

Report Setup Part 1

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Web Student Management - Entity 401 - WS - 10668 - 05.12.06.00.00 - Windows Internet Explorer

Skyward High School (401)

Brandon Smithscr Account

Print this tutorial

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Student Management Setup

Federal/State Reporting: NCLB Reports

Federal Reporting: Federal Office of Civil Rights

Illinois State Reporting: Student Information System, Other Exports, Reports

Student Management Product Setup

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**Annual Claim for Attendance-ADA Report Setup Part 1**

Click here to access Illinois State Reporting Reports.

**Who, What, When, Why?**

The ADA report generates attendance data that is used for the General State Aid (GSA) claim as well as the School Report Card at the end of each year.

**Note:** Skyward made significant updates to the ADA report in May of 2012. The previous version of the report is still accessible but will not be updated going forward.

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Slide 2 - Slide 2

The screenshot shows a web browser window titled "Reports - Entity 401 - WS\Srv\IL\RE - 26836 - 05.12.06.00.00 - Windows Internet Explorer". The page header includes the Skyward logo and the school name "Skyward High School (401)". A navigation menu contains items like Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. The "Federal/State Reporting" menu item is active. Below the navigation is a "Reports (86)" section with a search icon and a "My Print Queue" icon. A tree view shows a folder "Reports - RE" containing several report items. A yellow callout box with a mouse cursor pointing to the first item contains the text "Select the Annual Claim for Attendance-ADA Report." The list of reports includes: "Annual Claim for Attendance-ADA Report - AA", "Annual Claim for Attendance-ADA Report - AA", "Immigrant Education Program Report - IE", "Quarterly Report of Withdrawn Students - QR", "Student Enrollment in 2nd and 5th Period Report - SE", "Total Dropouts Report - TD", and "Total Graduates Report - TG".

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The screenshot shows a web browser window with the Skyward High School (401) logo and navigation menu. The main content area is titled "Annual Claim for Attendance-ADA Report (56)". It features a table of "Annual Claim for Attendance-ADA Report Templates" with columns for "Template Type", "Description", and "Created By". The table is currently empty, displaying "No records available". To the right of the table is a vertical toolbar with buttons for "Print", "Add", "Edit", "Clone", and "Delete". A yellow callout bubble points to the "Add" button with the text "Click Add.". Below the table, there are sections for "Scheduled Tasks (0)" and "Monitoring Tasks (0)", and a "Back" button. The bottom of the page shows "0 records displayed" and a zoom level of "100%".

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Edit Ranges - Entity 401 - WS\SR\IL\RE\AA - 26839 - 05.12.06.00.00 - Windows Internet Explorer

### Edit Ranges (142)

**1. Enter a Template Description.**

**2. The report can be generated By Ranges or By Individual.**

**3. Fill in the Report Ranges area as needed.**

**Template Settings**

\* Template Description:

Share this template with other users in entity 401

Print Greenbar

**Entity Selection**

By Ranges  By Individual

401 - Skyward High School

Report by Date Range

**Report Ranges**

\* School Year:  \* Default Calendar: (401) 401 - Calendar (401) ?

Low High

Student Key:   All Student Types

Grad Yr/Grade:    All Schools

Advisor:

Race:

Homeroom:

Feeder School:

Gender:

**Miscellaneous Options**

Count Period 0 as Claimable

**Students to Process - FT / PT / Both**

Full - Time Students

Part - Time Students

Both

**Formatting Options**

Print Student

Print Absent Students Only

Print Attendance Detail ?

Print School Report Card Data ?

Asterisk (\*) denotes a required field

**Navigation Buttons:** Save, Save and Print, Back, Calendar, Months, More, Sort, Page Break, Absence Type, Prd Times

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Slide 5 - Slide 5

The screenshot shows the 'Edit Ranges (142)' web application interface. The browser title bar reads 'Edit Ranges - Entity 401 - WS\Srv\IL\REV\AA - 26839 - 05.12.06.00.00 - Windows Internet Explorer'. The page is divided into several sections:

- Template Settings:** Includes a text field for 'Template Description' with the value 'Test', and checkboxes for 'Share this template with other users in entity 401' and 'Print Greenbar'.
- Report by Options:** Features radio buttons for 'By Ranges' (selected) and 'By Individual', a dropdown for 'Entity Selection' set to '401 - Skyward High School', and a checkbox for 'Report by Date Range'.
- Report Ranges:** Contains fields for '\* School Year' (2012), '\* Default Calendar' (dropdown set to '(401) 401 - Calendar (401)'), and various filters like 'Student Key', 'Grad Yr/Grade', 'Advisor', 'Race', 'Homeroom', 'Feeder School', and 'Gender'. There are also checkboxes for 'All Student Types' and 'All Schools'.
- Miscellaneous Options:** Includes a checkbox for 'Count Period 0 as Claimable' and a section for 'Students to Process - FT / PT / Both' with radio buttons for 'Full - Time Students', 'Part - Time Students', and 'Both' (selected).
- Formatting Options:** Contains checkboxes for 'Print Student Detail', 'Print Audit Report', 'Print Absent Students Only', 'Print Attendance Detail', and 'Print School Report Card Data'.

Two yellow callout boxes provide instructions:

1. Select the **Default Calendar** that will be used to calculate the attendance information.
2. Click on the **help box** for further details.

A footer note states: 'Asterisk (\*) denotes a required field'.

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Slide 6 - Slide 6

The screenshot shows the 'Edit Ranges (142)' web application interface. The browser title bar reads 'Edit Ranges - Entity 401 - WS\Srv\IL\REV\AA - 26839 - 05.12.06.00.00 - Windows Internet Explorer'. The interface is divided into several sections:

- Template Settings:** \* Template Description: . Below are checkboxes for 'Share this template with other users in entity 401' and 'Print Greenbar'.
- Report by Options:** Radio buttons for 'By Ranges' (selected) and 'By Individual'. A dropdown menu shows '401 - Skyward High School'. A checkbox for 'Report by Date Range' is present.
- Report Ranges:** \* School Year: . \* Default Calendar: (40) Skyward. Below are fields for Student Key (Low/High), Grad Yr/Grade (0000/9999), Advisor, Race, Homeroom, Feeder School, and Gender (Both).
- Formatting Options:** Checkboxes for 'Print Student Detail', 'Print Audit Report', 'Print Absent Students Only', 'Print Attendance Detail', and 'Print School Report Card Data'.
- Miscellaneous Options:** Partially visible on the right side.

A yellow callout bubble points to the 'Report by Options' section with the text: 'A message box will appear explaining what the Default Calendar controls.' A blue 'Skyward' message box is overlaid on the 'Report Ranges' section, containing the text: 'Students that do not use the default calendar, where the number of school days month by month differ, will have the corresponding month's attendance converted to be based on the number of school days for the default calendar.' An 'OK' button is at the bottom of the message box.

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**Edit Ranges (142)**

Template Settings

\* Template Description:

Share this template with other users in entity 401

Print Greenbar

Report by Options

Entity Selection:   Report by Date Range

Report Range

\* School Year:

Miscellaneous Options

Count Period 0 as Claimable

Students to Process - FT / PT / Both

Full - Time Students

Part - Time Students

Both

Formatting Options

Print Student Detail  Print Audit Report

Print Absent Students Only

Print Attendance Detail

Print School Report Card Data

Asterisk (\*) denotes a required field

Additional Formatting Options are also available.

To see **each** student listed on the report with their individual details select **Print Student Detail**.

To **limit** the number of printed students to **only** those that **have an absence** select **Print Absent Students Only**.

To see **detailed** daily attendance records for students with any days absent select **Print Attendance Detail**.

Save

Save and Print

Back

Calendar

Months

More

Sort

Page Break

Absence Type

Prd Times

Report Setup Part 1

Slide 8 - Slide 8

Edit Ranges - Entity 401 - WS\Srv\IL\REV\AA - 26839 - 05.12.06.00.00 - Windows Internet Explorer

**Edit Ranges (142)**

**Template Settings**

\* Template Description:

Share this template with other users in entity 401

Print Greenbar

**Report by Options**

By Ranges      Entity Selection: 
 Report by Date Range

By Individual

**Report Ranges**

\* School Year:       \* Default Calendar:  ?

Low                      High                       All Student Types     

Student Key:

All Schools     

Grad Yr/Grade:

Advisor:

Race:

Homeroom:

Feeder School:

Gender:  ▼

**Miscellaneous Options**

Count Period 0 as Claimable

**Students to Process - FT / PT / Both**

Full - Time Students

Part - Time Students

Both

**Formatting Options** ?

Print Student Detail ?

Print Absent Students Only

Print Attendance Detail ?

Print School Report Card Data ?

Click on the help box next to **Print School Report Card Data** for further details.

Asterisk (\*) denotes a required field



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Slide 9 - Slide 9

The screenshot shows a web browser window titled "Edit Ranges - Entity 401 - WS\S\R\IL\RE\AA - 26839 - 05.12.06.00.00 - Windows Internet Explorer". The main content area is titled "Edit Ranges (142)".

**Template Settings**

- \* Template Description:
- Share this template with other users in entity 401
- Print Greenbar

**Report by Options**

- By Ranges
- By Individual
- Entity Selection:
- Report by Date Range

**Report Ranges**

- \* School Year:
- \* Default Calendar:
- Low:
- High:
- Grad Yr/Grade:
- Advisor:
- Race:
- Homeroom:
- Feeder School:
- Gender:

**Formatting Options**

- Print Student Detail
- Print Audit Report
- Print Absent Students Only
- Print Attendance Detail
- Print School Report Card Data

Asterisk (\*) denotes a required field

**Skyward Message Box:**

This option should be used when running the ADA report to be used for reporting the School Report Card. The calendar conversion calculation that is applied to students that are not on the district's official calendar will not be applied if this option is selected.

OK

**Yellow Callout:**

A message box will appear explaining what this option controls.

**Right Sidebar:**

- Save
- Save and Print
- Back
- Calendar
- Months
- More
- Sort
- Page Break
- Absence Type
- Prd Times

Report Setup Part 1

Slide 10 - Slide 10

The screenshot shows the 'Edit Ranges (142)' web application interface. The browser title bar reads 'Edit Ranges - Entity 401 - WS\Srv\IL\REV\AA - 26839 - 05.12.06.00.00 - Windows Internet Explorer'. The interface is divided into several sections:

- Template Settings:** Includes a text field for 'Template Description' containing 'Test', and checkboxes for 'Share this template with other users in entity 401' and 'Print Greenbar'.
- Report by Options:** Features radio buttons for 'By Ranges' (selected) and 'By Individual', a text field for 'Entity Selection' containing '401 - Skyward High School', and a checkbox for 'Report by Date Range'.
- Report Ranges:** Contains various input fields: '\* School Year' (2012), 'Student Key' (Low: empty, High: ZZZ), 'Grad Yr/Grade' (0000, 999), 'Advisor', 'Race', 'Homeroom', 'Feeder School', and 'Gender' (Both).
- Formatting Options:** Includes checkboxes for 'Print Student Detail', 'Print Absent Students Only', 'Print Attendance Detail', and 'Print School Report Card Data'. The 'Print Audit Report' checkbox is checked. Below it, 'Audit Date' is set to '08/24/2011' and 'Wednesday' is displayed.
- Miscellaneous Options:** Includes a checkbox for 'Count Period 0 as Claimable' and a section for 'Students to Process - FT / PT / Both' with radio buttons for 'Full - Time Students', 'Part - Time Students', and 'Both' (selected).

A yellow callout box is overlaid on the 'Print Audit Report' checkbox, containing the following text:

The option to print an **audit** report is typically used for **troubleshooting**.

When using the option select a single **date** to audit.

**Note:** It is **highly** recommended to only use the audit report for a **single student** at a time. The audit report prints a **large** amount of information for any student that pulls and can make a wide-open report extremely lengthy.

Report Setup Part 1

Slide 11 - Slide 11

Edit Ranges - Entity 401 - WS\Srv\IL\REV\AA - 26839 - 05.12.06.00.00 - Windows Internet Explorer

**Edit Ranges (142)** We value your feedback ?

**Template Settings**

\* Template Description:

Share this template with other users in entity 401

Print Greenbar

**Report by Options**

By Ranges  By Individual

Entity Selection:

Report by Date Range

**Report Ranges**

\* School Year:  \* Default Calendar:  ?

Low High

Student Key:   All Student Types

Grad Yr/Grade:    All Schools

Advisor:

Race:

Homeroom:

Feeder School:

Gender:  ▼

**Miscellaneous Options**

Count Period 0 as Claimable

**Students to Process - FT / PT / Both**

Full - Time Students

Part - Time Students

Both

**Formatting Options** ?

Print Student Detail ?  Print Audit Report

Print Absent Students Only

Print Attendance Detail ?

Print School Report Card Data ?

Asterisk (\*) denotes a required field

See the tutorial for ADA Report Setup Part 2 for further information on setting up the report template. This concludes the tutorial.

Calendar

Months

More

Sort

Page Break

Absence Type

Prd Times