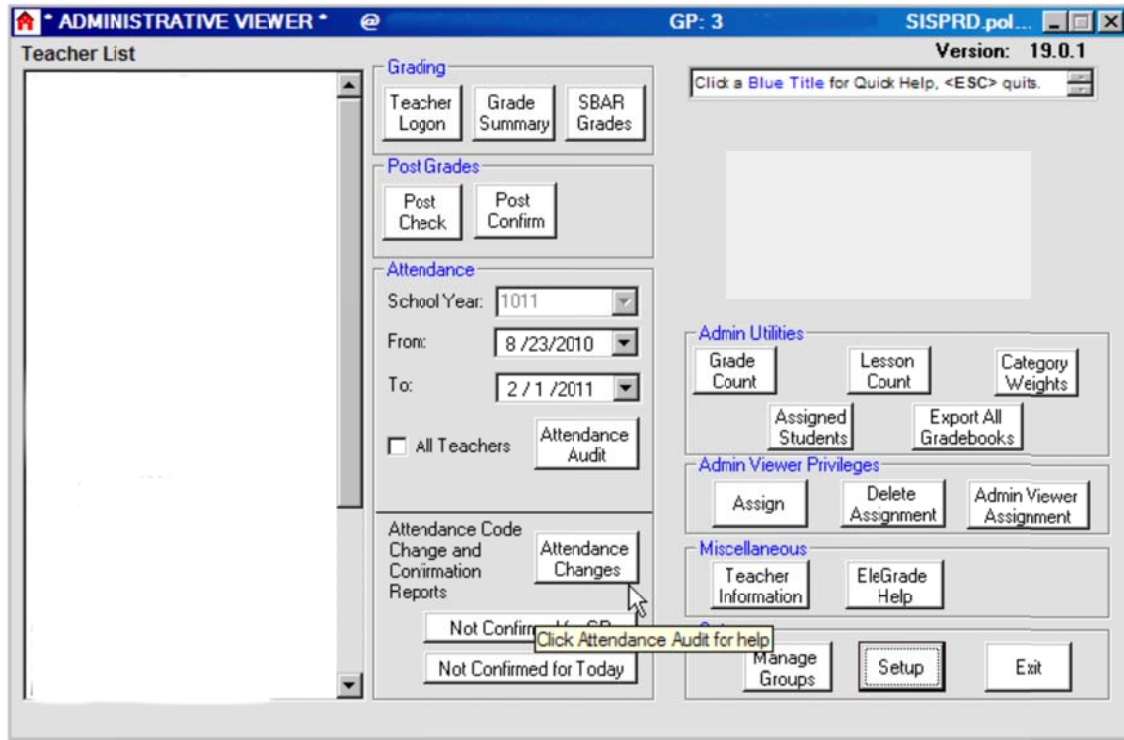


Accessing last school year's Attendance

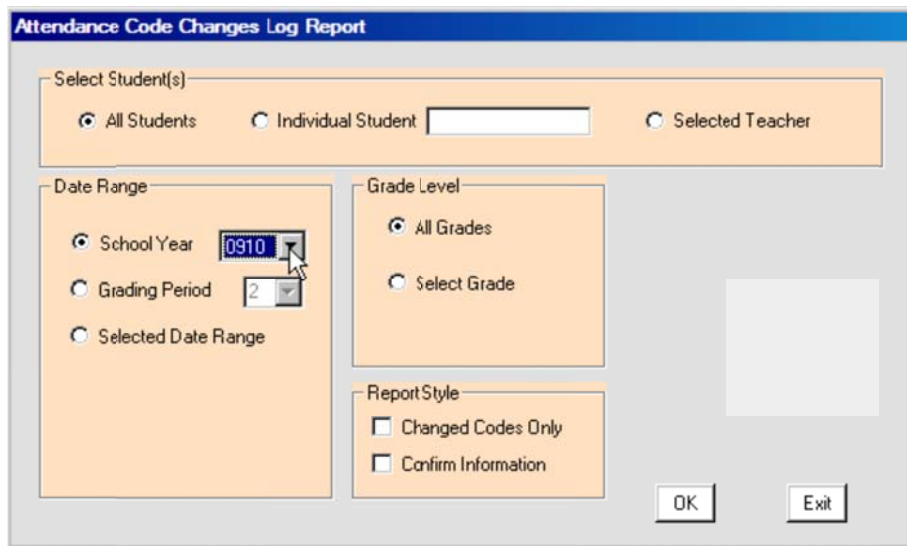
Here are six easy steps to provide you with last year's attendance information for your audit.

In EleGrade's Admin Viewer.

- 1) Click Attendance Changes.



- 2) Change the School Year to the previous year (0910) THIS IS IMPORTANT !



3) Click Selected Date Range

Attendance Code Changes Log Report

Select Student(s)

All Students Individual Student Selected Teacher

Date Range

School Year 0910

Grading Period 2

Selected Date Range

From 02/01/11

To 02/01/11

Grade Level

All Grades

Select Grade

Report Style

Changed Codes Only

Confirm Information

OK Exit

4) Change the From date to 08/24/2009 using the calendar tool controls.

5) Change the To date to 06/09/2010 using the calendar tool controls.

Attendance Code Changes Log Report

Select Student(s)

All Students Individual Student Selected Teacher

Date Range

School Year 0910

Grading Period 2

Selected Date Range

From 08/24/09

To 06/09/10

Grade Level

All Grades

Select Grade

Report Style

Changed Codes Only

Confirm Information

OK Exit

6) Then click OK (please be patient) and a very long report will be generated which will contain all the attendance code entry and changes for your students in the last school year.

It is not unusual for this report to contain well over 500 pages so it will be a good idea NOT to print this. You can Export the report to a .PDF file for later reference.