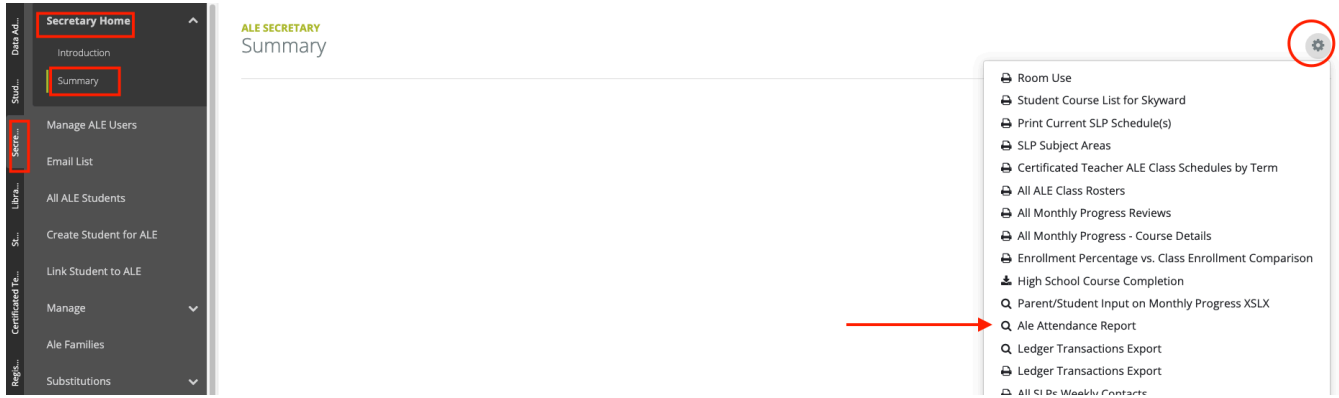


## ALE Secretary: Student Attendance Report V2

- Under **Secretary Home**, choose Summary in the left navigation menu, and use the **page action gear** to select **Ale Attendance Report**.



- A pop-up window will appear. Fill in the required **Student Learning Plan(s) (Required)** field. Select by filtering, click the **checkmark**, then click **Add Student Learning Plan(s)**. You may select multiple plans.
- If any optional fields are left blank, then all possible results from those fields will be populated on the table.
  - School Year (Optional)** Select by clicking on the checkmark.
  - Class Term(s) (Optional)** Select by clicking the checkmark, then click **Add Class Terms**.
  - Start and End Date (Optional)** Select by clicking on the pop-up calendar.
  - Include Withdrawn Classes? (Optional, True/False)** Choose from the drop-down menu. **True**, to include withdrawn classes.

Ale Class Attendance Report ✔ Set ✕

▲ Select values to filter on, if desired
School Year (optional) ..... Select
Student Learning Plan(s) (required) ..... Select

Aakash \* ✕

Class Term(s) (optional) ..... Select

Start Date (optional)

End Date (optional)

Include Withdrawn Classes? (optional)

4. After the desired selections have been made, click **Set to generate a data table.**
5. Select **Download Data** to download to a spreadsheet via the **data table action gear.**
6. A notification will appear when the generated report is ready to download.

Data Table
✕

Ale Class Attendance Report (24 records)
⚙️

**Data Table Actions & Options**

Display Options

Display as

Table Columns

Text Lines Per Row

1 text line

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

1 - 24 of 24
« < Page 1 of 1 > »
50 per page