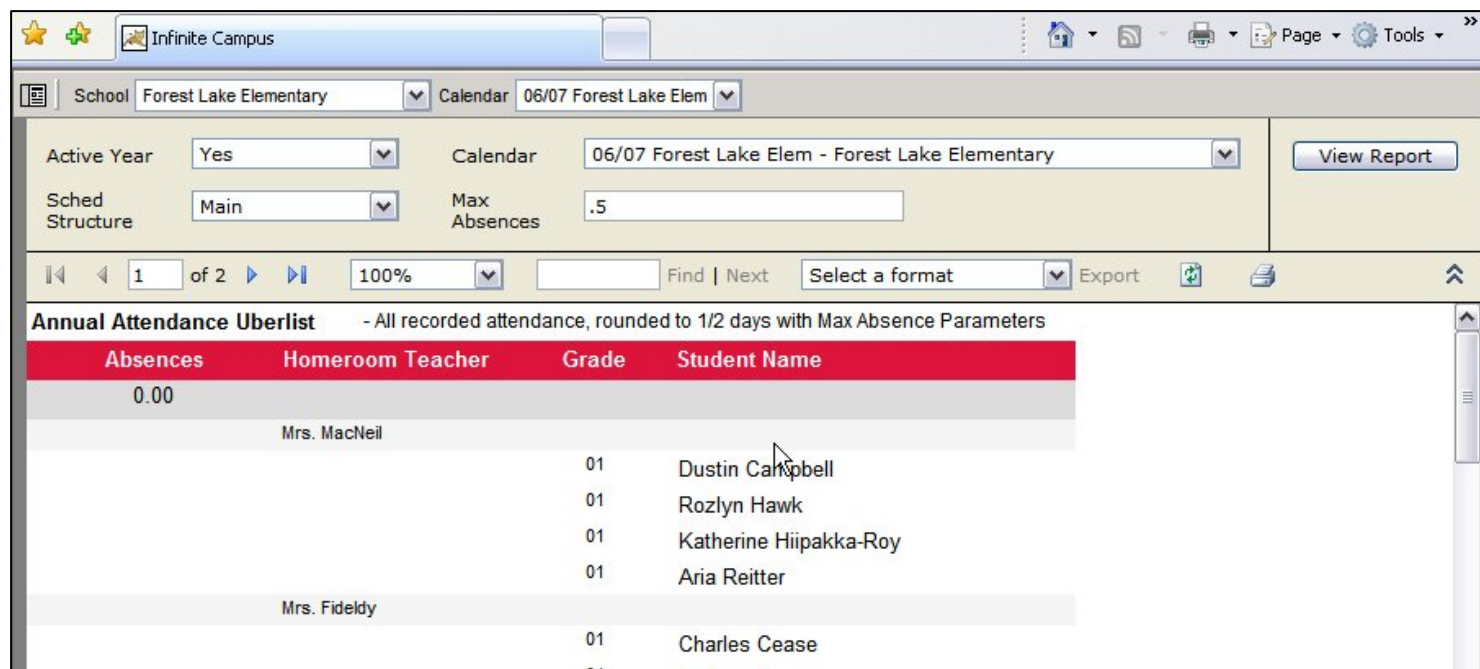
The screenshot shows the Infinite Campus interface with the 'Max Absences' input field containing the value '.5'. The 'Active Year' is 'Yes', the 'Calendar' is '06/07 Forest Lake Elem - Forest Lake Elementary', and the 'Sched Structure' is 'Main'. A 'View Report' button is visible on the right.

View Report: Click this button to generate the report.



The screenshot shows the Infinite Campus interface with the 'View Report' button highlighted. The 'Active Year' is 'Yes', the 'Calendar' is '06/07 Forest Lake Elem - Forest Lake Elementary', and the 'Sched Structure' is 'Main'. The 'Max Absences' input field contains the value '.5'.

You should see a message indicating that the report is being generated...Your report will look similar to the illustration, below. You can view more of your screen report by clicking the double chevrons located at the extreme right on the report control panel.



Absences	Homeroom Teacher	Grade	Student Name
0.00	Mrs. MacNeil		
		01	Dustin Campbell
		01	Rozlyn Hawk
		01	Katherine Hiipakka-Roy
		01	Aria Reitter
	Mrs. Fidely		
		01	Charles Cease

Use the printer icon shown in the report taskbar to print the report.

EXPORT DATA FROM THE REPORT:

Select a format: This is where you determine the type of external file that will be extracted from your report. ARCC supports use of Microsoft Excel, so **select 'Excel' from the drop list.**

If you decide to select a different file type, you'll be 'on your own' when it comes to file questions.

Export: Click on 'Export'

If everything is working right, a new browser window will offer you an option to Open, Save or Cancel operations on the new Excel worksheet.

Select 'Save' from the popup window. The file should save as a Microsoft Excel worksheet to your specified destination.

After opening the file in Excel, click on 'File', Select 'Save As': Be sure to give each building file a UNIQUE name!