

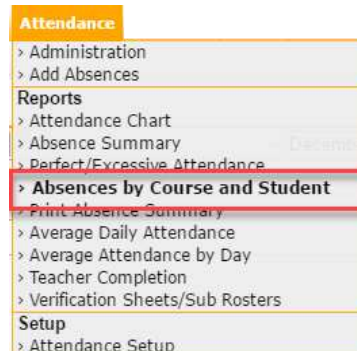
Absences by Course and Student

The Absences by Course and Student report shows a total number of absences, sorted by either students or courses, and the calculated percentage of total absences per class days for the given timeframe. When the totals are 10% or higher, they are displayed in red. The reports timeframe is adjustable, and will default to the current term.

1. Click the Attendance tab.
2. Select Absences by Course and Student.
3. The student search screen will display.
4. There are two tabs on the Absences by Course and Student search screen. By Student by Course sorts the report by students and By Course by Student sorts the report by courses.

Note: It is recommended that you use the By Student by Course report to aid in identifying students which may be denied credit based on absences.

5. Select the By Student by Course tab.
6. Enter or Select your search criteria.
7. Click Search.
8. Your list of students will display with a breakdown of their enrolled courses and attendance data for each course.



This report only includes unexcused absences by default.

Including Excused Absences:

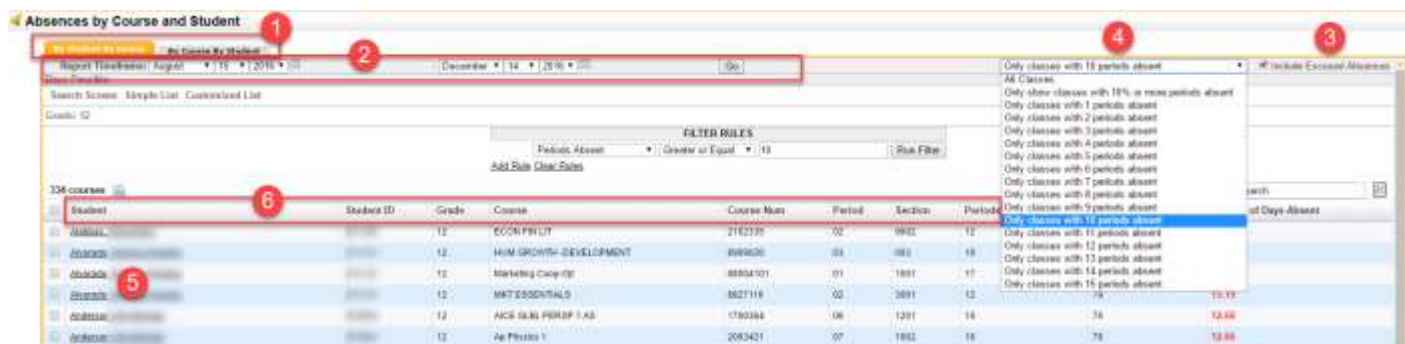
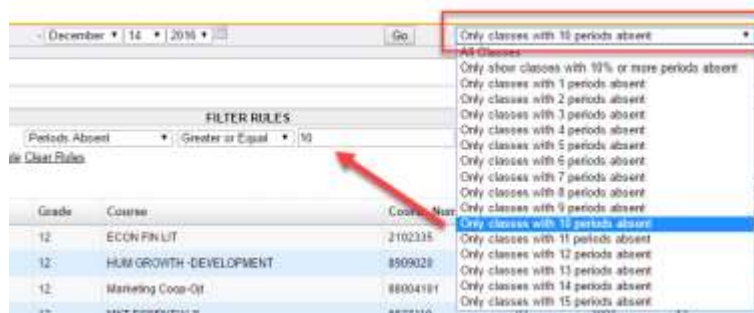
1. Select the Include Excused Absences checkbox.
2. The report will recalculate absences including both unexcused and excused.



Selecting a Specific Number of Absences:

The report will default to "All Classes" but you can select any classes with a specific number of periods absent.

1. Click the All Classes drop-down menu located in the upper-right corner of the window.
 2. Select Only classes with 10 periods absent.
- Note: Although 10 is used to factor credit denial, you can select any number of absences you wish.
3. The report will refresh and display the results based on the selected criteria.



1. Select By Student by Course or By Course by Student
2. Use the timeframe to view the total number of absences within any given time. The defaults to the current term.
3. Select to include excused absences.
4. Select classes with specific periods absent.
5. Click the students name to view the attendance information (attendance chart view).
6. Click on any column title to sort by the selected column.