Information Technology Services

Attendance Manager

Attendance Manager
Reference Guide and Procedures

Table of Contents

This document is intended to assist Attendance Managers (WGBA access rights) in using the Pinnacle Gradebook for attendance taking, creating groups, running reports and attendance tracking purposes. The first part of this guide goes through the functionality of the Attendance Manager role. **Appendix A** is a list of the step-by-step procedures that Attendance Managers should follow on a daily basis.

Attendance Managers must adhere to all policies set forth by the school district.

Starting Pinnacle Application & Logging In

To launch the Pinnacle gradebook application, start your Internet Browser (Firefox v2.0 or higher, Internet Explorer 7 or higher, Safari v2.0.4 or higher, Opera, or Google Chrome)

▼ You need to access the *Employee Portal*

▼ Click on the *Applications/Sites Tab*

▼ Click on the link *Gradebook (Pinnacle)*

▼ Log On to Pinnacle Gradebook Application

▼ Type your Username: *Employee number*

▼ Type your Password: *Network Password*

Home Page - Navigation

When logged in, the Gradebook home page is displayed. A message board on the right-hand side notifies all District staff of any useful Gradebook information.

In the upper right corner of this page, as well as most other pages, is a notification of which user is currently logged in for this session, a drop-list box that allows you to impersonate a teacher, plus a **Sign out** link to log out of the Gradebook application.
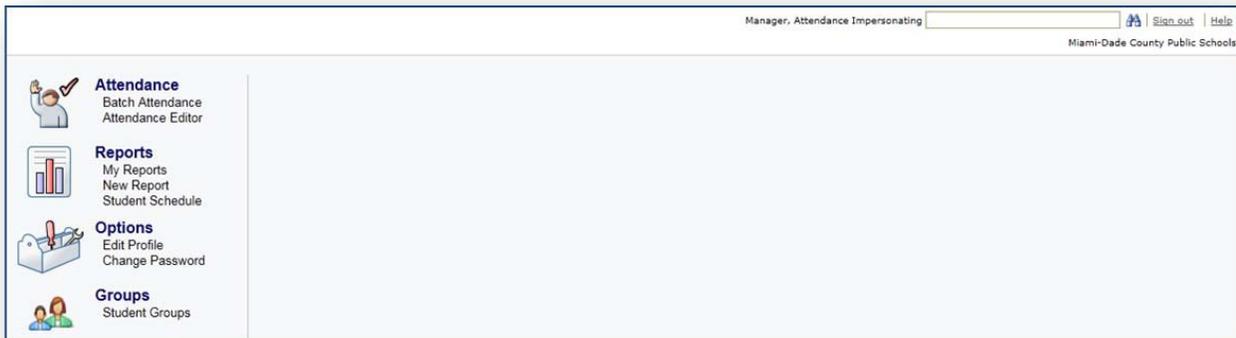
The left-hand navigation frame displays 4 navigational icons and supported links.
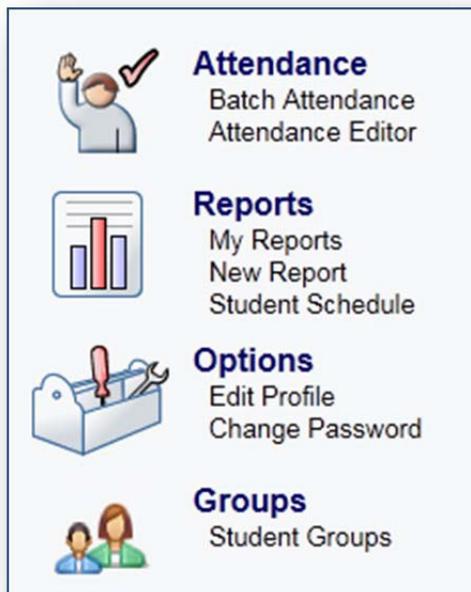
The **Attendance** section:
Batch Attendance: will allow you to change class attendance for many students at a time.
Attendance Editor: will allow you to change the Daily Reason (ODSA) for multiple students

The **Reports** section:
My Reports: this is where Administrative Reports are stored once they are run.
New Report: will provide a list of available reports and allow you to print or preview these reports. *Student Schedule:* will allow you to view a student's schedule

The **Options** section:
Edit Profile: will allow a user to input contact information not imported from ISIS
Change Password: Not used by M-DCPS. Use Password Management in the Employee Portal to update your password.

The **Groups** section:
Student Groups: allows a user to create, change and delete groups of students for attendance tacking and tracking purposes.

Taking Attendance – Substitute Attendance Procedures

Substitute Teacher Attendance Roster

When a teacher is unavailable to take Official Daily School Attendance (ODSA) or class attendance, a substitute teacher is required. The substitute is not given access to the Gradebook so a paper roster is necessary.

Attendance
Batch Attendance
Attendance Editor

Reports
My Reports
New Report
Student Schedule

Options
Edit Profile
Change Password

Groups
Student Groups

To print the Substitute Teacher Attendance Roster in Gradebook:

▼ From the Gradebook home page, click New Report.

▼ Click the + sign next to the Administrative report category to expand the list

▼ Scroll down and click on the **S ubstitute Teacher Attendance Roster** link.

▼ Enter the employee number of the absent teacher(s) in the box next to **Teacher**.

▼ Scroll down to the bottom of the page and click the **Run Report** button.

▼ The report can be printed when the report status says "Ready"

▼ The report title is a link to open and view the report. Click the title.
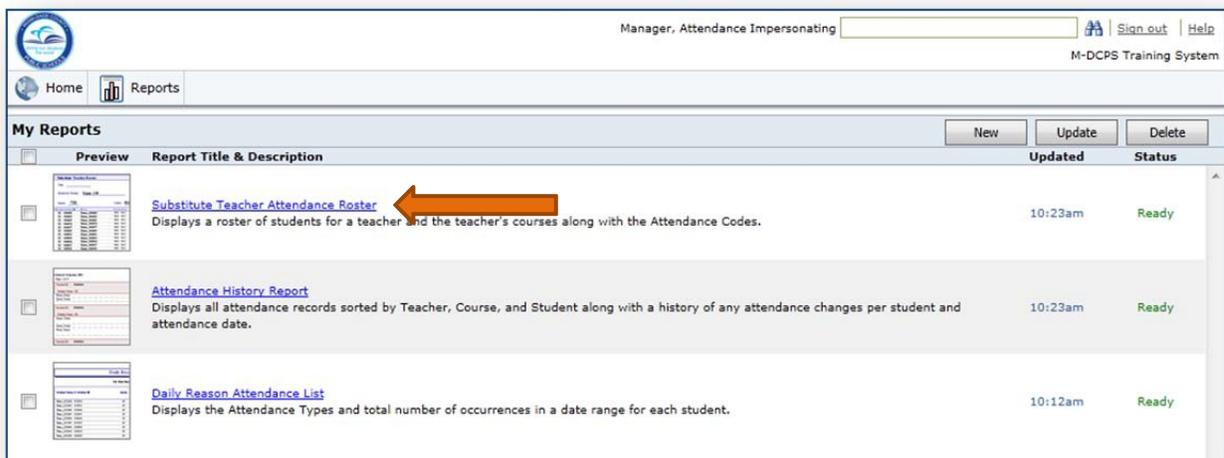
Quick Attendance

Quick Attendance is where the Attendance Manager enters Official Daily School Attendance (ODSA) for substitutes.

▼ First, start typing a teacher's name or employee number in the Impersonating box in the upper right corner. When the teacher's name appears below, click it to select it.

You can also use the Advanced Search
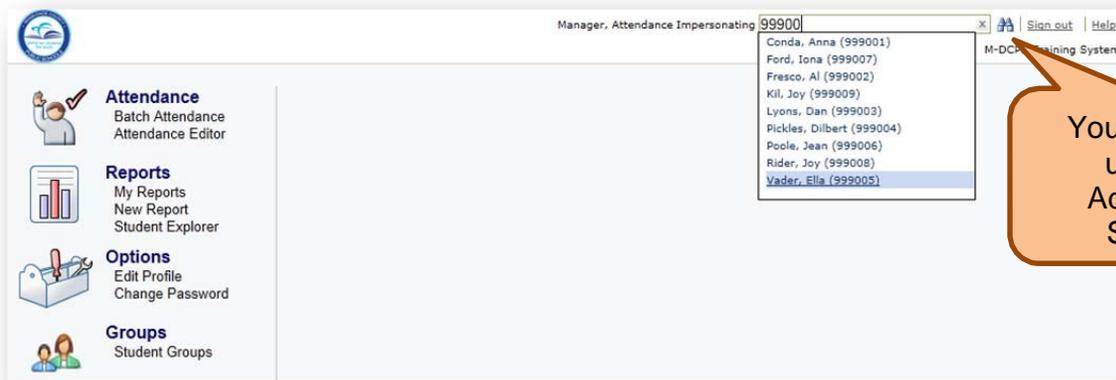
▼ Click on **Quick Attendance** from the Gradebook Home Page.

▼ Select the ODSA class by using the class tabs toward the top of the screen.

▼ Select the appropriate attendance code to the right of the student's name by clicking on it one time. If you make a mistake, click the code again to clear it.

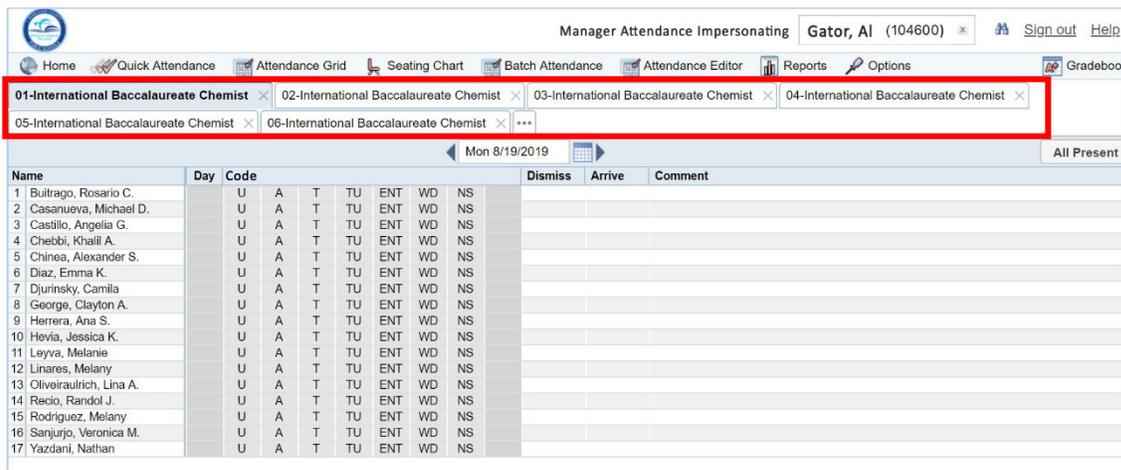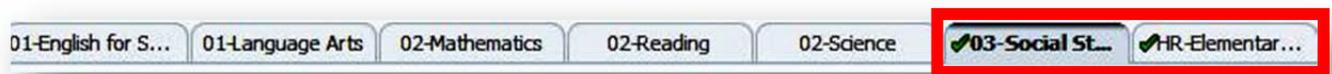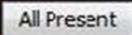|	01-International Baccalaureate Chemist	02-International Baccalaureate Chemist	03-International Baccalaureate Chemist	04-International Baccalaureate Chemist
	05-International Baccalaureate Chemist	06-International Baccalaureate Chemist	•••	

◄ Mon 8/19/2019 ►   All Present

Name	Day	Code							Dismiss	Arrive	Comment
1 Buitrago, Rosario C.		U	A	T	TU	ENT	WD	NS			
2 Casanueva, Michael D.		U	A	T	TU	ENT	WD	NS			
3 Castillo, Angelia G.		U	A	T	TU	ENT	WD	NS			
4 Chebbi, Khalil A.	U	U	A	T	TU	ENT	WD	NS			
5 Chinea, Alexander S.		U	A	T	TU	ENT	WD	NS			
6 Diaz, Emma K.		U	A	T	TU	ENT	WD	NS			
7 Djurinsky, Camila		U	A	T	TU	ENT	WD	NS			
8 George, Clayton A.		U	A	T	TU	ENT	WD	NS			
9 Herrera, Ana S.	U	U	A	T	TU	ENT	WD	NS			
10 Hevia, Jessica K.		U	A	T	TU	ENT	WD	NS			
11 Leyva, Melanie		U	A	T	TU	ENT	WD	NS			
12 Linares, Melany	T	U	A	T	TU	ENT	WD	NS		9:02 AM	DR. APPT - w/note
13 Oliveiraulrich, Lina A.		U	A	T	TU	ENT	WD	NS			
14 Recio, Randol J.		U	A	T	TU	ENT	WD	NS			
15 Rodriguez, Melany		U	A	T	TU	ENT	WD	NS			
16 Sanjurjo, Veronica M.	U	U	A	T	TU	ENT	WD	NS			
17 Yazdani, Nathan		U	A	T	TU	ENT	WD	NS			

▼ After entering an attendance code, you may enter a comment (up to 45 characters) about a student's attendance which will appear in the Parent/Student Grade Viewer in the Portal.

Name	Day	Code							Dismiss	Arrive	Comment
1 Bueno, Rosario C.		U	A	T	TU	ENT	WD	NS			Transfer to NY
2 Carmona, Maria		U	A	T	TU	ENT	WD	NS			
3 Castillo, Angel		U	A	T	TU	ENT	WD	NS			Missed the bus
4 Crumel, Damian		U	A	T	TU	ENT	WD	NS			Doctor's appointment - mother sent note

▼ Once attendance has been entered for a class for a date, a check mark will be displayed on the class tab.

01-English for S...	01-Language Arts	02-Mathematics	02-Reading	02-Science	✔03-Social St...	✔HR-Elementar...

If the teacher has 100% attendance, clicking the **All Present** button All Present removes the teacher's name from the Attendance Tracking report.

If there is a padlock icon displayed on the class tab, this means that the date has been locked for this class, and no attendance codes may be entered from the gradebook.

🔒 02-Science	🔒03-Social St...	🔒HR-Elementar...

Attendance Grid

The Attendance Grid screen displays all of the student attendance codes entered during the marking period for a class. You may access the **Attendance Grid** from the Home Page or Quick Attendance screens.

The attendance codes are color-coded and preset to the M-DCPS approved attendance codes. See Appendix B of this document**.**

By default, the current date is the highlighted column within the current week, and the number of other date columns will depend on the display of your computer screen. Use the left and right arrows next to the date field to scroll the display one week at a time to the left or right. Jump to another date range using the calendar icon to select the date. You may enter the date into the field or enter a "Smart Date" description, such as yesterday, next Monday, last week Thursday, and tomorrow, etc. You may also use Spanish.

If you select a class from the class tabs at the top of the screen, the date range will remain the same.

Total attendance by marking period, grouped by tardy codes and absence codes, is displayed in the column on the right. To change the marking period, click the drop-down list at the top of the column and select the marking period.
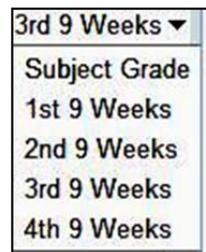
Attendance codes with a red triangle in the upper right corner of the cell have a comment associated with them. Hovering the mouse cursor over the cell will display a pop-up balloon with the comment.
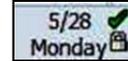
If attendance has been entered for any date for a class, a checkmark will be displayed by the date at the top of the column.

3/24 ✔	3/25 ✔	3/26	3/27	3/28 🔒
Mon	Tue	Wed	Thu	Fri

If there is a padlock icon at the top of a column, attendance has been locked for that date, and no attendance codes may be entered.

5/28 ✔
Monday 🔒

To edit or enter any attendance codes, click the date at the top of a column to go to **Quick Attendance** for that date.

Name (Last, First)	3/24 ✔ Mon	3/25 ✔ Tue	3/26 Wed
1 Ayala, Kendall T	ENT		
2 Castro, Quinn V	T		
3 Ellison, Melody R		T	
4 Espinoza, Jazmin			
5 Flynn, Reagan D	A	A	
6 Frazier, Kaiden V			
7 Gilmore, Karen W	U		
8 Hampton, Sarah G			

Updating Official Daily School Attendance (Daily Reason code)

Batch Attendance

The Batch Attendance feature can be used by attendance managers to mass update students' Official Daily School Attendance (a.k.a. the Daily Reason code) for past, current or future attendance.

Examples of when to use Batch Attendance:

- Field Trips for a few students or a group (for creating groups, see page 15)
- Late bus

To update the Daily Reason code for a large number of students or for a group without touching class attendance

- ▼ Log into the Pinnacle Gradebook without impersonating a teacher. (The box in the upper right-hand corner should be blank)

- ▼ From the Gradebook Home page, click the **Batch Attendance** link.

- ▼ Set the Date Range

- ▼ Find Class – Allows you to add attendance to all of the students in one or more classes.

- ▼ Find Student – Allows you to add attendance to one or more students that you manually choose OR to take attendance for all of the students in a group.

- ▼ Select **DAILY** in the Hour box.

- ▼ Choose the appropriate attendance code. Comments are optional.

- ▼ Click **Submit**.

Important Note:
- In this example, I have selected individual students and a group. To remove a student or group from your list, click the blue "X".

▼ Click *Clear*.

Attendance Editor

The Attendance Editor feature is used to manage attendance one student at a time to update the Daily Reason code for past, current or future attendance.

Examples of when to use Attendance Editor:

- Student arrives to school late

- Student checks out early

- Indoor/Outdoor suspension

To update the Daily Reason code without touching the class attendance for one or more students:

▼ Log into the Pinnacle Gradebook without impersonating a teacher. (The box in the upper right-hand corner should be blank)

▼ From the Gradebook Home page, click the *Attendance Editor* link.

▼ In the *Find Student* text box (upper left-hand corner), start typing the last name or the complete ID number of the student. When the student's name appears below, click it to select it. Repeat this step if more students are required.
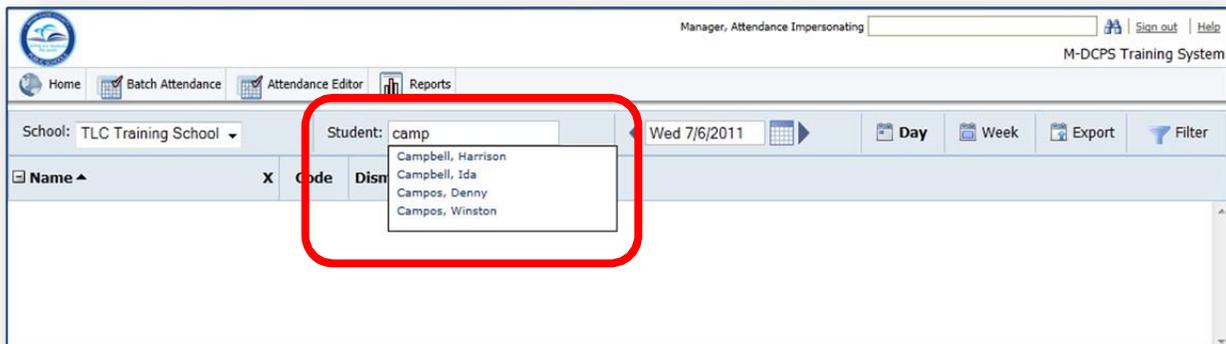
▼ Click the cell for Daily Reason (**Daily**). In the provided list in the **Code** column and select the appropriate attendance code. Repeat this step for all listed students.


Important Notes:

- At this time, only current day absences (U) and tardies (T) are electronically uploaded to ISIS. All other codes must be manually updated in ISIS and the Daily Reason in Gradebook.

- Entry of arrival or dismissal time and comments are completely optional.

Filtering Students

The filter function is used to find all students that match attendance code criteria coming from the teachers' gradebooks.

▼ From the Attendance Editor, click the ***Filter*** icon

▼ Select 1 or more attendance codes from the list to filter on, then click ***Apply Filter***
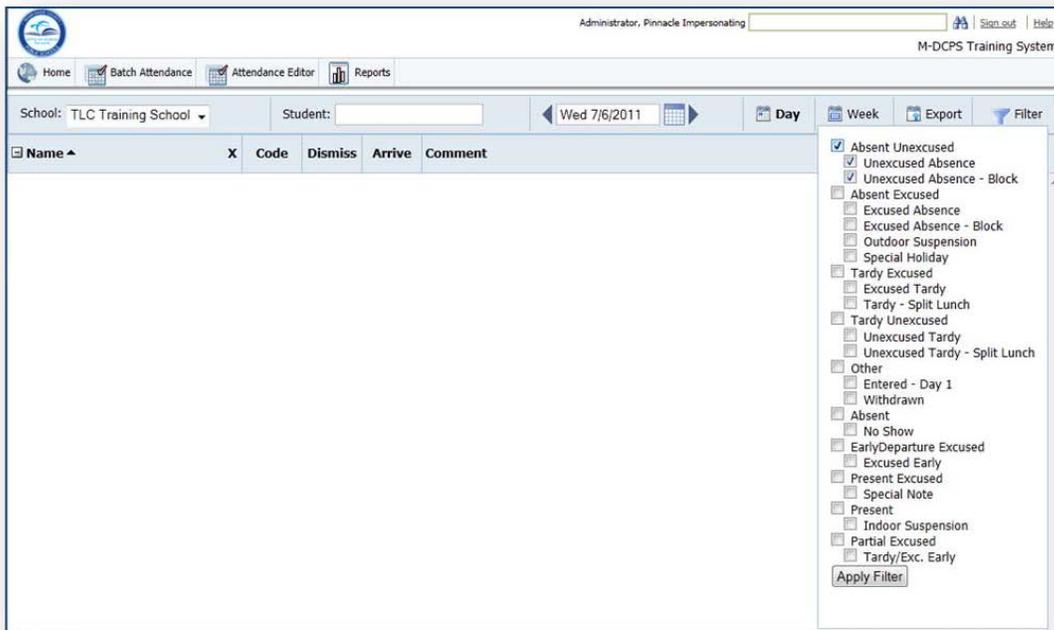
▼ Update the Daily Reason (**Daily**) for any
   required student.
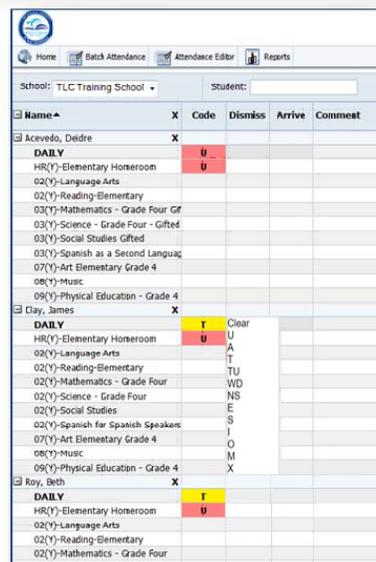
Attendance History

This feature in Gradebook gives the teacher and Attendance Manager the ability to view single student attendance history for a specific date, in a popup window.

On the Attendance Grid or Attendance Editor page, you can right-click a cell under a date in a student row to open a new window titled Attendance History for that date and student.

Student Groups

Groups are used to by support staff to take attendance and monitor specific students' academic performance. They come in two types, Static and Dynamic.

Static Groups

Static groups are a list of students that you manually select. They may require periodic updating as students come and go. Some examples of static groups are:

- Various clubs/teams (i.e. Football team, chess club, cheerleaders)
- Academic teams (i.e. lowest 25%, a teacher's class(es), Magnet students)
- Field trip lists (i.e. take your child to work day)
- FCAT Math Level 1 and 2

▼ Log into the Pinnacle Gradebook without impersonating a teacher. (The box in the upper right-hand corner should be blank)

▼ From the Gradebook home page, click **Student Groups** from the left-hand navigation pane.

▼ Click the **Add New Group** link

1. Enter in a Group Name. Description is Optional

2. Expiration date controls when the group automatically becomes inactive and cannot be used.

   - Set Status: Active or Inactive

   - Set if you want the group to be modified by someone else.

   - NPNP? – Does not work with our current configuration. Should not be used

3. Group Type: Static

4. *Click **Next***

▼   Click ***Add Students***
   o Students: select from a list

   o Students by Class: All the students from a teacher's class(es) NOT USED AT THIS TIME

   o Students by Filters: All students for a demographic NOT USED AT THIS TIME

Adding by "Students":
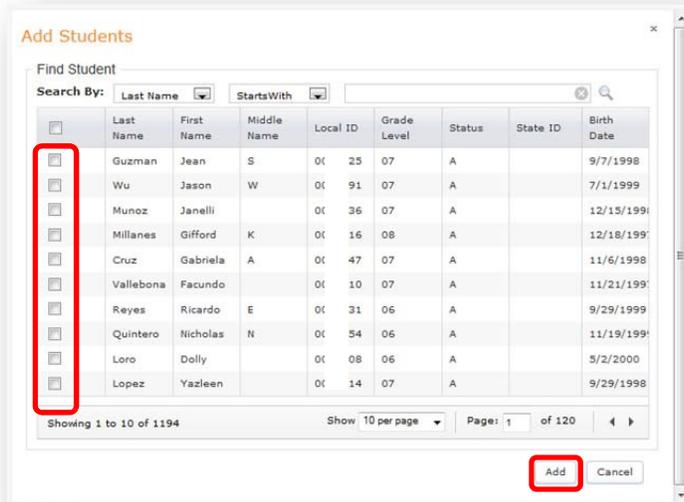
▼ Click the check-box to the left of the student's name.

▼ You can display more than 10 students per page.

▼ Column headers act as sort boxes. Click on one to sort records. I.E. click Local ID to sort students by their student ID #.

▼ Use the *"Search By"* boxes as needed.

▼ Click ***Add*** after all names have been selected.

▼ To remove a student, either click the trash can 🗑 under the Actions column or place a check mark next to a student name then click the *Remove selected Students* button.

▼ When group roster is complete, click ***Finished***.
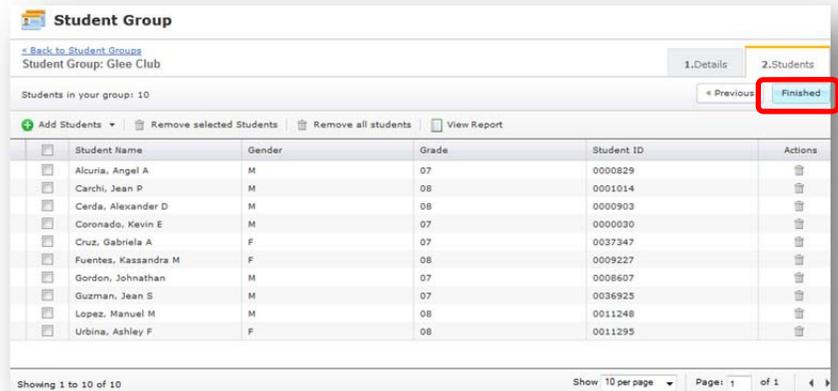
Dynamic Groups

Dynamic groups are a list of students based on demographic fields. They are automatically updated as new students register and others are withdrawn. Some examples of dynamic groups are:

- All 7th graders
- All boys A – M
- Pre K
- October birthdays

▼ Log into the Pinnacle Gradebook without impersonating a teacher. (The box in the upper right-hand corner should be blank)

▼ From the Gradebook home page, click *Student Groups* from the left-hand navigation pane.

▼ Click the *Add New Group* link.

1. Enter in a Group Name. Description is Optional.

2. Expiration date controls when the group automatically becomes inactive and cannot be used.

   • Set Status: Active or Inactive.

   • Set if you want the group to be modified by someone else.

   • NPNP? – Does not work with our current configuration. Should not be used.

3. Group Type: Dynamic

4. Click **Next**.

▼   Click **Add Students**

▼   Choose *Students by Filters*
       o   All students for a demographic

▼ Click *Add Filter*.

▼ Choose a Field Name. (Example: Gender or Grade Level)

▼ Select an Operator (Example: equals, greater than, contains)

▼ Enter a Value (Example: for field name Gender use M or F for male or female; for Grade Level, use double-digits (i.e. PK for Pre K, 00 for Kindergarten or 08 for 8th grade)

▼ Choose a connector (And / Or)

▼ Click *OK*. (Do NOT click *Add* at this time)

Add Students by Filters

Filters
Group: -- None -- ☐ Include Inactive Groups

⊕ Add Filter

Field Name: Gender
Operator: equals
Value: * M
Connector: And

Reset All   Cancel   OK

Do not click at this time.

Add
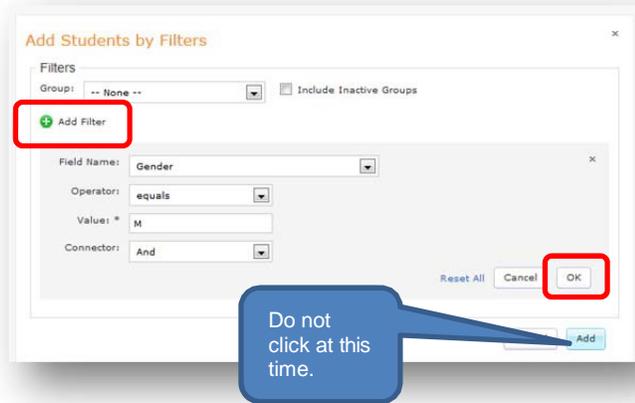
Important Notes:

- The following is a list of field names that have data in them:
  BirthDate, Ethnicity, FirstName, Gender, GradeLevel, LastName, LocalID
- All other fields are empty and will not return results.

▼ If you need to add another filter, click *Add Filter*.

▼ When you are done adding filters, click *Add*.

Add Students by Filters

Filters
Group: -- None -- ☐ Include Inactive Groups

⊕ Add Filter

1 Gender equals M *And*   ✏ 🗑

2 GradeLevel equals 08 *And*   ✏ 🗑

Cancel   Add

▼ The list will be populated.
Click **Finished**.

Your group has been created and is ready for use in attendance taking or reports.
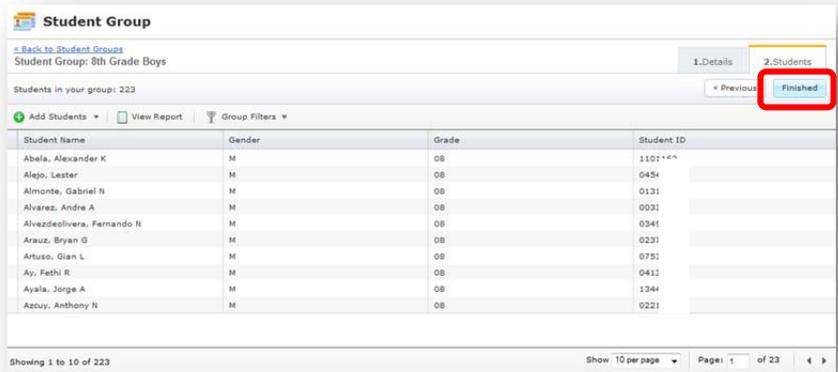
Taking Group Attendance

After creating a student group, you may take attendance for the group, in the **Batch Attendance** screen. Enter the name of the group in the field titled **Find Student**. This will allow you to mark the same attendance code for everyone in that group.

Reports

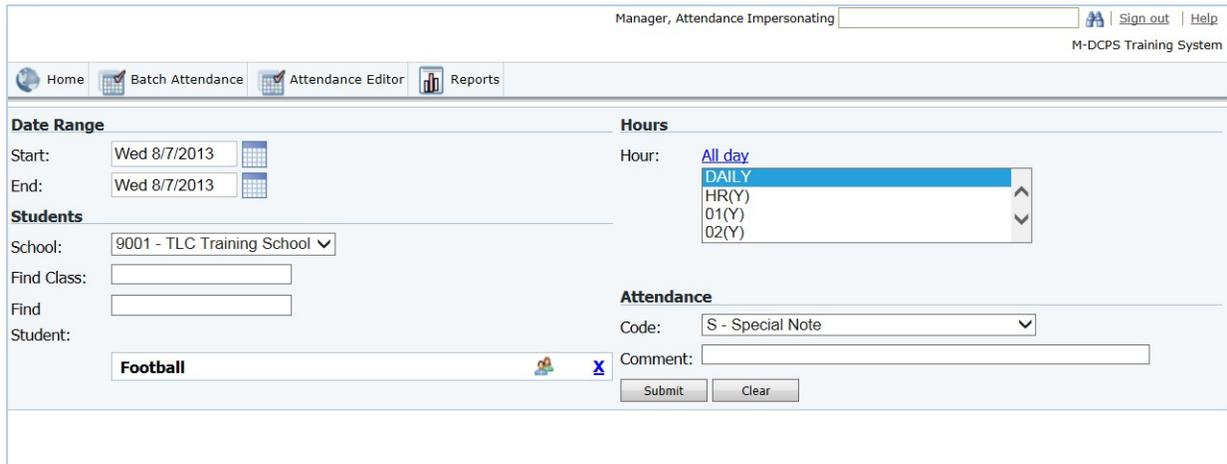There are a number of reports available from the Pinnacle Gradebook application on school, class and student attendance, as well as schedules and tracking the taking of attendance from the teachers. All of these **Reports** may be accessed from the Home Page.

▼ From the Gradebook home page, click *New Report*

▼ Or…Click the *My Reports* link

Reports
My Reports
New Report
Student Schedule

The initial screen for **My Reports** is a list of previously requested Crystal Reports which may be repeatedly previewed or printed or updated with current information before previewing or printing. It may also be regarded as an In-Box for large requested Crystal Reports since you may log out or exit the application. When you return, your report will be waiting for you.

My Reports			New	Update	Delete
☐	Preview	Report Title & Description		Updated	Status

To request a report, click *New Report* on the Home Page or click the *New* button on the My Reports page. Reports which have been marked as **Favorites** will be displayed at the top of the screen.

Report defaults may include **Attendance**, **Demographics**, **Discipline, Grading, Notes**, and **Other**. To view the reports in each category, expand the list by clicking the plus sign (**+**) to the left of the category title or you may clicking **Expand All** to show all of the reports available.

Any of these reports maybe designated as a Favorite by clicking the star icon ⭐ next to the report. Clicking the star again ☆ will remove the designation.

To run a report, click the title of the report. You will be presented with a parameters page. Each report will have a different set of parameters (or options) to fill in. Complete the required information and then click the Run Report button at the bottom of the page.

Attendance Tracking Report

This report is run on a daily basis to identify teachers that have or have not recorded attendance in their gradebooks.

▼ From the Gradebook home page, click **New Report**

▼ Click the "+" next to the Attendance category

▼ Click the Attendance Tracking report link
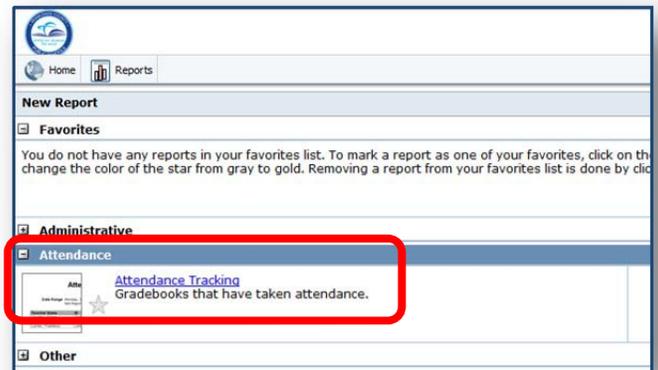
▼ Verify that the date range is set for today's date

▼ Verify that you have a check mark next to the ODSA class and remove the check mark next to all of the others

- o Elementary Schools use HR

- o Middle Schools use 00

- o High Schools use either 01 or 02

▼ Click the **Print** button
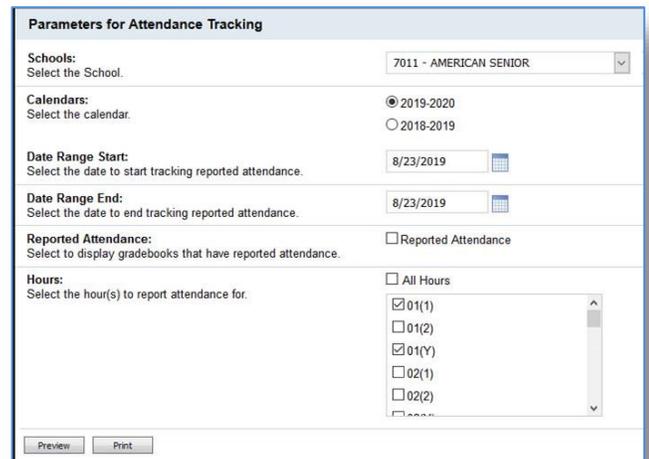
Secondary Schools use Period 00
if Block Schedule 01 or 02

The report should be requested with the combination of the terms (01 or 02) for the classes that are scheduled by terms and the "Y" for the Yearly Classes.

First Semester select (1) / Second Semester select (2).

For FTE purpose, Secondary Schools must select all class period for the day.

Highly Recommended Reports

▼ Attendance: Attendance Tracking

▼ Attendance: Attendance List

▼ Attendance: Skipped Classes

▼ Administrative: Daily Student Attendance Report by Period

▼ Administrative: Substitute Attendance Roster

▼ Administrative: Attendance History Report

▼ Administrative: Course Attendance Grid

Logging out

When you are finished working in your gradebook, be sure to click the Sign out link in the upper right corner of the screen. This will ensure that you've completely logged out of the gradebook. You will see a message similar to this:

✅ You have been logged out successfully.

Appendix A

Official Daily School Attendance (ODSA) Procedures

Purpose: When followed correctly, these procedures will allow schools to efficiently and effectively take, update, and track official daily school attendance using the Attendance Manager functions in the Pinnacle Gradebook program.

1) Print Substitute Roster Report
   - Required for absent teachers and teachers with no computer access
   - Can be printed from Administrative Reports category (page 5)

2) Teachers Take Attendance
   - Use the ODSA class
   - Absent students marked with "U"
   - Tardy students marked with "T"
   - Substitute teachers and full time teachers with no computer access will need a Substitute Roster Report (page 5)

3) Run Attendance Tracking Report (page 23)
   - Monitor which teachers have/have not taken attendance
   - May require Administration involvement
   - Used again at various times of the day to look for updates.

4) Update Daily Reason (**VERY IMPORTANT!!**)
   - Use Batch Attendance or the Attendance Editor function (pages 10 – 13)
   - Update incorrect codes like 'TU' and 'A' or block codes
   - Use the filter to quickly identify students with like attendance codes (page 13)

5) Take attendance for teachers with substitutes into Gradebook
   - Use Quick Attendance function (page 6)

6) Attendance Maintenance
   - Use the Attendance Editor to make changes to Daily Reason as students enter and leave school (pages 11 – 12)

7) Export Attendance
   - Use the Attendance Editor (Appendix D, page 29)

Appendix B

Approved Attendance Codes

Code	Description	Attendance Weight	Who can enter this code?
A	Excused Absence	1	All Teachers / Attendance Manager
U	Unexcused Absence	1	All Teachers / Attendance Manager
T	Excused Tardy	1	All Teachers / Attendance Manager
TU	Unexcused Tardy	1	All Teachers / Attendance Manager
ENT	Entered Class	0	All Teachers / Attendance Manager
WD	Withdrawn from Class	0	All Teachers / Attendance Manager
NS	No Show	0	All Teachers / Attendance Manager
E	Excused Early	0	Attendance Manager – Daily Reason only
S	Special Note (i.e. field trip, assembly, etc.)	0	Attendance Manager – Daily Reason only
I	Indoor Suspension	0	Attendance Manager – Daily Reason only
O	Outdoor Suspension	1	Attendance Manager – Daily Reason only
M	Tardy and Excused Early	0	Attendance Manager – Daily Reason only
X	Special Holiday	0	Attendance Manager

For students marked with an "E, S, I, O, M or X" for official (homeroom) attendance, teachers must use an excused absence (A) for class attendance. Teachers can add a comment to denote a reason for excused absence.

Appendix C

No Show Procedures

Typically the No-Show period for the school year begins on the 1st day of the school year and ends on Friday of the 1st week. Please consult Opening of Schools Procedures Guide (Year-At-A-Glance Calendar of Events) for exact dates

- Students that are registered but do not appear in school on the first day must be entered as "No-Show" on the student calendar for the entire No-Show period.
- The Official Daily School Attendance (ODSA) will be taken in the Electronic Gradebook. To record students as a No-Show, the following actions must be taken:

Teacher Action

- Teachers must open the class designated for recording ODSA by clicking on the class tab.
- Click on *Quick Attendance* (located under Attendance)
- Click on the **No-Show (NS)** code for each No-Show student
- **Important: If all students appear on the first day of school, the teacher must click on the ALL PRESENT button on the right hand side of the page to report 100% attendance.**
- Students who continue to be No-Shows must be marked in the Gradebook as **NS** through the last day of No Show period for each day the student does not enter school for the first time.
- On the last day of No-Show period, the No-Show students will be removed from ISIS.
- Beginning the following school day, the **NS** code will no longer be available to teachers.

Attendance Manager Action

- The Official Daily School Attendance must be exported from the Gradebook to ISIS per the schedule below on the first day of school and each day thereafter.
  - Elementary Schools - 10:00 a.m.
  - K - 8 Centers - 11:00 a.m.
  - Middle Schools 11:00 a.m.
  - Senior High Schools - 12:00 p.m.
- **ISIS Approval/Editing of Gradebook Batches**
  - Prior to 1:00 p.m. schools must edit and approve the batch file in ISIS using the Gradebook / Scant-Tron Transactions **Selection 7** from the Daily Attendance Applications Menu.
  - **Important: Read all instructions at the bottom of the Scan-Tron Batch Edit screen before proceeding.**
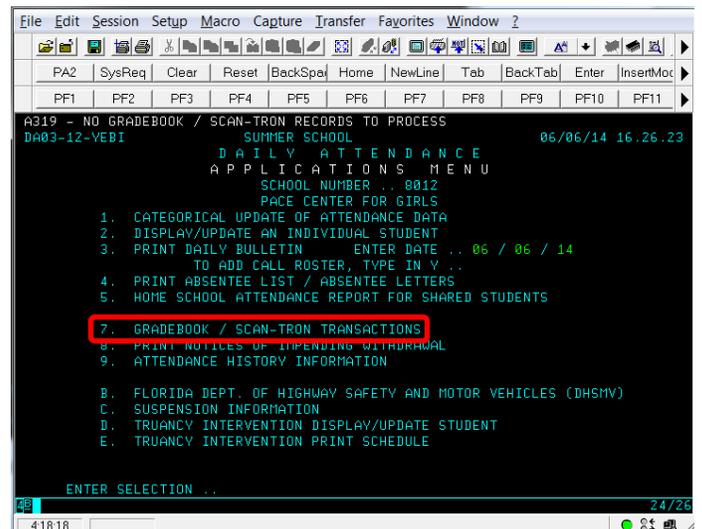
o On the Scan-Tron Batch Edit screen you must press **ENTER** to view any student errors/conflicts on the Scan-Tron Batch Edit Error Report. Once the errors/conflicts are resolved, delete each student ID by pressing and holding the **SPACE BAR**. Press **ENTER** after the last ID on the page is deleted. You will repeat this process until all student errors/conflicts are cleared.
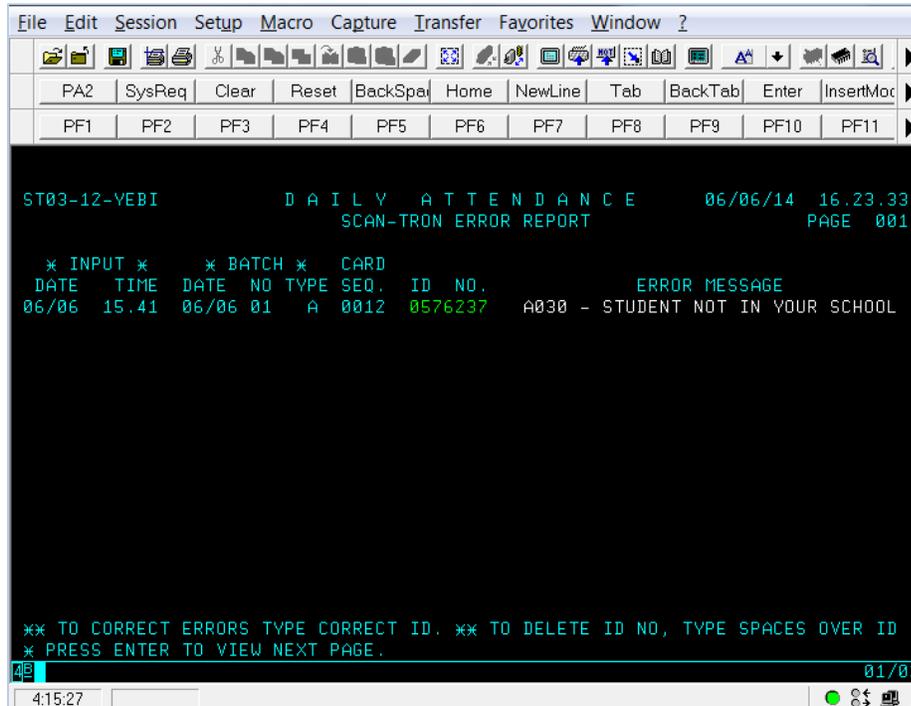
o When all student errors/conflicts have been resolved, you will no longer be able to access Selection 7. If you are still able to access Selection 7, then there are still errors/conflicts to be corrected.

o **WARNING: Deleting the batch on the Scan-Tron Batch Edit screen will prevent the attendance from posting to ISIS. You must process the Scan-Tron Batch Edit Error Report.**

o Schools must print the Daily Attendance Bulletin from ISIS prior to 1:00 p.m.
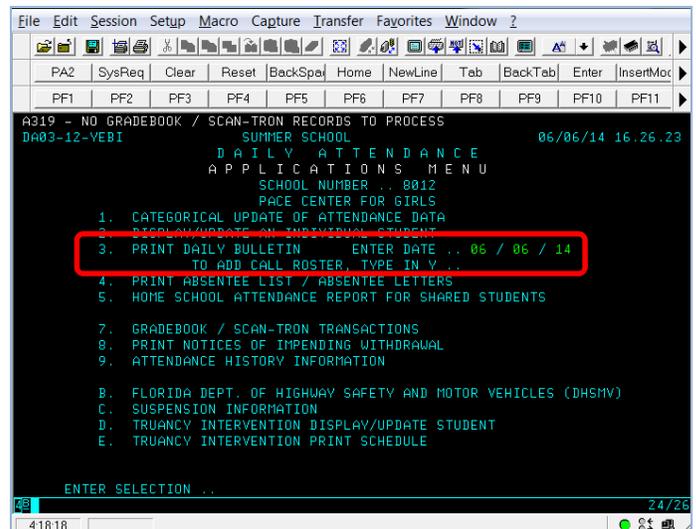
Entry After No-Show

- **ISIS Action** - When a No-Show student appears during the No-Show period, the school must enter the student using the "Entries After No-Show" screen on the Student Information Menu on the day the student appears. This action will automatically change the entry date on the student record and remove any No-Show designations on the calendar that appear after the entry date.
- **Gradebook Action** - The Teacher will enter Attendance Code **ENT** on the first day the student attends class.

No-Show Processing

- On the last day of the No-Show period, ITS will automatically withdraw all No-Show students that have not appeared with withdrawal code **"DNE"** and the effective date of **the first day of school**.
- Until the No-Shows are removed the students will appear on all reports.

Printing a Gradebook No-Show Report

- Schools may print a list of all No-Show students as recorded in the Gradebook from the Attendance Manager module by following the steps below.

   1. Using the Daily Student Attendance Report by Period.

SECONDARY SCHOOLS ONLY

During each No-Show period, schools may order the Class List Summary Report, which shows seat counts minus the No-Show students as a separate report. This report can be ordered by selecting Class List in the Report Request System and indicating "Y" for Class List Summary Report.

Appendix D

Attendance Export

1. Login to the Employee Portal
2. Click on the *Applications/Sites* tab
3. *Click on the link **Gradebook (Pinnacle)***

4. Type your Username*: **Employee number***
5. Type your Password: ***Network Password***

6. From the Gradebook home page, Click the ***Attendance Editor***
7. In the Attendance Editor, click the ***Export*** button (see **Important Notes** below)

8. If you support more than 1 school, select another school from the **School** drop list and click the ***Export*** button again.

Important Notes:
- **Pay careful attention to the screen**. You will be notified of the successful upload by the message:

Attendance Export Completed successfully.

- The message last for only a few seconds.

Appendix E

Pre-K Attendance Reports

1. Attendance Manager logs into *Gradebook (Pinnacle).*
2. Click on **NEW REPORT** navigational link or the **NEW REPORT** button
   (This depends on what page you are viewing at the time)

Reports
My Reports
New Report
Student Schedule
Student Explorer

3. Click "**+**" next to Administrative report menu to expand
4. Select the **Course Attendance Grid - MDCPS** report

5. Use the following parameters:
   - SCHOOLS: Verify your school
   - ATTENDANCE CODES: Yes
   - TEACHER SIGNATURE LINE: Yes
   - TOTALS: Yes
   - STARTDATE/ENDDATE: Set appropriate dates
   - TEACHER: Use ***** for all teachers
   - COURSE: ####_0000 (use your location number for the ####). The 0000 is for the PK Homeroom class.
   - SECTION: Use ***** for all sections
   - PERIOD: Use ***** for any period
   - ONE PAGE PER STUDENT: Yes

Parameters for Course Attendance Grid - MDCPS

Schools: Select the School.	2541 - HOWARD DRIVE ELEMENTARY
Attendance Codes: Print Attendance Code Table	⦿ Yes ◯ No
Teacher Signature: Print Teacher Signature Line	⦿ Yes ◯ No
Totals: Display Totals	⦿ Yes ◯ No
StartDate: Enter desired start date for reporting.	Wed 2/1/2012
EndDate: Enter desired end date for reporting.	Wed 2/29/2012
Teacher: Please enter a specific TEACHER ID to report on or an * for all TEACHERS	⦿ * ◯ Other
Course: Please enter a specific Course Number or an * for all Courses	◯ * ⦿ Other 2541_0000
Section: Please enter a specific Section or an * for all Sections	⦿ * ◯ Other
Period: Please enter a specific Period/Hour or an * for all Periods/Hours	⦿ * ◯ Other
One Page per Student: Print one page per student?	◯ No ⦿ Yes

Run Report

6. Click **Run Report** button
7. From the **My Reports** page, wait for the report to display status "ready". Open and print the report.

Important Notes:
Based on the suggested parameters listed above, the report is produced in alphabetical order by student and not by teacher. If it is required to first sort by teacher, add one teacher's employee number into the TEACHER parameter box, then re-run the report as needed for each teacher.