

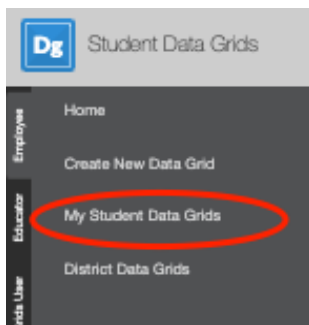
## ATTENDANCE WORKS STUDENT DATA GRID REFERENCE GUIDE

The Attendance Works Student Data Grids are designed to enable district staff to quickly assemble and configure the necessary data for the School Attendance Tracking Tool template.

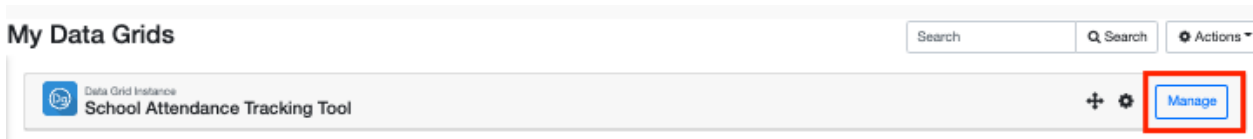
Administrators can send the data to those who need it; they can easily format it for the template by following these directions.

### SENDING STUDENT DATA GRID

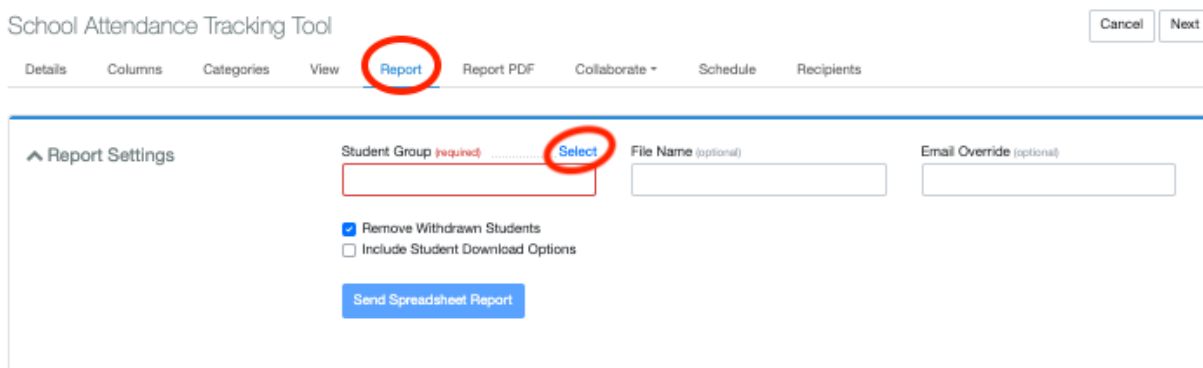
1. Start by selecting "My Data Grids" from the left-hand navigation menu.



2. Click the Manage button for 'School Attendance Tracking Tool'.



3. Click the Report column, then click Select from Student Group.



4. Click Shared Groups and School Specific.
5. Next, click the plus button next to the group from the school needed.

## Student Group

Add Student Group ✕

## Student Group Filters

School Years (optional) Select ▾

Current School Year

My Groups

Shared Groups

District Wide

School Specific

Select ▾

Grade

Activity

Class

Teacher

## Student Group Search Results

Columns ▾

Label

Students attending Summit Trail Middle School (2...

+

Students attending Glacier Park Elementary (22/23)

+

Students attending Cedar River Elementary (22/23)

+

6. Type in a **File Name**, e.g., “School Attendance Tracking Tool - MS 2016121,” and click **Send Spreadsheet Report**.

## School Attendance Tracking Tool

Cancel Next

Details

Columns

Categories

View

Report

Report PDF

Collaborate ▾

Schedule

Recipients

## Report Settings

Student Group (required) Select

Students attending Tahoma Sen... ✕

File Name (optional)

School Attendance Tracking Tool MS :

Email Override (optional)

 Remove Withdrawn Students

 Include Student Download Options

Send Spreadsheet Report

## DOWNLOAD DATA GRID

1. Find the email from with the subject of ‘Your Student Data is Ready!’
2. Click the button. You may need to authenticate per FERPA with your SDS (Homeroom) username and password.
3. Your Student Data Grid will begin downloading.
4. Navigate to your device's default download location and open the xlsx file.

## FORMAT THE DATA FOR ATTENDANCE WORKS

1. **Current Grade Level (Columns D & E):** Highlight all data in this column >> from the warning selections, and choose “Convert to Number.”

