

Printing Attendance Grids

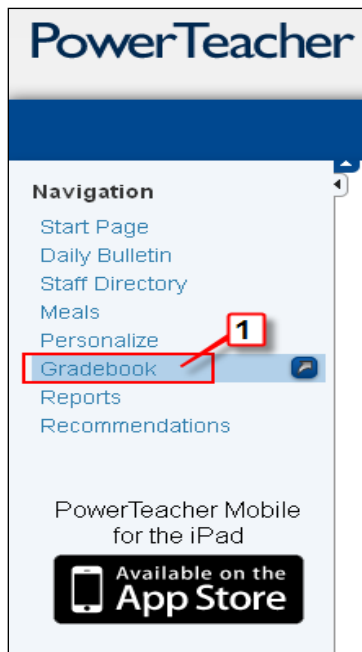
This document outlines the different ways attendance grids can be printed. Both teachers and **PowerTeacher Administrators** have the ability to print grids from the **PowerTeacher** module. **Class Rosters** can also be turned into attendance grids.

Attendance Grids

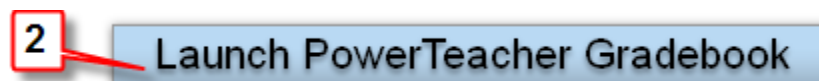
Teachers

Navigation: PowerTeacher > Gradebook > Launch Gradebook > Selected Course > Reports > Attendance Grid > Appropriate Criteria

1. From the **Main Menu** click **Gradebook**.



2. Click **Launch PowerTeacher Gradebook**



3. Click on desired course.
4. Click **Reports**
5. Click on **Attendance Grid**
6. On the **Attendance Grid Criteria** tab enter desired criteria
7. Click **Run Report**

Printing Attendance Grids

The screenshot shows the PowerSchool PT Administrator interface. The left sidebar contains 'Current Classes (52)', 'Student Groups', and 'Categories'. The main area displays the 'Attendance Grid' report configuration. The 'Criteria' tab is selected, showing options for Name, Description, Sections, Students, Student Field, No Dates, and Current Week. The 'Start Date' is set to 07/08/2013 (First Day of School) and the 'End Date' is 07/19/2013 (10th Day of School). The 'Run Report' button is at the bottom right.

Sample report

Attendance Grid		Teacher Name:									
		7/8	7/9	7/10	7/11	7/12	7/15	7/16	7/17	7/18	7/19
3(B) Algebra	Alfonso, Scott										
	Allen, Victor										
	Allred, Jacee										
	Alluisi, Soraya										
	Azimov, Salim										
	Dean, Mandy										

Data Managers

Attendance Grids from PT Administrator

Navigation: Start Page > Applications > PT Administrator > Gradebook > Reports > Attendance Grid > Appropriate Criteria

Printing Attendance Grids

1. From the Main Menu click **PT Administrator** under Applications



2. Click **Gradebook**
3. Click **Administrator Login**



4. Click on desired teacher.
5. Click **Launch Gradebook**
6. Click on desired course
7. Click on **Reports**
8. Click on **Attendance Grid**
9. On the **Attendance Grid Criteria** tab enter desired criteria
10. Click **Run Report**

Printing Attendance Grids

The screenshot shows the PowerSchool interface for configuring the 'Attendance Grid' report. The left sidebar shows a list of classes, with '4(A) Music' selected (highlighted with a red box and number 6). The top navigation bar includes icons for Scoresheet, Assignments, Student Info, Grade Setup, Class Content, and Reports (highlighted with a red box and number 7). The main area displays the 'Attendance Grid' report configuration. The 'Criteria' tab is selected (highlighted with a red box and number 9). The configuration includes fields for Name, Description, Sections (Selected Class, Active Classes), Students (All Enrolled, Selected Groups and/or Students), Student Field (Student Name, Student Number), No Dates, Current Week, Start Date (07/08/2013, First day of school), and End Date (07/19/2013, Tenth day of school). The 'Run Report' button is highlighted with a red box and number 10.

Sample Report

Attendance Grid		Teacher Name:									
		7/8	7/9	7/10	7/11	7/12	7/15	7/16	7/17	7/18	7/19
3(B) Algebra	Alfonso, Scott										
	Allen, Victor										
	Allred, Jacee										
	Alluisi, Soraya										
	Azimov, Salim										
	Dean, Mandy										

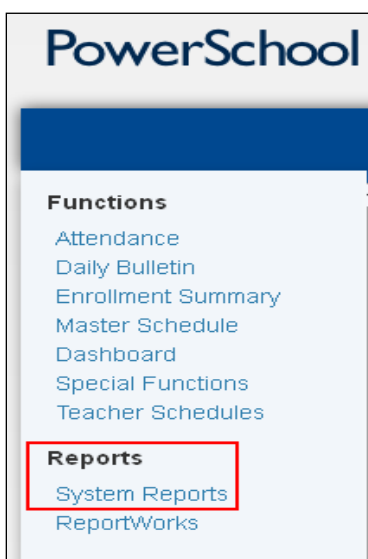
Converting Class Rosters into Grids

Class Rosters can provide as much or as little information as desired. Class Rosters can be printed by Data Managers to provide a grid for easy attendance-taking.

Class Roster (PDF)

Navigation:	Start Page > Reports > System Reports > Student Listings > Class Roster (PDF)
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1. From the **Reports** section on the **Main Menu** click **System Reports**



2. In the **Student Listings** section click **Class Rosters (PDF)**.

Student Listings	Description
At Risk	A listing of courses, sections and grades associated with students who are currently at risk of failing for the current term.
Class Rosters (PDF)	Class information and roll sheets.
Master Schedule (PDF)	User definable student schedule report.
Student Schedule Listing	User definable student schedule report.

3. Select appropriate criteria:
 - a. **Print rosters for** = select desired teacher(s)
 - b. **Meeting(s)** = select desired expression
 - c. **Include students who** = select desired radio button for appropriate enrollment information
 - d. **Heading font** = select style of lettering
 - e. **Size, line height, style** = set desired criteria for Heading information

Printing Attendance Grids

- f. **Print heading on** = allows you to determine where and when to print heading
- g. **Heading Text (Fields)** = used to select information to be print on heading. This is done by selecting data fields and data tags
- h. **Column title font** = select style of lettering
- i. **Size, line height, style** = set desired criteria for Column information
- j. **Print column titles on** = determine when column titles will be printed
- k. **Roster Font** = select style of lettering for information inside columns
- l. **Size, line height, style** = set desired criteria for roster information
- m. **Roster columns (Fields)** = used to select information to be printed on heading. This is done by selecting data fields and data tags

Note: Fields not listed above are printing options and should be determined by each user.

Class Rosters (PDF)

Print rosters for
(hold the CTRL key to make multiple selections)

Abbot, Julie
Abram, Michael
Accatino, Steve
Adair, Amanda
Adams, Mark B
Barker, Margaret J

Meeting(s) (leave unchecked for all)

	A	B
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>

Include students who

☒ are currently enrolled in class
☐ were enrolled on (MM/DD/YYYY)
☐ were enrolled any time between (MM/DD/YYYY) and (MM/DD/YYYY)

Heading font

Times

Size, line height, style

18 (points) ☒ Bold ☐ Italic ☐ Underline

Print heading on

First page of each class

Heading text (Fields)
Enter ^(teachname) to cause the teacher name to appear, and
^(class_expression) for the expression

Teacher: ~(teachname)
Course: ~(coursename)
Meeting: ~(expression)

Column title font

Helvetica

Size, line height, style

12 14 (points) ☒ Bold ☐ Italic ☐ Underline

Print column titles on

All pages

Roster Font

Times

Printing Attendance Grids

Size, line height, style	10 (points) <input checked="" type="checkbox"/> Bold <input checked="" type="checkbox"/> Italic <input checked="" type="checkbox"/> Underline
Roster columns (Fields)	Format: field name \ column title \ column width \ alignment LastFirst \ Name \ 1.50L 7/8/13 \ 60L 7/9/13 \ 60L 7/10/13 \ 60L 7/11/13 \ 60L 7/12/13 \ 60L 7/15/13 \ 60L 7/16/13 \ 60L
Rule width (points)	Horizontal 5 Vertical 1
Cell padding (points)	Horizontal Vertical
Page size	Letter (8 1/2" x 11") Custom size: Height Width
Margins (inches)	Left .25 Top .25 Right .25 Bottom .25
Orientation, Scale	Landscape (horizontal) 100
Watermark text	
Watermark mode	Overlay
When to print	ASAP (MM/DD/YYYY) /
Report Output Locale	English
Submit	

4. After entering desired criteria, click **Submit**.
5. view and print the Class Rosters go to the **Report Queue**.

Report Queue (System) - My Jobs				
System ReportWorks		Refresh		
Created	Job Name	Started	Ended	Status
06/27/2013	Class Rosters	06/27/2013 08:14 AM	06/27/2013 08:14 AM	Completed View

Sample report

Teacher: Abram, Michael Course:U.S. History Meeting:1(A)										
Name	7/8/13	7/9/13	7/10/13	7/11/13	7/12/13	7/15/13	7/16/13	7/17/13	7/18/13	7/19/13
Adams, Corby										
Anderson, Emily S										
Apple, ladansa										
Bailey, Jenilyn H										
Brito, Jordan H										
Bushman, Joshua C										
Emch, Felicia B										

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