# ProgressBook GradeBook Attendance User Guide

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**(This document is current for ProgressBook v12.3 or later.)**

# Change Log

The following Change Log explains by Product Version, Heading, Page and Reason where changes in the *ProgressBook GradeBook Attendance User Guide* have been made.

| Product Version | Heading | Page | Reason |
|---|---|---|---|
| 12.3 | Entire Guide | N/A | Updated Login screen and logos for screen shots. |
| 12.3 | *"Log In to ProgressBook GradeBook "* | 1 | Updated screen shot to show, "This Site works best with IE 8 and above." |
| 12.3 | *"Add Absence Comments"* | 15 | Updated screen shot to show correct favicon on the URL. |
| 12.3 | *"Student Demographics Report"* | 35 | Updated screen shots to display Report Viewer instead of ProgressBook Report Viewer, and Updated screen shot to display Printed from ProgressBook instead of old ProgressBook logo. |

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# Table of Contents

# Welcome to ProgressBook GradeBook

ProgressBook GradeBook is a classroom management solution that integrates grade book, lesson plan development, attendance, special education and parent communication into one comprehensive, web-based system. ProgressBook GradeBook provides a user-friendly interface for teachers, school administrators, cafeteria personnel and others to track and maintain student information. Class and student data is automatically imported into ProgressBook GradeBook from the school district's student information system, if it is integrated with one, eliminating the need for data re-entry. ProgressBook GradeBook supports standards-based reporting which is essential in today's education environment.

This guide provides the information necessary to help Attendance staff perform tasks more productively.

## Log In to ProgressBook GradeBook

Before you start using ProgressBook GradeBook, you will need to log in. Before you log in, contact your ProgressBook GradeBook system manager for the login address or URL of the ProgressBook GradeBook Web site, as well as your login information.

1. Type the **code** representing your district in the District ID field.

2. Type your **user id** in the User ID field.

3. Type your **password** in the Password field.

4. Click **Login**.

   *Note: If your district has enabled the feature that allows the District ID field on the Login screen to be automatically populated with the district ID that was entered by the last user who logged into ProgressBook GradeBook, then that district ID displays in the field.*
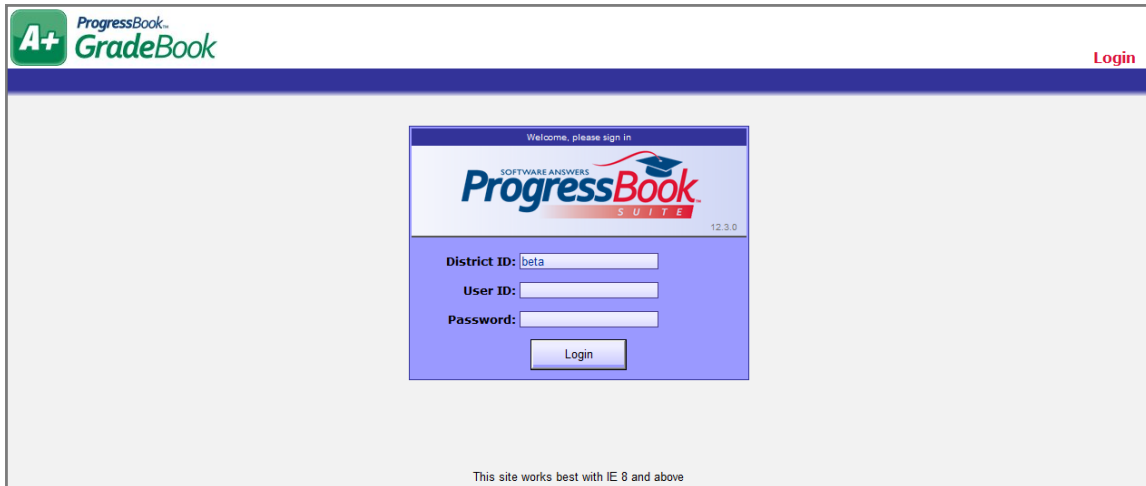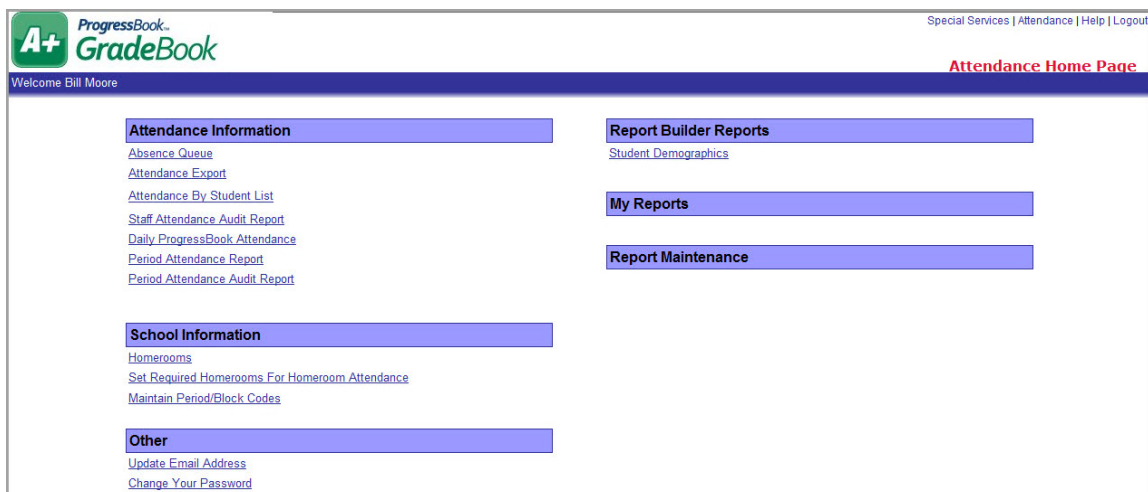
**ProgressBook GradeBook Login Screen**

# Navigate ProgressBook GradeBook

## Attendance Home Page

The Attendance Home Page is the first screen that appears when you log into ProgressBook GradeBook. The Attendance Information section allows you to maintain and resolve student attendance records, and run several attendance-related reports. The School Information section enables you to maintain homeroom and period/block code information. The Other section enables you to update your ProgressBook GradeBook email address and password, if the Staff Password Changes option has been enabled for your district. The Report Builder Reports section provides access to Report Builder reports if they have been enabled for your school. The My Reports section provides access to any customized Report Builder reports you have created. The Report Maintenance section allows you to delete customized Report Builder reports you have created.



**Attendance Home Page**

# Web Site Banner

You can use the links in the Web site banner to navigate through ProgressBook GradeBook screens.

**Click anywhere you see this link to return to the Attendance Home Page.**



**Web Site Banner**

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# Maintain Attendance

The Attendance section allows you maintain and resolve student attendance records, and run several attendance-related reports.

## Absence Queue and Attendance by Student List Overview

The Absence Queue and Attendance by Student List views are the main work areas for school administrators to view update and reconcile students' attendance records.

The Absence Queue view displays existing attendance records where students have already been marked absent or tardy in ProgressBook GradeBook.



**Absence Queue**

The Attendance by Student List view allows you to search for a specific student and create the appropriate absence record. Use the fields in the banner near the top of the screen to filter the attendance records or students you want to view. The Edit Period Attendance icon ⬚ may or may not display depending on whether or not the Offer Period Attendance feature has been enabled for your school.
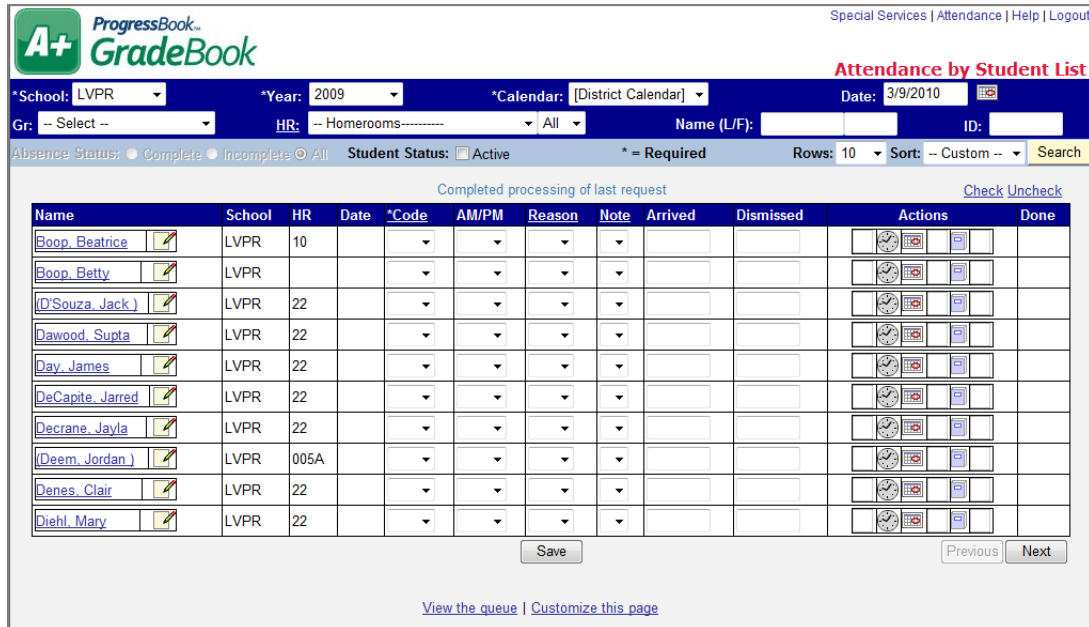
**Attendance by Student List**

## Attendance Symbols

The following symbols or icons display in the Actions columns on the Absence Queue and Attendance by Student List screens.

| Symbol | Description | Symbol | Description |
|---|---|---|---|
|  | Opens Student Attendance comments window to insert a new student attendance comment. |  | Opens absence comments window to insert a new absence comment. |
|  | Opens absence comments window to edit an existing absence comment. |  | Opens Absences by Student calendar to view attendance in calendar format and provide access to print a student's absence report. |
|  (gray) | Opens contact tracking window to insert new contact attempt. |  (green) | Opens contact tracking window to edit contact attempts or add additional contact attempts. |
|  (gray) | Opens update Absence Information window enter new or edit existing attendance information. |  (green) | Opens update Absence Information window to edit multiple attendance records for students for one day. |
|  | Opens Delete from Queue window to delete an attendance record from the Queue. |  | Opens Class Attendance window to edit period attendance by class and by block. |

# Search for Attendance Records in Absence Queue

You can view all the attendance records for all the students in a school for the entire school year or only attendance records for a single day for a single student. The Absence Queue and Attendance by Student List provide many filter options including grade, class, student name, student ID number and attendance record status to enable you to define your search. Notice that an asterisk (*) next to a field denotes that it is a required field. You can also customize the information that displays for the resulting records and the way in which they are sorted. See *"Customize Absence Queue or Attendance by Student List"* .

1. On the Absence Queue or Attendance by Student List, select the appropriate **school** in which to view attendance records.

2. Select the appropriate **school year**.

3. Select the appropriate school district **calendar**. The school district default calendar developed by the ProgressBook GradeBook administrator displays by default.

4. Today's date displays in the **Date** field by default. To view attendance records for another date, type the date in the Date field or click 🔳 to select the appropriate date on the Calendar window. If you leave the Date field blank, all the attendance records for the year display.

5. Choose any of the following optional search criteria to further narrow your results:

   - **Grade Level** – Select the desired grade level from the list.
   - **Homeroom or Class** – Select the desired homeroom or class from the HR list to limit the search to one specific class or homeroom. Change the All selection to CL or HR to designate all classes or all homerooms.
   - **Student** – Type the whole or partial name in the Name (L/F) field or type the student's district identification number in the ID field.
   - **Absence Status** – Select complete or incomplete attendance records.
   - **Student Status** – When viewing Attendance by Student List you can choose to view either active or inactive students.



**Search for Attendance Records in the Absence Queue**

6.  Select the desired number of rows to display in the Rows list. Ten is the default; 200 is the maximum.

7.  Select the desired **sort** option:

    *   **Custom** – Choose this option, and then designate the number of rows to display on the screen. Use the Customize this page link to set custom sort criteria. Search results are limited to the number of rows selected to display; 50 is the maximum.

    *   **Name, date** – Sorts records by student name, then ascending by date. Displays all records that meet the selection criteria, 10 records per screen, and allows navigation using Previous and Next buttons.

    *   **Name, date desc** – Sorts records by student name, then descending by date. Displays all records that meet the selection criteria, 10 records per screen, and allows navigation using Previous and Next buttons.

    *   **Date desc, Name** – Sorts records descending by date, then by student name. Displays all records that meet the selection criteria, 10 records per screen, and allows navigation using Previous and Next buttons.

    *   **HR, name, date** – Sorts records by homeroom first, student name, then ascending by date.

    *   **HR, name, date desc** – Sorts records by homeroom first, student name, then descending by date.

8.  Click **Search**.

    The attendance records meeting your search criteria display. Use the Next or Previous buttons, if necessary, to view more records.



**Sort Option in Absence Queue**

*Note: You can click the student's name to view addresses, enrollment and contact information from the student information system.*

# Add Contact Attempts

You can enter outgoing attempts to contact parents and guardians about an absence, as well as incoming contact attempts.

1. On the Absence Queue or Attendance by Student List screen, click ☎ in the Actions column for the student for whom you want to add a contact attempt record.



**Contact Attempts Icon in Absence Queue**

2. On the Contact Tracking window, today's date displays in the Contact Date column by default. To change the **date**, click 📅 and select the appropriate date, or type it in the field.

3. Select one of the following options in the Direction column:

   - **Incoming** – Parent or guardian contacted the school about the absence.
   - **Outgoing** – School attendance staff attempted to contact the parent or guardian about the absence.

4. Select the appropriate **method of contact** in the Method column.

5. Select in the appropriate **contact name** in the Contact column.

   The contact name, type and phone number displays near the bottom of the screen.

   *Note: If your school is not integrated with a student information system, you must type a comment about the contact in the Notes column.*

6. Click **Save**.

   A new contact row displays on the Contact Tracking window.

**Contact Tracking Window**

> *Note: The Play link is not currently functional. This feature is planned to integrate with the school's phone system at a future date so that phone messages can be heard.*

7.  Close the Contact Tracking window.

    The contact tracking icon ☎ (green) displays on the Absence Queue indicating that a contact attempt record has been added. Click this icon to edit or add additional contact attempt records.



**View Contact Attempt Information in Absence Queue**

# Update Absence Information

When reconciling attendance records, it may be necessary to add multiple absence codes for a student on one day or for multiple days.

1.  On Absence Queue or Attendance by Student List screen, search for the attendance records you want to view.

2.  Click ⏱ in the Actions column for the student whose attendance record you want to edit.

**Update Absence Information in Absence Queue**

3.  On the Update Absence Info window, select the appropriate **absence type code** in the list in the Code column.

    *Note: An absence type code is required in the Code column to save the attendance record.*

4.  Select the **AM** or **PM** option in the AM/PM column.

5.  Select the appropriate **absence reason code** in the list in the Reason column.

6.  Select the appropriate **attendance note code** in the list in the Note column.

7.  Type the **time the student arrived** to school in the Arrived column, if applicable.

8.  Type the **time the student was dismissed** from school in the Dismissed column, if applicable.

9.  Click ✎ to add comments about the absence, if necessary.

10. Click ☎ to add a contact attempt, if necessary.

11. If there are multiple absences for the student for the day, select the option button in the Primary column for the attendance record that is the primary attendance reason.

    *Note: The absence code for the primary attendance record displays on the teacher's attendance screens.*

12. Click **Save**.

    *Note: You can click the **View Student Notes** link in the upper right corner of the screen to view the Student Attendance comment for the student.*

**Update Absence Info Window**

13. Close the Update Absence Info window.

    The update absence icon  (green) displays on the Absence Queue if multiple attendance records have been recorded for a student for one day. Click this icon to edit an attendance record.



**Edit an Attendance Record in the Absence Queue**

# Update Attendance Records for Multiple Days at Once

1. Perform steps 2 through 12 in the previous section.

2. Select the appropriate **days** on the calendar(s) to which the attendance record applies.

3. Click the **Apply all** check box.

4. Click **Save**.

5. Close the Update Absence Info window.



**Update Attendance Records for Multiple Days on the Update Absence Info Window**

*Note: If an error occurs in the system while you are attempting to save the attendance record, a red question mark (?) displays next to the record with the error. Hover over this icon to display an explanation of the error.*

# View Individual Student's Attendance in Calendar Format

The Absences by Student window displays the student's attendance in a monthly calendar format. Absence codes display on each day an absence occurred. The absence type codes and descriptions display at the bottom of the screen as well as the attendance days color codes and descriptions.

1. On the Absence Queue or Attendance by Student List screens, click 🔳 to open the Absences by Student window.

2. You can perform any of the following options:

   - Click the **absence code on a specific date** to open the Update Absence window to view the absence details. See *"Update Absence Information"* .

   - Click a **specific date** to open the Update Absence window to create an attendance record for the student on that date. See *"Add Attendance Records in Attendance by Student List"* .

   - Click the **Print** link in the upper right corner of the window to display the Attendance Detail Year to Date Report in a separate window. See *"Attendance Detail Year to Date Report"* .

3. Close the Absences by Student window.



**Absence Codes on the Absence by Student Window**

# Add Absence Comments

You can add and edit comments regarding an individual absence for a student per date.

1. On the Absence Queue or Attendance by Student List screen, click [icon] in the Actions column.

2. On the Absence Comments window, type the **comment** in the text box. For example, "Absent due to family funeral."
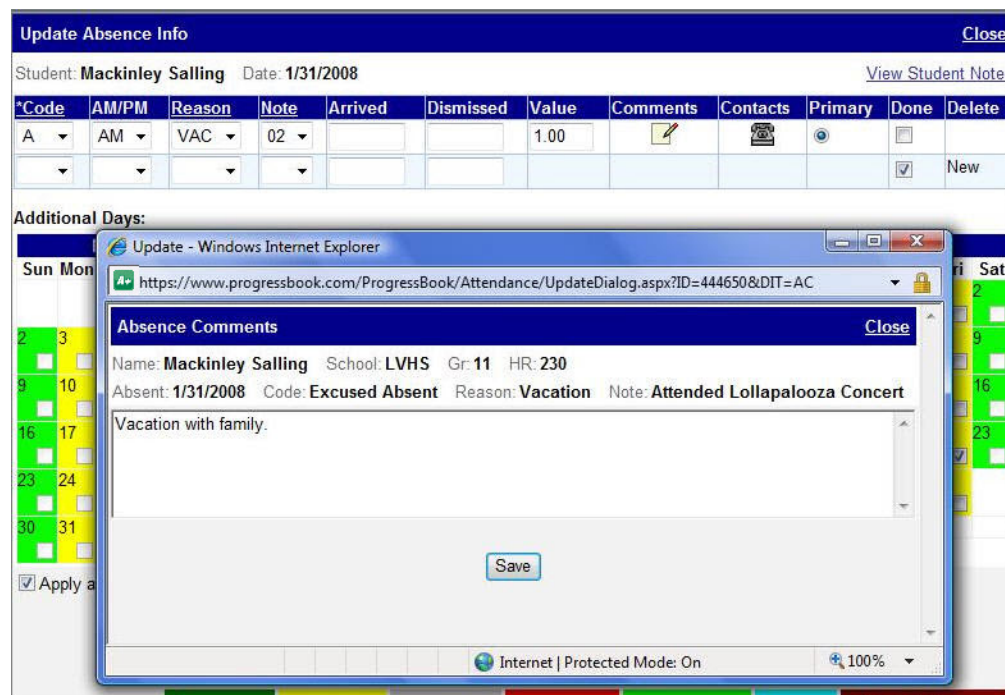


**Add Comments about an Individual Absence**

3. Click **Save**.

4. Close the Absence Comments window.

# Edit Class or Period Attendance Records

If your school has enabled the Offer Period Attendance feature, you may enter period attendance for a student's classes. You can add or change an absence type in a student's classes individually or for multiple classes at once. Only the classes that are scheduled to meet that day in the schools to which you have access display on the Class Attendance window. If the Allow Attendance by Block feature is enabled and the class meets for multiple blocks, a separate row displays for each block the class meets in order of block meeting time. The absence type codes used here by attendance staff will display on the Period Attendance and Seating Chart screens, Grade Book Grid, Progress tab of the Student Profile screen and, if your school is using Parent Access, on the Progress Details tab.

## Assign Absence Types to Individual Class

1. On the Absence Queue or Attendance by Student List screen, click ⬚.

2. On the Class Attendance window, select the appropriate **absence type code** in the Attendance list for a specific class.

3. If the class meets for multiple blocks, select an **absence type code** in the Attendance list for each block.

4. Click **Save**.



**Class Attendance Window**

*Note: To populate the absence type in the classes above or below the selected class, click ⬆ or ⬇ .*

## Assign Same Absence Type to Multiple Classes at One Time

1. On the Class Attendance window, select the appropriate **absence type code** in the Set the attendance code for all classes list, and then click **Go**.

2. Click **Save**.

**Same Absence Type to Multiple Classes on the Class Attendance Window**

# Reconcile Attendance Records in Absence Queue

You must reconcile students' attendance records daily. The attendance records remain in the Absence Queue until they are reconciled or complete. An attendance record is considered reconciled when it includes, at a minimum, an absence code and reason has been marked completed.

1. On the Absence Queue screen, search for the attendance records you want to view. See *"Search for Attendance Records in Absence Queue"*.

   Attendance records meeting your search criteria display.

2. Select the appropriate **absence code** in the list in the Code column.

   *Note: For a specific student, you can click the Code, Reason and Note column headings to view the list of appropriate codes and descriptions.*

3. Select the **AM** or **PM** option in the AM/PM column, if necessary.

4. Select the appropriate **reason code** in the list in the Reason column.

   *Note: Teachers can see the absence and reason codes on their attendance screens, but cannot view the note code.*

5. Select the appropriate **note code** in the list in the Note column, if desired.

6. Type the **time the student arrived** to school in the Arrived column, if necessary.

7. Type the **time the student was dismissed** from school in the Dismissed column, if necessary.

   *Note: Time displays in the time fields as AM or PM by default based on the current time of day when the time is entered. For example, if you enter "9:15" in the field prior to noon, 9:15 AM displays. You can also enter time in the military time format, but do not use a colon (:).*

8. Select the **check box in the Done column** to mark the attendance record complete.

   *Note: If a student has multiple attendance records for one day, you must reconcile them on the Update Absence Info window.*

9. Click **Save**.



**Reconcile Attendance Records in Absence Queue**

*Note: If an error occurs in the system while you are attempting to save the attendance record, a red question mark (?) displays next to the record with the error. Hover over this icon to display an explanation of the error.*

10. You may perform any of the following optional steps while reconciling an attendance record:

• Add or edit contact attempt records. See *"Add Contact Attempts"* .

• Update absence information and add additional attendance records. See *"Update Absence Information"* .

• View student attendance by calendar and print student attendance report. See *"View Individual Student's Attendance in Calendar Format"* .

• Add or edit attendance record comments. See *"Add Absence Comments"* .

• Edit class or period attendance. See *"Edit Class or Period Attendance Records"* .

• Delete attendance records.

*Note: You can click the student's name to view addresses, enrollment and contact information from the student information system.*

# Add Attendance Records in Attendance by Student List

If you need to create an attendance record for a student who does not already have one, you can create it on the Attendance by Student List screen.

1. On the Attendance by Student List screen, **search for the student** you want to view. See *"Search for Attendance Records in Absence Queue"* .

2. Click  in the Actions column for the student whose attendance record you want to add.

**Add Attendance Records on the Attendance by Student List Screen**

3. On the Update Absence Info window select the appropriate **absence type code** in the list in the Code column.

   *Note: An absence type code is required in the Code column to save the attendance record.*

4. Select the **AM** or **PM** option in the AM/PM column.

5. Select the appropriate **absence reason code** in the list in the Reason column.

6. Select the appropriate **attendance note code** in the list in the Note column.

7. Type the **time the student arrived** to school in the Arrived column, if applicable.

8. Type the **time the student was dismissed** from school in the Dismissed column, if applicable.

9. Click **Save**.

10. Click ✏ to add comments about the absence, if necessary. See *"Add Absence Comments"* .

11. Click ☎ to add a contact attempt, if necessary. See *"Add Contact Attempts"* .

12. If there are multiple absences for the student for the day, select the option in the Primary column for the attendance record that is the primary attendance reason.

    *Note: The absence code for the primary attendance record displays on the teacher's attendance screens.*

13. To apply an absence to multiple days at once, click the **check box on the appropriate days** on the calendar, and then click the **check box for Apply all**.

14. Click **Save**.

**Update Absence Info Window**

> *Note: You can click the View Student Notes link in the upper right corner of the screen to view the Student Attendance comments for that student.*

15. Close the Update Absence Info Window.

The update absence icon 🕐 (green) displays on the Attendance by Student List screen if multiple attendance records have been recorded for a student for one day. Click this icon to edit an attendance record.

> *Note: If an error occurs in the system while you are attempting to save the attendance record, a red question mark (?) displays next to the record with the error. Hover over this icon to display an explanation of the error.*

# Customize Absence Queue or Attendance by Student List

You can choose to display or remove columns on the Absence Queue and Attendance by Student List screens based on the way in which your district manages attendance records. Using the Custom option in the Sort list, allows you to customize the way records are sorted on each screen.

## Modify Columns that Display on Screen

1. On the Absence Queue or Attendance by Student List screen, click the **Customize this page** link at the bottom of the screen.
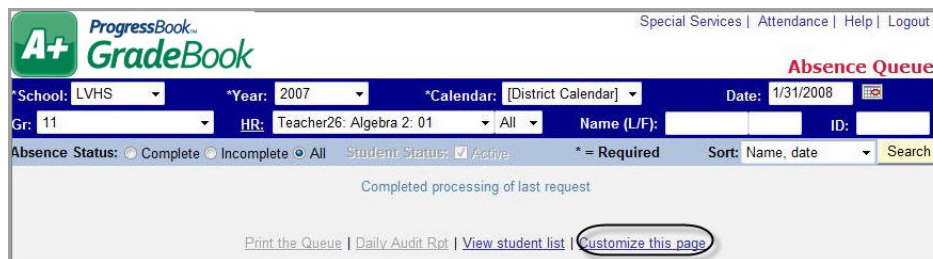


**Customize the Absence Queue Screen**

2. On the Customize page window, click the **check box in the Show?** column to specify the columns you want to display.

3. Click **Save**.



**Customize Page Absence Queue Window**

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## Customize Sort Option for Records that Display on Screen

1. On the Absence Queue or Attendance by Student List screen, select the **Custom** option in the Sort list.

2. Click the **Customize this page** link at the bottom of the screen.

3. On the Customize page window, type the appropriate **number** in the Sort Order column that represents the priority in which you want to sort the records.

   ***Note:*** *For example, type 1 next to the Attendance Code field and 2 next to the Student Name field to indicate that the records should be sorted by Attendance Code first, and then by Student Name.*

4. To designate the **order** in which the **information is sorted**, select one of the following options in the Sort Type column for the fields by which you will be sorting the records:

   • Ascending
   • Descending

5. Click **Save**.

   ***Note:*** *The custom display options you choose only apply to the screen you were on when you clicked the Customize this page link.*



**Specify Priority in Which to Sort the Absence Queue**

# Reports

A variety of Classic and Report Builder reports are available on the Attendance Home Page and Absence Queue.

## Classic Reports

Some report criteria selection screens provide various options from which you can select one or more. Where this option is available, use the <Shift> or <Control> keys on your keyboard to select more than one option in the list.

A common report parameter is date selection, either by reporting period or date range.

Naming conventions for reporting periods such as Quarter, Period, Marking Period, Grading Period, etc., on the report criteria selection screens may appear differently because they are defined by the school district.

To view and modify the report you must have the appropriate application installed on your computer. Classic reports can be displayed in the following formats:

- **PDF** – Portable document file format that cannot be edited.
- **Excel** – Format provides full functionality of Microsoft Excel.
- **RTF** – Formatted document file type that can be edited.
- **TIFF** – Large graphic file format that may take longer to open than other file types, and cannot be edited.

When you have selected the appropriate report parameters on the criteria selection screen, click **Run the Report** or **Submit** to display the report. All reports open in a separate browser window. After you have viewed the report, close the report window and return to the ProgressBook Report screen.

Classic reports cannot be deleted.

To print the report you must select the print option from within the software application it is displayed.

### Staff Attendance Audit Report

The Staff Attendance Audit Report lists homerooms or classes for which daily attendance was taken or not taken.

1. On the Attendance Home Page under the Attendance Information area, click **Staff Attendance Audit Report**.

2. On the Staff Attendance Report screen, select the appropriate **school** on which to run the report.

3. Select one of the following Homerooms to View **options**:

    - HR Attendance Not Taken
    - HR Attendance Taken
    - All Homerooms

4. Type a **date** in the Date field.

5. Select one of the following **output formats**:

    - PDF
    - Excel
    - TIFF
    - RTF

6. Click **Run the Report**.

7. Review the **report**, and then close the **report window**.



**Staff Attendance Audit Report Screen**

## Daily ProgressBook Attendance Report

The Daily ProgressBook Attendance Report displays daily student absences by homeroom.

1. On the Attendance Home Page under the Attendance Information area, click **Daily ProgressBook Attendance**.

2. On the Daily Attendance Report screen, select the appropriate **school** on which to run the report, if necessary.

**Daily Attendance Report Screen**

3.  Click **Next**.

4.  Click  to select the **date,** or type **it** in the Date field.



**Enter the Appropriate Report Date for the Daily ProgressBook Attendance Report**

5.  Click **Next**.

6.  Select one of the following **output formats**:

    *   PDF
    *   Excel
    *   RTF
    *   TIFF

7.  Click **Next**.

8.  Review the **report,** and then close the **report window**.

# Period Attendance Report

The Period Attendance Report provides numerous options for presenting summary- and detail-level period attendance data. Three detailed report versions display attendance information using a variety of grouping and filtering combinations. A summary report version displays attendance information by teacher, class and student. The Basic Details – Two Column report version does not allow filtering.

1. On the Attendance Home Page under the Attendance Information area, select **Period Attendance Report**.

2. On the Admin Period Attendance Report screen, select the appropriate **school** on which to run the report.

3. Select the appropriate **reporting period,** or type **dates** in the Start Date and End Date fields to span several reporting periods or limit the date range to less than a reporting period.

4. Select the appropriate **grade level**.

5. Select the appropriate **student(s).**

   *Note:*  *Select the All Students option to include all the students in the class.*

6. Select one of the following **versions:**

   - **Basic Details - Two Column** – Displays attendance information in two columns alphabetically by student's last name.
   - **Details by Student/Class/Date** – Displays attendance information grouped alphabetically by student's last name, class, and then date of absence.
   - **Details by Student/Date/Class** – Displays attendance information grouped alphabetically by student's last name, date of absence, and then class.
   - **Details by Teacher/Class/Date/Student** – Displays attendance information grouped by teacher, class, date of absence, and then alphabetically by student's last name.
   - **Summary by Teacher/Class/Student** – Displays attendance information by teacher, class, and then alphabetically by student's last name.

7. If you selected any of the report version options except for Basic Details in the previous step, you may select from the following absence type **filter options**:

   - Excused Absences
   - Unexcused Absences
   - Total Absences
   - Excused Tardies
   - Unexcused Tardies
   - Total Tardies
   - Show checked column values only

   *Note: Only the absence types for which your district is calculating totals displays on as options in the Check the box to apply the section criteria area of the screen.*

**Report Options**

8.  Select one of the following qualifiers next to the **absence type** option(s) selected in the previous step, and then type a number in the blank field next to it.

    *   > – Greater than
    *   < – Less than
    *   = – Equal to

9.  If multiple absence types are selected, choose one of the following options:

    *   **And** – Report will include ALL of the selection criteria.
    *   **Or** – Report will include any, but not all of the selection criteria.

10. Select one of the desired **output formats**:

    *   PDF
    *   Excel
    *   TIFF
    *   RTF

11. Click **Run the Report.**

    *Note: If a message displays asking to open or save the file, click Open to view the report. This message may display depending on your browser's security settings.*

12. Review the **report,** and then close the **report window**.

# Period Attendance Audit Report

The Period Attendance Audit Report lists classes for which class attendance has been taken or not taken.

1. On the Attendance Home Page under the Attendance Information area, select **Period Attendance Audit Report**.

2. On the Admin Period Attendance Report screen, select the appropriate **school** on which to run the report.

3. Select the appropriate **teacher(s).**

4. Type a **date** in the Start Date and End Date fields.

5. Select one of the following **sort** versions:

   - **Sort by Date, Teacher, Period** – Displays attendance information grouped by date, then sorted by teacher and period.

   - **Sort by Teacher, Date, Period** – Displays attendance information grouped by teacher, then sorted by date and period.

6. Select one of the following **output formats**:

   - PDF

   - Excel

   - TIFF

   - RTF

7. Select one of the following **attendance** options:

   - Show attendance not taken

   - Show attendance taken



**Options for the Period Attendance Audit Report**

8. Click **Run the Report**.

> *Note: If a message displays asking to open or save the file, click Open to view the report. This message may display depending on your browser's security settings.*

9.  Review the **report**, and then close the **report window**.

## Print the Absence Queue

The Absence Queue report allows you to print the displayed attendance records sorted by student name and also grouped by grade, homeroom or both.

1.  On the Absence Queue screen, search for the **attendance records** you want to view. See *"Search for Attendance Records in Absence Queue"* .

2.  Click the **Print the Queue** link at the bottom of the screen.



**Print the Absence Queue Report**

3.  On the ProgressBook screen, select the appropriate **grouping** options:

*   Grade Level and Home Room
    i.   Select the Show option in the Visibility column for both Grade Level and Home Room.
    ii.  Designate the desired sort options for each. This is the default setting.
*   Grade Level only
    i.   Deselect the Show option in the Visibility column for Home Room.
    ii.  Designate the desired sort options for Grade Level.
*   Home Room only
    i.   Deselect the Show option in the Visibility column for Grade Level.
    ii.  Designate the desired sort options for Home Room.
*   None – Deselect the Show option in the Visibility column for both Grade Level and Home Room.

4.  Select the desired Student **Sort Order** options.

5.  Select one of the following **Done Status** options:

    •   **All** – Includes both Complete and Incomplete attendance records.
    •   **Done** – Includes only Complete attendance records.
    •   **Not Done** – Includes only Incomplete attendance records.

6.  Select one of the following **output types**:

    •   Excel
    •   PDF
    •   RTF
    •   TIFF
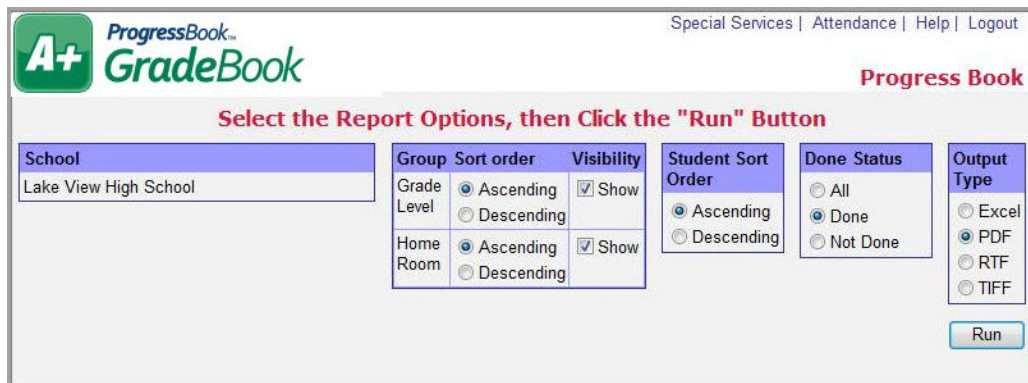


**Printing the Absence Queue Report**

7.  Click **Run**.

    The Absence Queue Report displays.

8.  Close the **report window**.

## Attendance Detail Year to Date Report

The Attendance Detail Year to Date Report displays a student's absences for the year including attendance codes, reasons, notes, and arrival and dismissal times.

1.  On the Absence Queue or Attendance by Student List, search for the student you want to view. See *"Search for Attendance Records in Absence Queue"* .

2.  Click  in the Actions column for the student you want to display the attendance report.

    The Student Calendar Absences by Student window appears.

3.  Click the **Print** link in the upper right corner of the screen.

**Absences by Student Window**

The Attendance Detail Year to Date Report displays in a separate Print window.



**Attendance Detail Year to Date Report**

4.  Click **Print** to print the report.
5.  Close the **Print window**.
6.  Close the **Student Calendar Absences by Student window**.

# Daily Audit Report

The Daily Audit Report displays all additions and changes made to any attendance records on the current day.

1. On the Absence Queue screen, search for the attendance records you want to view. See *"Search for Attendance Records in Absence Queue"* .

2. Click the **Daily Audit Report** link at the bottom of the screen.
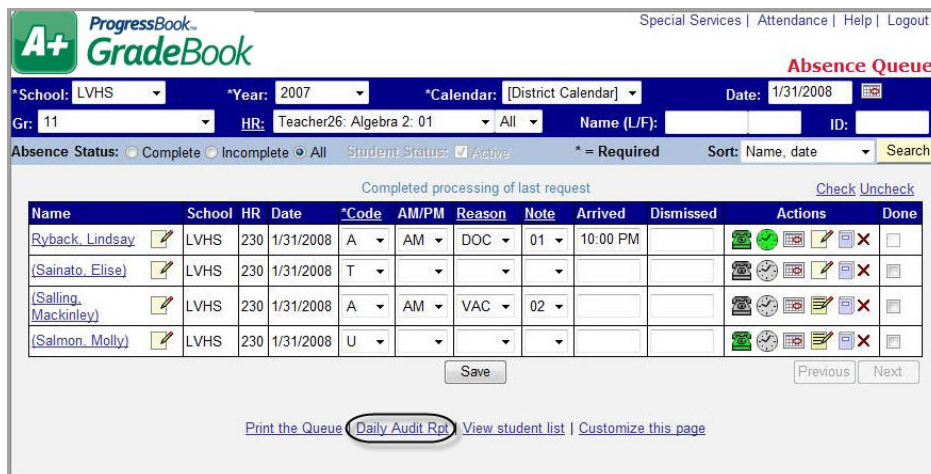


**Print the Attendance Records for the Current Day**

3. On the ProgressBook screen, select the appropriate **school**.

4. Select the appropriate **grouping** options:

   • Grade Level and Home Room

      i. Select the Show option in the Visibility column for both Grade Level and Home Room.

      ii. Designate the desired sort options for each. This is the default setting.

   • Grade Level only

      i. Deselect the Show option in the Visibility column for Home Room.

      ii. Designate the desired sort options for Grade Level.

   • Home Room only

      i. Deselect the Show option in the Visibility column for Grade Level.

      ii. Designate the desired sort options for Home Room.

   • None – Deselect the Show option in the Visibility column for both Grade Level and Home Room.

5. Select the desired **Student Sort Order** options.

**Options for the Daily Audit Report**

6.  Select one of the following **output types**:

    •  Excel

    •  PDF

    •  RTF

    •  TIFF

7.  Click **Run**.

    The Daily Audit Report displays.

8.  Close the **report window**.

# Report Builder Reports

Report Builder reports offer numerous filter options for defining customized student demographic information, as well as numerous column options for displaying the results. Once users have selected the desired settings, they can save the report with those settings to use in the future. These reports are available based on your user privileges. The Student Demographics report, described below, is available to the attendance user role.

Naming conventions for reporting periods such as Quarter, Period, Marking Period, Grading Period, etc., on the Report Viewer screen are defined by the school district.

The appearance of this icon  in the top right corner of the banner indicates that the report is core report—provided by ProgressBook—or a user-defined version of a core report. This icon does not display for add-on reports—reports that have been customized and then uploaded by your support staff.

Once you have generated the report, numerous features are available:

    •  To view the report, click  **View Report** or  .

- To show report headers, required parameters, optional filters and columns, click 

  **Show Setup**. To hide this area, click  **Hide Setup**.

- To save the report with the selected parameters, filters and columns, click  **Save Setup As**. On the Save Setup As window in the New report name field, type the unique **report name**, and in the New description field, type the **description** of the report. Then, click **Save**.

- To navigate to a specific student on the report, click  to open the Document Map pane, and click the student's name. This feature is only available when using Internet Explorer.

- To view a specific page in the report, use these icons   to navigate to the next page or last page, or use these icons   to navigate to the previous page or first page. You can also type the page number in the field, and then press **<Enter>**.

- To view a report in a smaller or larger size, select the desired percentage in the list that represents the display size. This feature is only available when using Internet Explorer.

- To search for a word or phrase in the report, type it in the blank field next to Find and then click **Find**. Click **Next** to search for the next instance of the word or phrase. This feature is only available when using Internet Explorer.

- To export a report to a specific file format, select the desired format in list, and then click **Export**. When you are prompted, click either **Open** or **Save**. If you select Open, the report opens in the software application associated with the file format you selected. You must have the appropriate application installed on your computer to read and modify the report file. The following file formats are available:

  - **XML file with report data** – Extensible Markup Language file format includes only data; no page formatting, headers, footers, lines or graphic images. This file format can be viewed in a Web browser.

  - **CSV** – Comma-separated values file format in plain text format.

  - **Acrobat (PDF) file** – Portable document file format that can only be viewed and not edited. This file format can be viewed in Adobe Reader.

  - **MHTML (web archive)** – Short for MIME HTML file format and also referred to as MHT. MHTML is a web page archive format used to bind images, Flash animations, Java applets, audio files, etc. together with HTML code into a single file. This file format can be viewed in a Web browser and is supported in the following browser versions: IE 5.5 and later, Firefox 1.5 and later, and Safari 3.0 and later.

  - **Excel** – Format provides full functionality of Microsoft Excel.

  - **TIFF** – Large graphic file format that may take longer to open than other file types, and cannot be edited.

  - **Word** – Format provides full functionality of Microsoft Word.

- To print the report, click . If you are prompted to install SQL Server Reporting Services 2008 ActiveX control, continue to install it on the computer so that you can print the report. The print feature is only available when using Internet Explorer. If you are not

able to install the ActiveX control, proceed to export the report to an acceptable file format, and then print the report from that software application.

- To sort the columns in ascending or descending order, click [icon].
- To delete any report you have customized, select the report in the Report Maintenance section and click [icon] next to the report.

## Student Demographics Report

The Student Demographics report provides numerous options for displaying student demographic information for individual or multiple classes, class groups or homerooms. For example, you can apply specific filter options to create a report that displays student addresses for specific classes or schools. Once you save the report with your desired filter options, you can run it as often as you like.

1. On the Attendance Home Page under the Report Builder Reports area, click **Student Demographics**.

2. Enter the **name of the report** in the Report Header field. Student Demographics displays by default, but you may change the name, if desired.

3. In the Set Required Parameters area, select the appropriate **school(s)** in the Schools list.

    *Note: Only the schools to which you have access display in the list.*
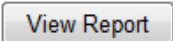
    *Note: If there are no available choices in which to select, then No school available displays with a red background.*

    *Note: The field or list displays red indicating an unacceptable value was entered or a required field was left blank.*

4. In the Set Optional Filters area, select the appropriate **option(s)** in the Field Name list. See *"Student Demographics Report – Field Name Options"* for descriptions of all the available options.

5. Select one of the following **options** in the Operation list if it is available. The available options may vary depending on the option you selected in the Field Name list.
    - Is Equal To
    - Is Not Equal To
    - Begins With
    - Does Not Begin With
    - Ends With
    - Does Not End With
    - Contains
    - Does Not Contain
    - Has a Value
    - Does Not Have a Value

6. Type the appropriate **value** in the Value field.

> *Note: The available options and acceptable values vary depending on the option you selected in the Field Name list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the Field Name list. If you selected an option in the Field Name list that ends in "Indicator," then you must select the Yes or No option in the Value field. If you selected an option in the Field Name list that requires a date, a calendar becomes available in the Value field.*

7. Specific selected columns indicated by a check mark display on the report by default. If you have selected specific filter options in the Field Name list and you want that information to display on the report, make sure to select the corresponding column name in the Columns list. Options in the Field Name list that end in "Indicator" do not have a corresponding column to display.

8. Click $\boxed{\text{View Report}}$ .

   The report displays at the bottom of the window.

9. To save the report with the selected parameters, filters and columns, click 📂 **Save Setup As**. On the Save Setup As window in the New report name field, type the unique **report name**, and in the New description field, type the **description** of the report. Then, click **Save**.

   The following message displays at the bottom of the window, "Report setup saved successfully."

   The report displays in the My Reports and Report Maintenance sections on the Attendance Home Page after you have refreshed the screen.
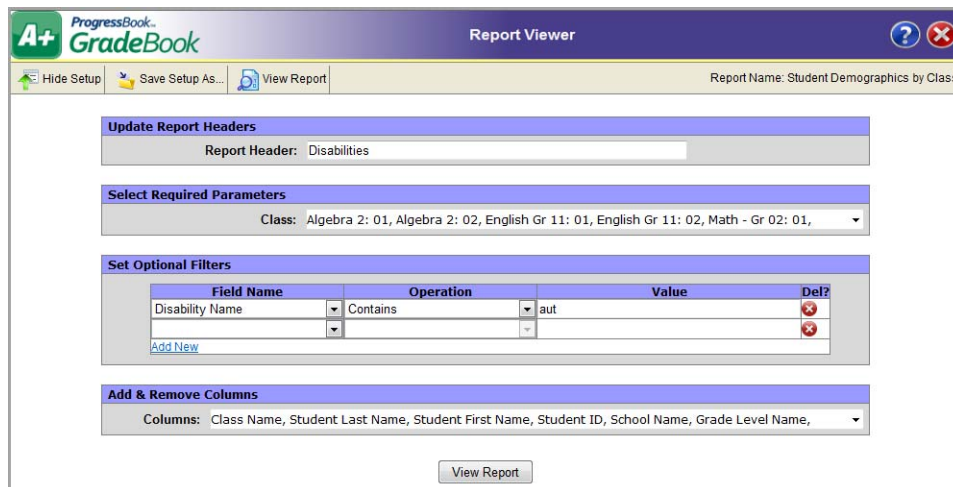


**Customized Version of the Student Demographics Report**
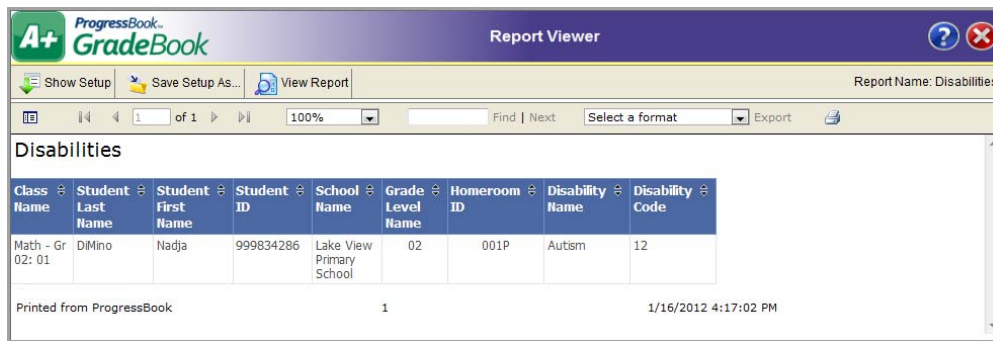
**Disabilities Report, a Customized Version of the Student Demographics Report**

**Student Demographics Report – Field Name Options**

| Option | Description |
|---|---|
| Birth Date | Date of birth of the student. |
| Calendar Name | Calendar used by the school in which the student is enrolled. |
| Class Name | Name of the class in which the student is enrolled. If no class name is assigned, then course name and section displays. |
| Counselor Name | Name of the guidance counselor assigned to the student. If your district is integrated with a student information system, this name may be imported from that system. |
| Disability Code | Code that represents a disability which is included in a list of disabilities recognized by the state department of education. These codes are also used in ProgressBook SpecialServices. If your district is integrated with a student information system, this code may be imported from that system. If you select this option, you must type 01, 02, 03, 04, 05, 06, 08, 09, 10, 11, 12, 13, 14, 15 or ** in the Value field. |
| Disability Name | Full name of a disability which is included in a list of disabilities recognized by the state department of education. These codes are also used in ProgressBook SpecialServices. If your district is integrated with a student information system, the name may be imported from that system. If you select this option, you must type the full or partial disability name in the Value field. |
| Enrollment Date | Date on which the student enrolled in the school. If your district is integrated with a student information system, this date may be imported from that system. |
| Enrollment Status Code | Code that represents whether the student is active or inactive in the school in which the student is enrolled. If your district is integrated with a student information system, this code may be imported from that system. |
| Gender Code | Code that represents whether a student is female or male. If your district is integrated with a student information system, this code may be imported from that system. |
| Grade Level Code | Code that represents the grade level in which the student is enrolled. If your district is integrated with a student information system, this code may be imported from that system. |

## Student Demographics Report – Field Name Options

| Option | Description |
|---|---|
| Grade Level Name | Name of the grade level in which the student is enrolled. If your district is integrated with a student information system, this code may be imported from that system. |
| Graduation Date | Date on which the student will graduate from high school. If your district is integrated with a student information system, this code may be imported from that system. |
| Home School ID | Code that represents the school building in which the student was originally enrolled. If your district is integrated with a student information system, this code may be imported from that system. |
| Homeroom ID | Code that identifies the homeroom to which the student is assigned. If your district is integrated with a student information system, this code may be imported from that system. |
| Parent Access Disabled Indicator | Indicates whether the student's information has been disabled on the Parent Access Web Site. If a parent account is associated with multiple student accounts, the parent account can still access the other student accounts. If you select this option, you must select Yes or No in the Value field. |
| Parent Access Disabled Status Name | Indicates whether the student's information has been disabled on the Parent Access Web Site. If you select this option, you must type Disabled in the Value field. |
| PB School ID | ProgressBook GradeBook code that identifies the school in which the student is enrolled. |
| PB Student ID | ProgressBook GradeBook code that identifies the student. |
| School Enrollment Status Name | Indicates whether the student's record is active in ProgressBook GradeBook. If you select this option, you must type Active or Withdrawn in the Value field. |
| School ID | Code that identifies the school in which the student is enrolled. If your district is integrated with a student information system, this code may be imported from that system. |
| School Name | Name of the school in which the student is enrolled. If your district is integrated with a student information system, this name may be imported from that system. |
| Student Address Line 1 | Street address where the student lives. If your district is integrated with a student information system, this address information may be imported from that system. |
| Student Address Line 2 | Street address where the student lives. If your district is integrated with a student information system, this address information may be imported from that system. |
| Student Address Line 3 | Street address where the student lives. If your district is integrated with a student information system, this address information may be imported from that system. |
| Student Address Apt No | Apartment number of the apartment in which the student lives. If your district is integrated with a student information system, this address information may be imported from that system. |
| Student City | City in which the student lives. If your district is integrated with a student information system, this address information may be imported from that system. |

**Student Demographics Report – Field Name Options**

| Option | Description |
|---|---|
| Student Email Address | Email address of the student. If your district is integrated with a student information system, this information may be imported from that system. |
| Student First Name | First name of the student. If your district is integrated with a student information system, this information may be imported from that system. |
| Student ID | District code that identifies the student. If your district is integrated with a student information system, this code may be imported from that system. |
| Student Last Name | Last name of the student. If your district is integrated with a student information system, this information may be imported from that system. |
| Student Middle Name | Middle name of the student. If your district is integrated with a student information system, this information may be imported from that system. |
| Student Phone Number | Student's primary phone number. If your district is integrated with a student information system, this information may be imported from that system. |
| Student State | State in which the student lives. If your district is integrated with a student information system, this address information may be imported from that system. |
| Student Zip Code | Postal code of the address at which the student lives. If your district is integrated with a student information system, this address information may be imported from that system. |
| Student's Last Parent Access Login Date | Date the last time the student logged in to the Parent Access Web Site. |

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# Attendance Export to Student Information System

If your school district is integrated with a student information system and does not use live attendance integration, the attendance data is imported each night into the student information system when other integration functions are completed. However, you may prefer to transfer the attendance data during the school day to more easily manage attendance. Attendance staff can run the export function at any time to update the student information system.

## Export Attendance Data

The Attendance Export link will only be available if ProgressBook GradeBook is integrated with your student information system and does not use live attendance integration.

1. On the Attendance Home Page, click the **Attendance Export** link.
2. On the Attendance Export screen, select the appropriate **schools** to which the export applies.
3. Type a date in the **Start Date** and **End Date** fields when the export should run.
4. Click **Export**.



**Attendance Export Screen**

> *Note: Depending on your student information system, this functionality may export the attendance data directly into your student information system or it may create a text file, which you can then import into your student information system.*

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# Homerooms

If your system is integrated with a student information system, the Homeroom setup is typically done in the student information system and any changes you make should also be done in that system. In ProgressBook GradeBook, you should designate the homerooms or classes in which homeroom (daily) attendance should be taken.

## Maintain Homerooms

For schools that are not integrated with a student information system, you can add and delete homerooms, add and remove teachers from homerooms, and view the class roster for a homeroom as needed.

1. On the Attendance Home Page, click **Homerooms**.

2. On the Homerooms screen, select the appropriate **school** in the list.

3. You can perform any of the following options:

   - To add teacher(s) to a homeroom, click **Add** in the Add Teachers column.

     i. On the Staff Search window, enter the **teacher's last name** or partial name in the Last Name field.

     ii. Click **Go**.

        A list displays matching the search criteria entered.

     iii. Click the check box in the **Select** column for the **teacher(s)** you want to add.

   ***Note:*** *You can click Select All to select all the teachers in the list.*

     iv. Click **Update**.
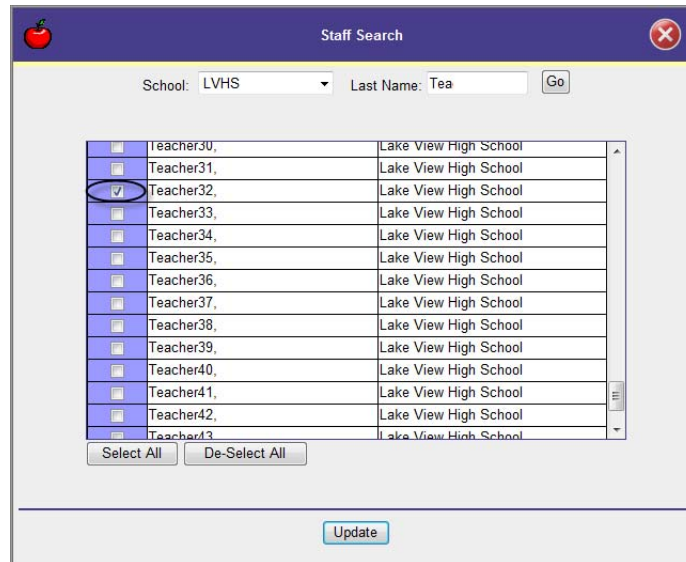
**Staff Search Window**

      v.   Close the Staff Search window.

- To add homerooms, click the **Add Homerooms** link in the bottom left corner of the screen.

- Delete homerooms – Click the **check box in the Del? column** next to the homeroom(s) you want to remove from the list, and then click **Delete**.

- To view students assigned to homeroom on the Homerooms screen, click **View** in the View Students column for a homeroom.
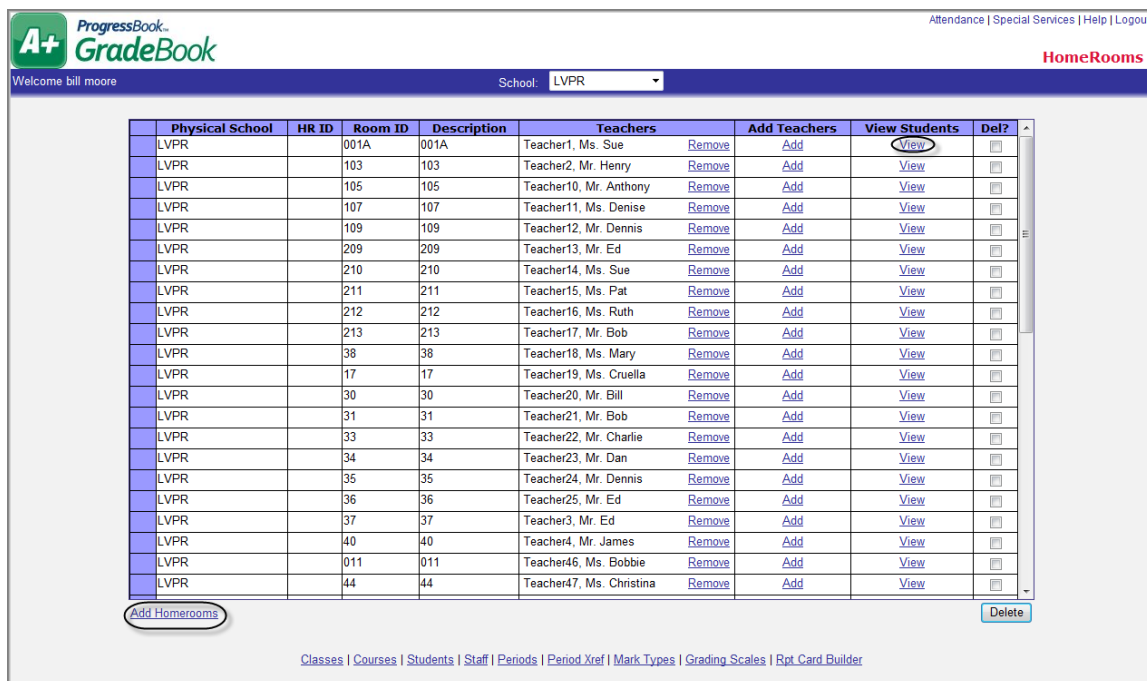


**Links on the HomeRooms Screen**

i. On the Homeroom Roster screen, you can add or delete students.

ii. Click the **Back to the Homeroom List** link in the top left corner of the screen to return to the Homerooms screen.



**Back to the Homeroom List Link**

# Add Homerooms

For schools that are not integrated with a student information system, you can add homerooms as needed.

1. On the Homerooms screen, click the **Add Homerooms** link in the bottom left corner of the screen.

**Add Homerooms Link on the HomeRooms Screen**

2. On the Room Search window, click the **check box(es)** in the Select column next to the homeroom(s) you want to add.

   *Note: You can click Select All to select all the homerooms on the list.*

3. Click **Add the selected rooms.**

   The selected homeroom(s) display on the Homerooms screen.

4. Close the Room Search window.
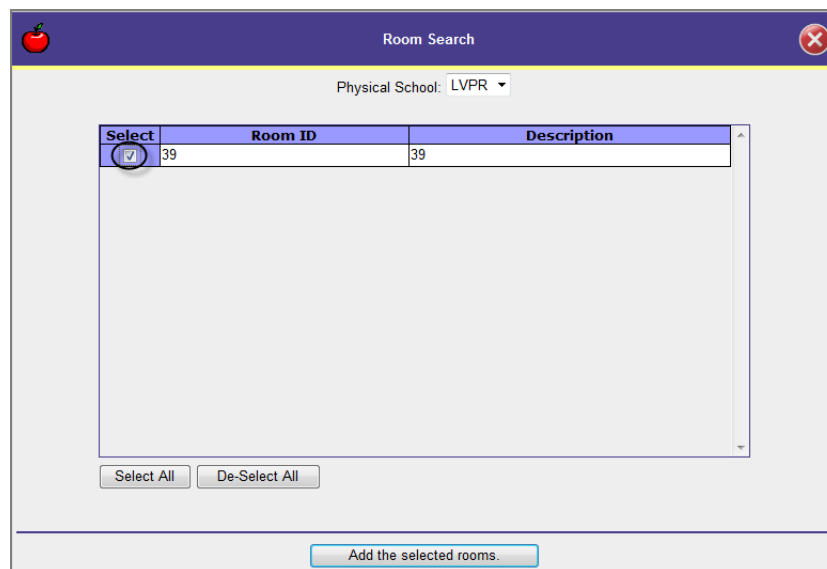


**Room Search Window**

# Maintain Homeroom Roster

For schools that are not integrated with a student information system, you can view the homeroom roster and add and remove students as needed.

1. On the Homerooms screen, click **View** in the View Students column for a homeroom.



**View Link on the HomeRooms Screen**

2. On the Homeroom Roster screen, you can perform any of the following options:

    • To add students to a homeroom roster, click the **Add Students** link in the lower left corner of the screen.

    • To remove students from a homeroom roster, click the **check box in the Remove? column** next to the student(s) whom you want to remove from the homeroom, and then click **Remove the selected students from the homeroom**.

3. Click the **Back to the Homeroom List** link in the top left corner of the screen to return to the Homerooms screen.

**Homeroom Roster Screen**

## Set Required Homerooms for Daily Attendance

Attendance personnel can designate the homerooms and/or classes in which daily attendance should be taken. This ensures that teachers can only take daily or homeroom attendance in the proper class.

1. On the Attendance Home Page, click **Set Required Homerooms for Homeroom Attendance.**

2. On the Set up Required Homerooms screen, **search for the homeroom** in which daily attendance should be taken.

   a. Select the appropriate **school building** in the School list.

   b. Click **Search**.

   A list of all the homerooms in the entire school displays if you do not enter any information in the HR or Last Name fields.

   c. To narrow the search results, perform any of the following optional steps:

   - Type the full or partial name of the class in the HR field.
   - Type the full or partial last name of the teacher assigned to the homeroom in the Last Name field.
   - To designate how the list of results should be sorted, select one of the following options in the Sort By list:
     - Homeroom
     - Last Name
     - Period

A list displays that matches the search criteria entered.

3. Since all homerooms and classes are enabled by default, click **De-Select All** to clear the previously selected classes.

4. Click the **check box in the Select column** for each class in which daily attendance should be taken.



**Set Up Required Homerooms Screen**

5. Click **Save**.

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# Period/Block Codes

Period/Block codes represent the periods or blocks that make up a school day and is used in period attendance and student scheduling. Even if your school district is integrated with a student information system, you may need to enter or maintain these codes in ProgressBook GradeBook.

## Maintain Period/Block Codes

1. On the Home Page, click **Period/Block Codes** under the named codes section.

2. On the Period/Block Codes screen, select the appropriate **named codes list** in the Name list.

3. You can perform any of the following options:

   - Modify information in any of the fields, as needed.
   - Add codes to the list.
     i. Type the **new code** in the Code column.
     ii. Type the time at which the **period/block begins** in the Start Time field.
     iii. Type the **length in minutes** of the period/block in the Duration column
     iv. Click **Save**.
     v. To continue adding codes, repeat steps a through d.
   - To delete a code, click the **check box in the Del column** next to the code(s) you want to remove from the list, and then click **Save**.
   - Copy the list to a new list.
     i. Select the **default named codes list** in the Name list.
     ii. Type the **name of the copied list** in the Copy to new list field.
     iii. Click **Go**.

        The name entered in the Copy to new list field displays in the Name list.
     iv. Continue adding, modifying or deleting codes as needed.
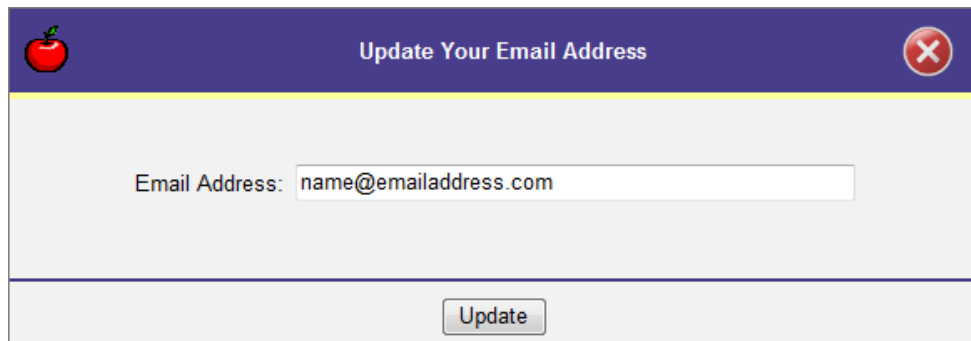
**Period/Block Codes Screen**

# Account Maintenance

You have the ability to update your ProgressBook GradeBook account with your email address and manage your password.

## Update Email Address

The email address you enter here is used mainly for communication purposes. If you are logged into ProgressBook GradeBook as a teacher, the email address displays on the Parent Access Web Site.

1. On the Attendance Home Page, click **Update Email Address**.

2. On the Update Your Email Address window, type your **full email address** in the Email Address field.

3. Click **Update**.

4. Close the Update Your Email Address window.



**Update Your Email Address Window**

## Change Password

If your district has enabled the Staff Password Changes option, the Change Your Password link displays on your home page.

ProgressBook GradeBook recognizes each user by individual login, so depending on how your school district is set up, changing your password in ProgressBook GradeBook may also change it in other systems. Your district may also have requirements regarding allowing auto-completion of passwords as you type, minimum password length, acceptable characters, and expiration. Check with your ProgressBook GradeBook system manager about your district's password policy.
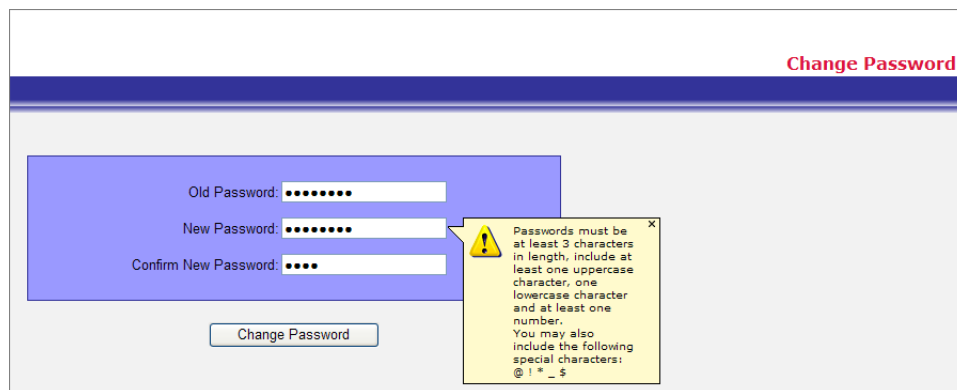
1. On the Attendance Home Page, click **Change your password**.

2. On the Change Password screen, type the **old password** in the Old Password field.

3. Type the **new password** in the New Password field.

Warning messages may display if users enter a password that does not meet your district's password requirements.

4. Type the **new password** again in the Confirm New Password field.

5. Click **Change Password**.

The Login screen displays.

6. Log in to ProgressBook GradeBook using your new password.



**Warning Message for Password**