

Report Setup Part 2

Slide 1 - Slide 1

The screenshot shows a web browser window titled 'Edit Ranges - Entity 401 - WS\SR\IL\REV\AA - 26839 - 05.12.06.00.00 - Windows Internet Explorer'. The main content area is titled 'Edit Ranges (142)'. It contains several sections: 'Template Settings' with a description 'Test' and checkboxes for sharing and printing; 'Report by Options' with 'By Ranges' selected and 'Entity Selection' set to '401 - Skyward High School'; 'Report Ranges' with various input fields for school year (2012), student key, grad yr/grade, advisor, race, homeroom, feeder school, and gender; and 'Formatting Options' with checkboxes for printing student detail, absent students only, attendance detail, audit report, and school report card data. A yellow callout box in the center reads: 'Annual Claim for Attendance-ADA Report Setup Part 2. 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.' A yellow speech bubble points to the 'Calendar' button on the right sidebar, which also includes buttons for 'Save', 'Save and Print', 'Back', 'Months', 'More', 'Sort', 'Page Break', 'Absence Type', and 'Prd Times'. A 'Print this tutorial' button is at the top right.

Report Setup Part 2

Slide 2 - Slide 2

The screenshot shows a web application interface with two main windows. The background window is titled 'Edit Ranges (142)' and contains several sections: 'Template Settings', 'Report by Options' (with 'By Ranges' selected and 'Entity Selection' set to '401 - Skyward High'), 'Report Ranges' (with 'School Year' set to '2012' and various student key and grade fields), and 'Formatting Options' (with 'Print Student Detail' checked). The foreground window is titled 'Calendar Selection (49)' and displays a table of 'Available Calendars'.

1. Select the box for any calendars that need to be included.

| Entity | Calendar | Description |
|-------------------------------------|----------|----------------|
| <input checked="" type="checkbox"/> | 401 | Calendar (401) |
| <input type="checkbox"/> | 401 | AM |

2. Click Save once all needed calendars have been selected.

Buttons for 'Save', 'Save and Print', 'Back', 'Calendar', 'Months', 'More', 'Sort', 'Page Break', 'Absence Type', and 'Prd Times' are visible on the right side of the interface.

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Slide 3 - Slide 3

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 By Individual

Entity Selection:

Report by Date Range

Report Ranges

* School Year: * Default Calendar: ?

| | | | |
|--|---|---|---|
| Low | High | <input checked="" type="checkbox"/> All Student Types | <input type="button" value="Student Type"/> |
| Student Key: <input type="text" value=""/> | <input type="text" value="ZZZZZZZZZZ"/> | <input checked="" type="checkbox"/> All Schools | <input type="button" value="School"/> |
| Grad Yr/Grade: <input type="text" value="0000"/> | <input type="text" value="9999"/> | | |
| Advisor: <input type="text" value=""/> | <input type="text" value="ZZZZZZZZZZ"/> | | |
| Race: <input type="text" value=""/> | <input type="text" value="ZZZ"/> | | |
| Homeroom: <input type="text" value=""/> | <input type="text" value="ZZZZZ"/> | | |
| Feeder School: <input type="text" value=""/> | <input type="text" value="ZZZZZZZZZZ"/> | | |
| Gender: <input type="text" value="Both"/> | | | |

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

Click on Months.

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

Report Setup Part 2

Slide 4 - Slide 4

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

Months - Entity 401 - WS\Srv\IL\REV\AA - 26839 - 05.12.06.00.00

Report

By Ranges
 By Individual

Entity Selection

401 - Skyward High School

Months (244)

| Month | Attendance Days |
|--|-----------------|
| <input type="checkbox"/> July/August/September | 32.0 |
| <input checked="" type="checkbox"/> August/September | 32.0 |
| <input type="checkbox"/> July | 0.0 |
| <input type="checkbox"/> August | 12.0 |
| <input type="checkbox"/> September | 20.0 |
| <input checked="" type="checkbox"/> October | 21.0 |
| <input checked="" type="checkbox"/> November | 22.0 |
| <input checked="" type="checkbox"/> December | 22.0 |
| <input checked="" type="checkbox"/> January | 22.0 |
| <input checked="" type="checkbox"/> February | 21.0 |
| <input checked="" type="checkbox"/> March | 22.0 |
| <input checked="" type="checkbox"/> April | 21.0 |
| <input checked="" type="checkbox"/> May/June | 16.0 |
| <input type="checkbox"/> May | 16.0 |
| <input type="checkbox"/> June | 0.0 |

Report Ranges

* School Year: * Default Calendar

Low High

Student Key:

Grad Yr/Grade:

Advisor:

Race:

Homeroom:

Feeder School:

Gender:

Formatting Options

Print Student Detail Print Attendance Detail

Print Absent Students Only Print School Report Card Data

Asterisk (*) denotes a required field

1. Select the box for any months that need to be included.

2. Click Save once all needed months have been selected.

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

Report Setup Part 2

Slide 5 - Slide 5

The screenshot shows the 'Edit Ranges (142)' web application interface. The browser title bar reads 'Edit Ranges - Entity 401 - WS\SR\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 dropdown menu shows '401 - Skyward High School'. A checked checkbox 'Report by Date Range' is highlighted by a yellow callout box with the text: '1. The report can also be generated By Date Range. Once this option is selected manually enter the needed Start Date and End Date to use.' Below this, 'Start Date' is set to '08/15/2011' (Monday) and 'End Date' is set to '05/22/2012' (Tuesday). A second yellow callout box points to the 'Months' button in the right-hand navigation menu with the text: '2. Click Months.'
- Report Ranges:** Contains fields for 'School Year' (2012), 'Default Calendar', 'Student Key' (Low: , High: ZZZZZZZZZZ), 'Grad Yr/Grade' (0000, 9999), 'Advisor' (ZZZZZZZZZZ), 'Race' (ZZZ), 'Homeroom' (ZZZZZ), 'Feeder School' (ZZZZZZZZZZ), and 'Gender' (Both).
- Formatting Options:** Includes checkboxes for 'Print Student Detail' (checked), 'Print Audit Report' (checked), 'Print Absent Students Only', 'Print Attendance Detail', and 'Print School Report Card Data'. An 'Audit Date' field is set to '08/24/2011' (Wednesday).
- 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 footer note states: 'Asterisk (*) denotes a required field'.

Report Setup Part 2

Slide 6 - Slide 6

The screenshot shows a web browser window titled "Edit Ranges - Entity 401 - WS\SRVIL\REVAA - 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

Report by Options

Entity Selection: 401 - Skyward High School

By Ranges (selected) / By Individual

Report Ranges

* School Year: 2012 * Default Calendar

Student Key: High

Grad Yr/Grade: 0000 High

Advisor: High

Race: High

Homeroom: High

Feeder School: High

Gender: Both

Formatting Options

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

Asterisk (*) denotes a required field

Months - Entity 401 - WS\SRVIL\REVAA - 26839 - 05.12.0...

The option to select months has been grayed out when running the report by a date range.

| Month | Absence Days |
|-----------|--------------|
| July | 0.0 |
| August | 12.0 |
| September | 20.0 |
| October | 21.0 |
| November | 22.0 |
| December | 22.0 |
| January | 22.0 |
| February | 21.0 |
| March | 22.0 |
| April | 21.0 |
| May/June | 16.0 |
| May | 16.0 |
| June | 0.0 |

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

Options: as Claimable, Process - FT / PT / Both, Students, Students

JavaScript: javascript:if (cbs("bCancel")) {checkBack();}

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Slide 7 - Slide 7

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 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

Click on More.

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Slide 8 - Slide 8

The screenshot shows a web browser window with two overlapping forms. The top form is titled 'Edit Ranges (142)' and the bottom form is 'Parameters (42)'. Three yellow callout boxes are overlaid on the interface:

- Callout 1:** Points to the 'Additional Information to Print' dropdown menu in the Parameters form, which is currently set to 'None'. The text reads: "1. Select the additional options to include on the report."
- Callout 2:** Points to the 'Use Valid Grade Level' checkbox in the Parameters form, which is checked. The text reads: "2. The Use Valid Grade Level option is not IL state reporting specific and will not change the report."
- Callout 3:** Points to the 'Specific Day's Membership Date' field in the Parameters form, which is set to '04/17/2012'. The text reads: "3. If the Membership For One Day option in Additional Information to Print is selected then Specific Day's Membership Date can be manually entered. If used, an additional column will print showing the student's membership value for the specified date. The value will be based on the percent enrolled that is entered on the entry record."

The interface includes sections for 'Template Settings', 'Report Ranges', and 'Formatting Options'. The 'Report Ranges' section includes fields for School Year, Student Key, Grad Yr/Grade, Advisor, Race, Homeroom, Feeder School, and Gender. The 'Formatting Options' section includes checkboxes for 'Print Student Detail', 'Print Absent Student', 'Print Attendance Detail', and 'Print School Report Card Data'. The 'Parameters' section includes dropdowns for 'Additional Information to Print' and 'What to Print for Students', and checkboxes for 'Print Name', 'Print Student's Middle Initial', and 'Use Valid Grade Level'. A note at the bottom states: "Asterisk (*) denotes a required field".

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Additional Parameters (42)

Additional Information to Print:

What to Print for Students:

Print Totals by Sort Sequences

Group by Sort Sequence, Not School

Name Order:

Print Student's Middle Initial

Use Valid Grade Level

* Specific Day's Membership Date:

Use Percent or Rate Attended:

Asterisk (*) denotes a required field

1. The Use Percent or Rate Attended option will control how the Print Attend column displays.

If using **percent**, the column will show a value expressed as a percentage.

If using **rate**, the column will show a value expressed as a whole number.

Example: Perfect attendance using percent would show on the report as **100.00**.
 Perfect attendance using rate would show on the report as **1.0000**.

2. Click Save once all needed options have been selected.

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The screenshot shows the 'Edit Ranges (142)' web application interface. The browser title bar reads 'Edit Ranges - Entity 401 - WS\SR\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 fields for '* School Year' (2012), '* Default Calendar' (401) 401 - Calendar (401), and various filters for Student Key, Grad Yr/Grade, Advisor, Race, Homeroom, Feeder School, and Gender.
- Miscellaneous Options:** Includes a checkbox for 'Count Period' and radio buttons for 'Students to' (Full - Time Students, Part - Time Students, Both).
- Formatting Options:** Includes checkboxes for 'Print Student Detail', 'Print Absent Students Only', 'Print Attendance Detail', 'Print School Report Card Data', and 'Print Audit Report'.

Two yellow callout boxes provide instructions:

- Callout 1:** '1. Additional Sort options are also available if needed. If additional sort options are used then additional Page Break options will also be available.' This callout points to the 'Sort' and 'Page Break' buttons on the right-hand side of the interface.
- Callout 2:** '2. Click on Absence Type.' This callout points to the 'Absence Type' button on the right-hand side of the interface.

Asterisk (*) denotes a required field

Slide 11 - Slide 11

The screenshot shows a web browser window titled 'Edit Ranges - Entity 401 - WS\SR\IL\REVAA - 26839 - 05.12.06.00.00 - Windows Internet Explorer'. The main content area is titled 'Absence Type Selection (101)'. It features two main sections: 'Available Excused Types' and 'Available Unexcused Types'. The 'Available Excused Types' section contains a list with 'I - IN-SCHOOL SUSPENSION (401)' and buttons for 'Add All', 'Add', 'Remove', and 'Remove All'. The 'Selected Excused Types' section contains a list with 'E - EXCUSED (401)' and 'H - HOMEBOUND (401)'. The 'Available Unexcused Types' section is currently empty with buttons for 'Add All', 'Add', 'Remove', and 'Remove All'. The 'Selected Unexcused Types' section contains a list with 'A - WEB ABSENCE (401)', 'S - OUT OF SCHOOL SUSPENSION (401)', and 'U - UNEXCUSED (401)'. At the top right, there are buttons for 'Save' and 'Save and Print'. At the bottom right, there are buttons for 'Save' and 'Back'. A 'Print School Report Card Data' checkbox is located at the bottom left. A footer note states 'Asterisk (*) denotes a required field'. Two yellow callout boxes provide instructions: '1. Move the needed Absence Types from the left-hand box over to the right-hand box to include them in the report.' and '2. Click Save once all needed codes have been selected.'

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Slide 12 - Slide 12

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 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

Click on **Period Times** to view the bell schedules within the entity.

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

Report Setup Part 2

Slide 13 - Slide 13

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:** Includes radio buttons for 'By Ranges' (selected) and 'By Individual', and a dropdown for 'Entity Selection' (containing '401 - Skyward High School').
- Report Ranges:** Includes fields for 'School Year' (2012), 'Default Calendar' ((401) 401 - Calendar (401)), and various filters like 'Student Key', 'Grad Yr/Grade', 'Advisor', 'Race', 'Homeroom', 'Feeder School', and 'Gender' (Both).
- 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:** Includes checkboxes for 'Print Student Detail', 'Print Absent Students Only', 'Print Attendance Detail', 'Print School Report Card Data', and 'Print Audit Report'.

Two yellow callout boxes provide instructions:

1. If you are using **Period 0** as a **claimable** class period check the option **Count Period 0 as Claimable**.
2. Select which group of **students** the report should process. This is typically left at **Both**.

Report Setup Part 2

Slide 14 - Slide 14

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 has a light blue header with the title 'Edit Ranges (142)' and a 'We value your feedback' link. The main content area is divided into several sections:

- Template Settings:** Includes a text field for 'Template Description' containing 'Test', and two checkboxes: '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'. Below is an 'Entity Selection' dropdown menu showing '401 - Skyward High School'.
- Report Ranges:** Contains fields for '* School Year' (2012) and '* Default Calendar' ((401) 401 - Calendar (401)). It also has 'Low' and 'High' input fields for 'Student Key', 'Grad Yr/Grade', 'Advisor', 'Race', 'Homeroom', and 'Feeder School', with 'ZZZZZZZZZZ' entered in several. Checkboxes for 'All Student Types' and 'All Schools' are checked. Buttons for 'Student Type' and 'School' are present.
- 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 Absent Students Only', 'Print Attendance Detail', 'Print School Report Card Data', and 'Print Audit Report'.

A yellow callout box on the right side of the interface contains the following text: 'Click **Save and Print** when the report is ready to be run. Click the link below to view a sample report: [Annual Claim for Attendance-ADA](#). This concludes the Tutorial.' The 'Save and Print' button is visible in the top right corner of the application.