

Selecting a Group of Students for Auto Dialers Based on Absences

Export templates have been created to assist in the export of data for the Auto Dialers. The export files will not automatically select a specific group of students. This must be done manually prior to exporting. For information on searching for groups of students using available student fields, see the Student Selections QRD at

http://www.nc-sis.org/Documents/student_info/PS_QRD_StudentSelections.pdf

To select a group of students based on absence data for a specific date follow the instructions below.

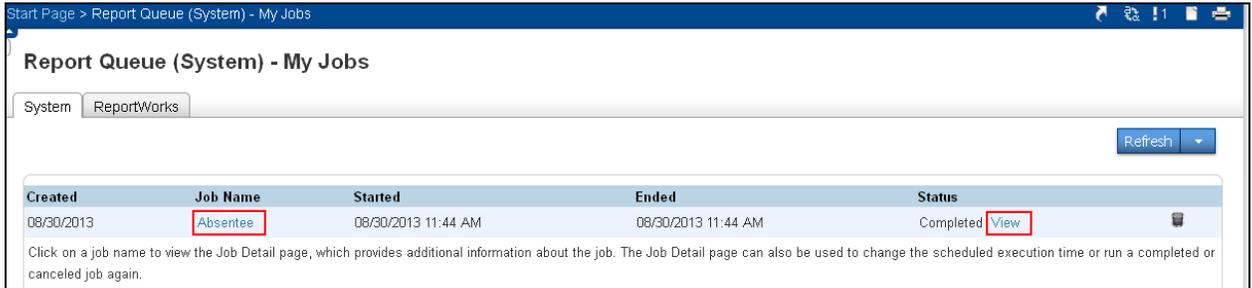
Navigation: System Reports > Absentee

1. On the **Absentee Report** screen enter the following information:
 - a. **Attendance Mode** = the attendance type taken at the school (**Daily** or **Meeting**)
 - b. **Students to Include** = select **All Students**
 - c. **Attendance Codes** = select the attendance codes to search for. Multiple codes may be selected by holding the CTRL key while clicking selections.
 - d. **Date to Scan** = date to be searched (to search for absences on August 27, 2013 enter 8/27/2013)
 - e. **Processing Options** = select **ASAP** from the drop-down to run the report now.
2. Click **Submit**.

The screenshot shows the 'Absentee Report' configuration page. Key fields are highlighted with red boxes: 'Attendance Mode' is set to 'Daily'; 'Students to Include' has 'All students' selected; the 'Attendance Codes' dropdown menu is open, showing a list of codes with '2A (Unexcused Absence)' selected; 'Date to Scan' is set to '8/27/2013'; and 'Processing Options' is set to 'ASAP'. A 'Submit' button is located at the bottom right of the form.

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- The **Report Queue** will open. When the report has finished running click **View** to see the report.



Start Page > Report Queue (System) - My Jobs

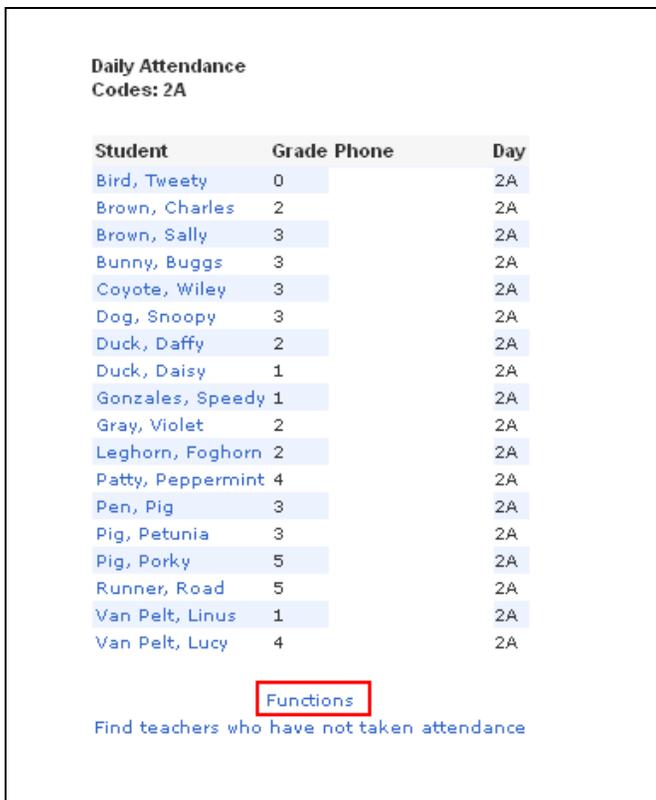
Report Queue (System) - My Jobs

System ReportWorks Refresh

Created	Job Name	Started	Ended	Status
08/30/2013	Absentee	08/30/2013 11:44 AM	08/30/2013 11:44 AM	Completed View

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

- When the report opens click **Functions** at the bottom of the list. The **Group Functions** screen will open.



Daily Attendance
Codes: 2A

Student	Grade	Phone	Day
Bird, Tweety	0		2A
Brown, Charles	2		2A
Brown, Sally	3		2A
Bunny, Buggs	3		2A
Coyote, Wiley	3		2A
Dog, Snoopy	3		2A
Duck, Daffy	2		2A
Duck, Daisy	1		2A
Gonzales, Speedy	1		2A
Gray, Violet	2		2A
Leghorn, Foghorn	2		2A
Patty, Peppermint	4		2A
Pen, Pig	3		2A
Pig, Petunia	3		2A
Pig, Porky	5		2A
Runner, Road	5		2A
Van Pelt, Linus	1		2A
Van Pelt, Lucy	4		2A

Functions

Find teachers who have not taken attendance

- Click **Export Using Template**.

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The screenshot shows the 'Group Functions' menu in PowerSchool. The breadcrumb trail is 'Start Page > Special Functions > Group Functions'. A yellow box highlights 'Current student selection: 18'. A red box highlights the 'Export Using Template' option in the list.

Function	Description
Attendance Change	Changes attendance records for one or many days for currently selected students.
Batch Address Validation	Perform batch address validation.
Batch Boundary Validation	Perform batch boundary validation.
Counselor's Screen	Shows student pages for currently selected students.
Data Validation Report	Performs a check for invalid data in specified fields against the current selection of records.
Enrollment Summary	Reports grade and ethnicity breakdown for currently selected students.
Export Using Template	Uses a template to exports data on currently selected students.
Fee Functions	Performs fee functions.
Graduation Plan Selection	Set the Graduation Plans for the selected students.
Graduation Progress Report	Creates a printable graduation progress report for the selected students in their selected plans.
Graduation Progress Summary	View summary of graduation plan progress against specified requirements of a user-selected plan.

6. On the **Export Using Template** screen enter the following:
 - a. **Type of Export** = select the type of data being exported (this example uses data from the Students table).
 - b. **For which Records?** = click the appropriate radio button (for this example all 18 students from the Absentee Report are needed for the export).

The screenshot shows the 'Export Using Template' screen. The breadcrumb trail is 'Start Page > Special Functions > Importing & Exporting > Export Using Template'. The 'Type of Export' field has a dropdown menu open, showing options: Students, Courses, Student Schedules, Teachers, and Historical Grades. A red box highlights the dropdown menu.

The screenshot shows the 'Export Using Template' screen. The breadcrumb trail is 'Start Page > Special Functions > Importing & Exporting > Export Using Template'. The 'Type of Export' is set to 'Students'. The 'Export template?' dropdown is set to 'Connect Ed Extract'. The 'For Which Records?' section has two radio buttons: 'Bird, Tweety' and 'The selected 18 students'. A red box highlights the 'The selected 18 students' radio button.

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7. Click **Submit**.

The Export File dialog box will be displayed. Follow usual procedures for saving the file. The file will contain the necessary information for the Auto Dialer.

Important: The language pulled for the extract will be from the **Home Language** field on the student **Other Information** screen. This field is populated by the ESL department.

Other Information	
2	D 304
Homeless Code	<input type="text"/>
Equip Flag	<input type="text"/>
Date Of Entry Into USA	<input type="text"/> (MM/DD/YYYY)
MESA	<input type="text"/>
AFDC Application Number	<input type="text"/>
AFDC Approved	<input type="text"/>
Primary Language Code	<input type="text"/>
PHLOTE	<input type="text"/>
Secondary Language Code	<input type="text"/>
Exclude From Class Ranking	<input type="checkbox"/>
Fee Exemption Status	Student Not Exempted
Other Alert	
Other Alert Text	<input type="text"/>
Alert Expires (Date)	<input type="text"/> (MM/DD/YYYY) (0/0/0 to never expire)
Language Data	
Language Most Used	English
First Language	English
Home Language	Spanish
Paperwork	
Internet Access	Yes
Internet No Access Description	<input type="text"/>

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