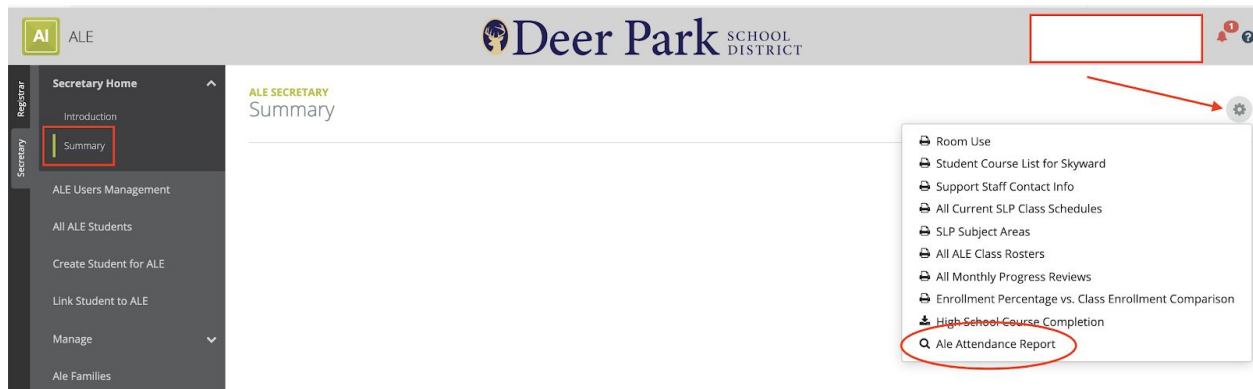


## ALE Application: Student Attendance Report



1. In the Secretary role, under Secretary Home > Summary, use the page action gear and select “Ale Attendance Report.”



2. This will bring up a modal where you can make selections for the following fields: School Year, Student(s), Class Term(s), Start Date, End Date, and Include Withdrawn Classes. If any optional fields are left blank, then all possible results from those fields will be populated on the table.

### Ale Class Attendance Report ✕

Select values to filter on, if desired

School Year (optional) ..... <a href="#">Select</a>	Student(s) (required) ..... <a href="#">Select</a>
<input type="text"/>	<input type="text"/>
Class Term(s) (optional) ..... <a href="#">Select</a>	
<input type="text"/>	
Start Date (optional) <input type="text"/> 	End Date (optional) <input type="text"/> 
Include Withdrawn Classes? (optional) <input type="text"/>	

3. After the desired selections have been made, select the blue “Set” button and a data table will generate. Via the data table action gear, select “Download Data” to download to a spreadsheet. A notification will appear when the generated report is ready to download.

Data Table ✕

Ale Class Attendance Report (24 records) ⚙️

Student Name

Class

Game

Game

Learn

Comp

Game

Learn

Comp

Game

Learn

#### Data Table Actions & Options

Display Options ^

Display as

Text Lines Per Row

Show Pagination Controls

Columns / Properties ^

- Student Name
- Class
- Teacher
- Meeting Hour
- Meeting Date
- Attendance Type

Filtering ^

Filter Form

Show Quick Filters

Grouping/Arrangement ^

Arrange Columns

Order Rows

Grid Actions ^

**Download Data**

ACTIONS ^

Data Settings Form

Computer Lab-Deer Park	Otteson, Laurie	2:00PM	2020-10-15
Game Hour (P.E.)	Otteson, Laurie	1:00PM	2020-10-15
Learning through Math Act...	Fowler, Terri	11:00AM	2020-10-15

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