

Sign In - Attendance with Symptoms Record - Excel

Last Modified on 07/17/2019 1:34 pm EDT

Report Description

The Attendance with Symptoms Record allows staff to track attendance and symptoms per student for the month.

Report Conditions

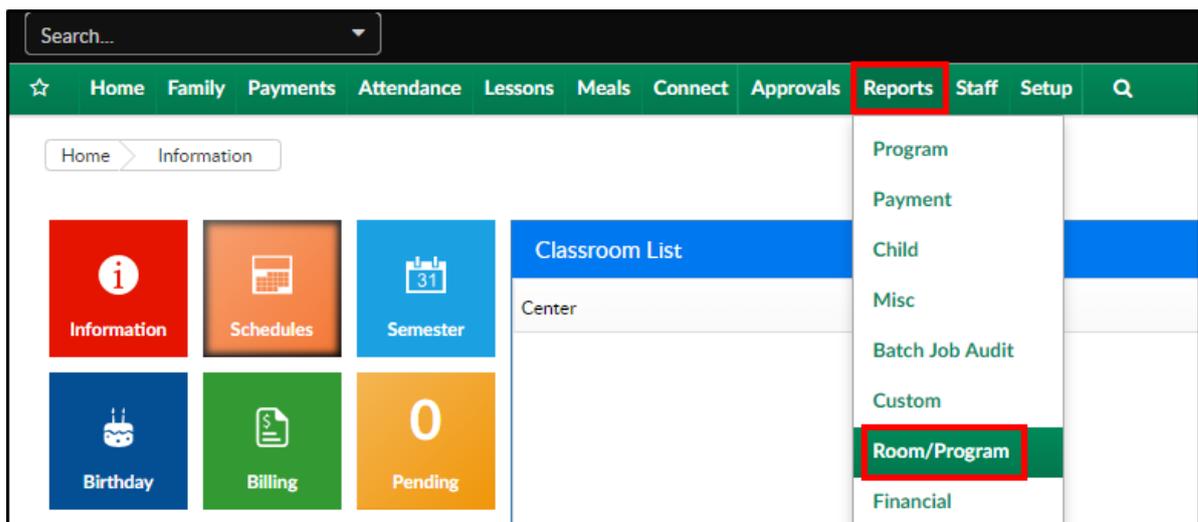
- Semester, Category, or Classroom is required
- When selecting a date, the chart will pull for the full month

Sample Report

Click the report name to view a sample: [Attendance with Symptoms Record.xls](#) 

Accessing the Report

1. From the Reports menu, click Room/Program



2. From the Report Category drop-down, select Sign In

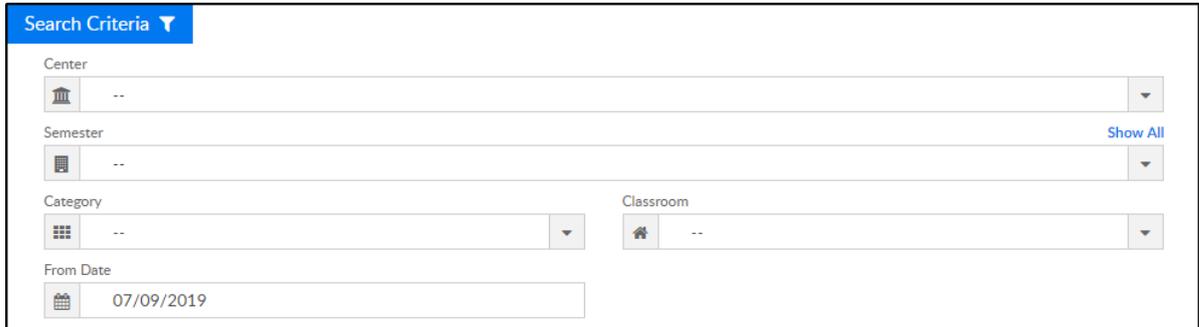


3. Choose Attendance with Symptoms Record - Excel from the Report drop-down



A screenshot of a web interface showing a dropdown menu for selecting a report. The menu is titled "Report" and contains one option: "Attendance with Symptoms Record - Excel". There is a small icon to the left of the text and a downward arrow to the right.

4. Select any necessary Search Criteria



A screenshot of a "Search Criteria" form. The form has a blue header with the text "Search Criteria" and a downward arrow. Below the header are five input fields: "Center" (with a building icon and "--"), "Semester" (with a calendar icon and "--", and a "Show All" link to the right), "Category" (with a grid icon and "--"), "Classroom" (with a house icon and "--"), and "From Date" (with a calendar icon and "07/09/2019").

- o Center - select the center from the drop-down
 - o Semester - choose a semester to view students by semester
 - o Category - select a category to view students by category
 - o Classroom - choose a classroom from the list, if applicable
 - o From Date - the chart will show the month of the date selected
5. Click Create Report. The requested report will open

Report Fields

- Name
 - Birthdate
 - Day of the month
 - Symptom codes
-