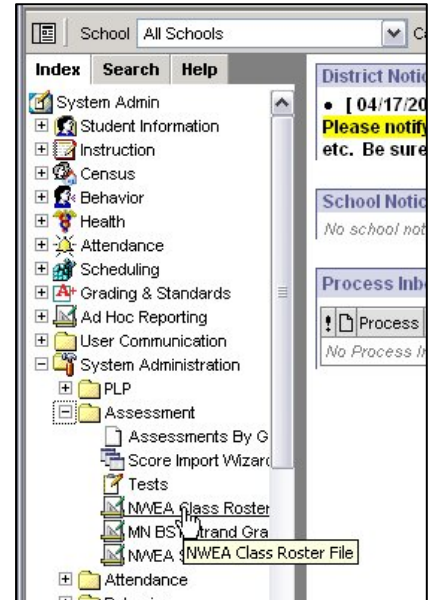


Description

SQL Report used to create term attendance. 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>Term Attendance. (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:

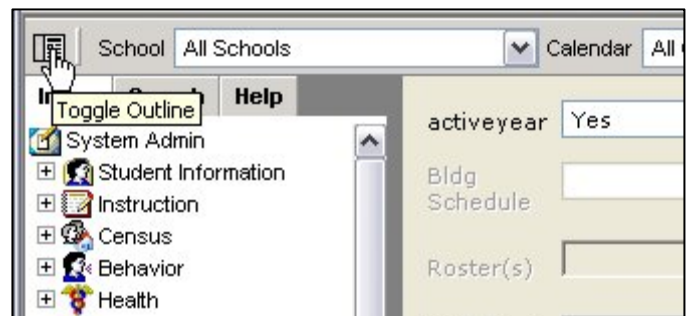
User Login: rs2005\stu####
(where #### is your 4-digit district number)

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



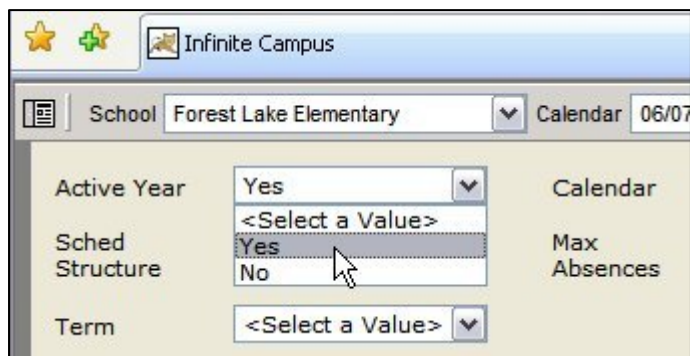
Report Selection Criteria

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.



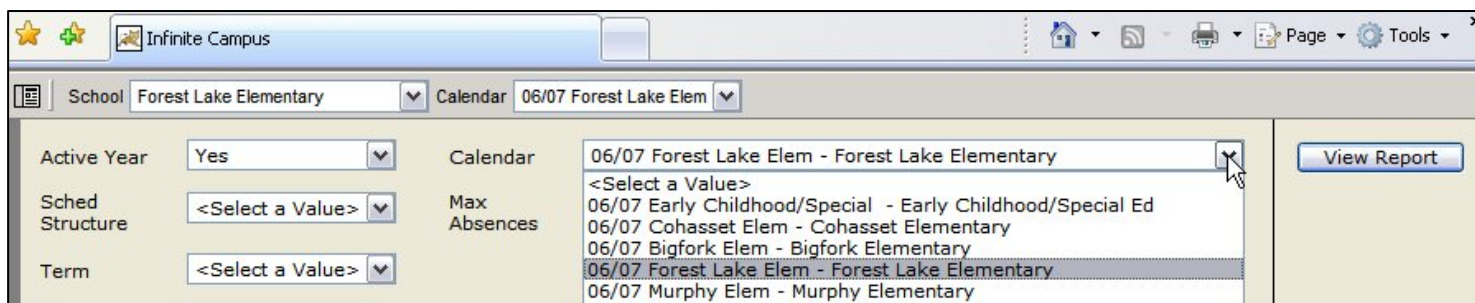
Infinite Campus / SQL Reporting Services: **Term Attendance**

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



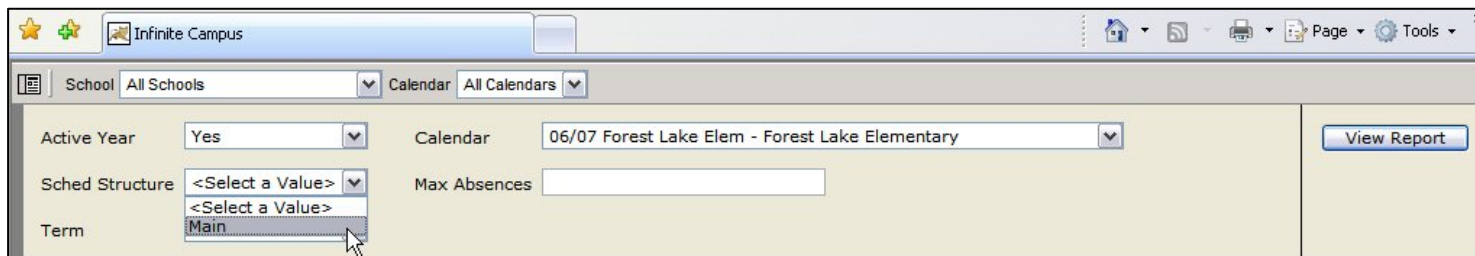
The screenshot shows the Infinite Campus interface with the 'Active Year' dropdown menu open. The 'Yes' option is selected. Other options include '<Select a Value>', 'No', and another '<Select a Value>'.

Calendar/School: Select the desired *Calendar Name*.



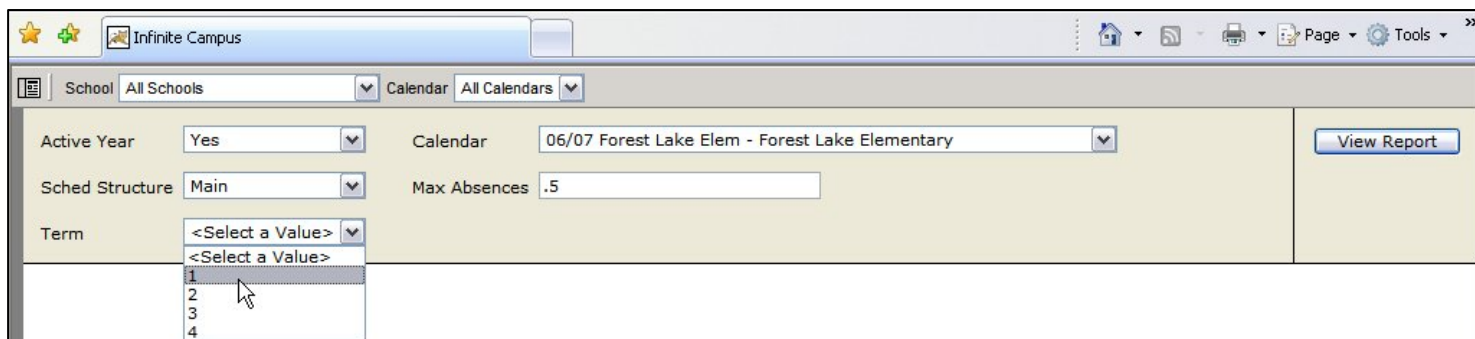
The screenshot shows the Infinite Campus interface with the 'Calendar' dropdown menu open. The selected calendar is '06/07 Forest Lake Elem - Forest Lake Elementary'. Other options include '06/07 Early Childhood/Special - Early Childhood/Special Ed', '06/07 Cohasset Elem - Cohasset Elementary', '06/07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

Term: Select an appropriate *Scheduling Term* for your school building.



The screenshot shows the Infinite Campus interface with the 'Term' dropdown menu open. The selected option is '1'. Other options include '<Select a Value>', another '<Select a Value>', and the numbers '2', '3', and '4'. 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 configuration panel for a report. The 'Active Year' is set to 'Yes', 'Calendar' is '06/07 Forest Lake Elem - Forest Lake Elementary', 'Sched Structure' is 'Main', and 'Max Absences' is '.5'. The 'Term' dropdown is currently set to '<Select a Value>'. A 'View Report' button is visible on the right side of the panel.

View Report: Click this button to generate the report.

This screenshot is identical to the previous one, but the 'View Report' button is highlighted with a mouse cursor, indicating the next step in the process.

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.

The screenshot shows the report results. The 'Term' is '1' and 'Max Absences' is '0.5'. The report title is 'Term 1 Absences'. The table below shows the results for Mrs. MacNeil's class.

Absences	Homeroom Teacher	Grade	Student Name
0.0	Mrs. MacNeil		
		01	Brandon Allen
		01	Emery Brown
		01	Dustin Campbell

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!