Helpful Gradebook Reports for Distant Learning Est

Here are some helpful reports in Gradebook to track student contact. Reminder that attendance isn't expected during this Distance Learning period. But tracking student contact is expected by ODE. LBL has created two codes (Distance Learning Contact Yes/No—DLCY/DLCN) for teachers to use that will help keep track of contact with their students. The following reports can be used as evidence for teacher/student contact.

- Attendance List List of students with count of times selected attendance code(s) for each in date range
- Attendance Detail Admin Detail by student and period of attendance codes for date range with attendance comments
- Student Attendance Detail Admin Similar to Attendance Detail, but with additional information
- Attendance Call List List of students with home phone number selected by attendance code(s)
- Course Attendance Grid List of students in a class with their attendance code(s) for a date range (very flexible filters)

These reports from Gradebook could help answer:

- 1. What report do I use to get a list of students with DLCN/DLCY code?
- 2. What report do I use to see the comments entered with DLCN?

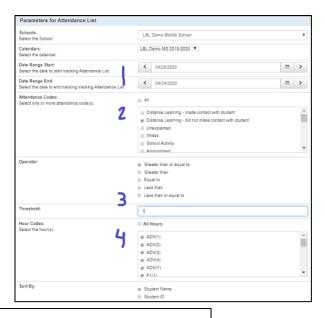
Attendance List

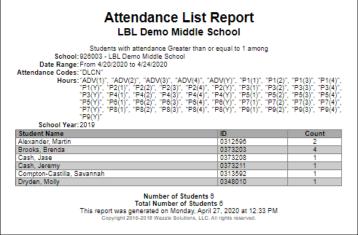
New Report > Attendance > Attendance List

Parameters and report example:

- 1. Select the date range. This example shows one week.
- Identify which code(s). The report shows a total of all selected codes Only selected one code in this example.
- 3. Identify the operator and threshold. This example will include all students with 1 or more DLCN codes.
- 4. Select the period(s).

Preview or print the report. In Print, you can opt to print as PDF, thus saving the report.





Attendance Detail – Admin

New Reports > Administrative > **Attendance Detail – Admin**

Parameters and report example:

- 1. Select the date range. This example shows one week.
- 2. Identify the operator and threshold. This example will include all students with 1 attendance codes.
- 3. Select the type of attendance Absences, Tardies, or Both.

Note: The report for selecting Absences and >= 5 will display all students in the date range if they have 5 or more absences; tardies are also displayed. Similarly, selecting Tardies >=5, the report will display all students who have 5 or more tardies and all absences are also displayed for the selected date range.

4. Summary Only – The report for Y/Yes selection will display student name, ID, grade level and DOB. Report

example displayed below.

Run the report. In the Print you can opt to 'print' as PDF to report.



<u>Attendance Detail – Admin</u>

Report example. Summary Only = N:

School Attend LBL Demo Mid		Report						Run Date: 4/27/20	
Date Range:	4/20/20 to	o 4/24/20							
Report shows	ALL student	s within select	ed date rang	ge and have absen	ces >= 1				
Alexander, Ma	artin		0312596			DOB: 2008-07-04			
Date	Day	Period	Code	Teacher		Time In	Time Out	Comment	
4/21/2020	Tue	P2	DLCN	Cyane, William				called	
4/21/2020	Tue	P3	DLCN	Climmins, Cissy				email	
4/22/2020	Wed	P2	DLCY	Cyane, William					
4/22/2020	Wed	P3	DLCN	Climmins, Cissy				email	
4/23/2020	Thu	P2	DLCY	Cyane, William					
4/23/2020	Thu	P3	DLCY	Climmins, Cissy					
4/24/2020	Fri	P2	DLCY	Cyane, William					
4/24/2020	Fri	P3	DLCY	Climmins, Cissy					
Aster, Blaise 0373198			Grade: 06	DOB: 2008-07-16					
Date	Day	Period	Code	Teacher		Time In	Time Out	Comment	
4/21/2020	Tue	P2	DLCY	Cyane, William					
4/22/2020	Wed	P2	DLCN	Cyane, William					
Bluto, Gru			03119	40	Grade: 06		DOB: 2	2008-12-17	
Date	Day	Period	Code	Teacher		Time In	Time Out	Comment	
4/21/2020	Tue	P2	DLCY	Cyane, William					
4/21/2020	Tue	P3	DLCY	Climmins, Cissy					
4/22/2020	Wed	P2	DLCN	Cyane, William					
4/24/2020	Fri	P3	DLCY	Climmins, Cissy					
Brooks, Brend	da		03732	03	Grade: 06		DOB: 2	2008-06-02	
Date	Day	Period	Code	Teacher		Time In	Time Out	Comment	
4/21/2020	Tue	P2	DLCN	Cyane, William				called	
4/21/2020	Tue	P3	DLCN	Climmins, Cissy				Google Classroom	
4/22/2020	Wed	P2	DLCY	Cyane, William					
4/22/2020	Wed	P3	DLCN	Climmins, Cissy				email	
4/23/2020	Thu	P2	DLCN	Cyane, William					

Attendance Detail – Admin report example. Summary Only = Y:

School Attendance Detail Report LBL Demo Middle School			Run Date: 4/27/2020
Date Range: 4/20/20 to 4/24/20 Report shows ALL students within		absences >= 1	
Alexander, Martin	0312596	Grade: 06	DOB: 2008-07-04
Aster, Blaise	0373198	Grade: 06	DOB: 2008-07-16
Bluto, Gru	0311940	Grade: 06	DOB: 2008-12-17
Brooks, Brenda	0373203	Grade: 06	DOB: 2008-06-02

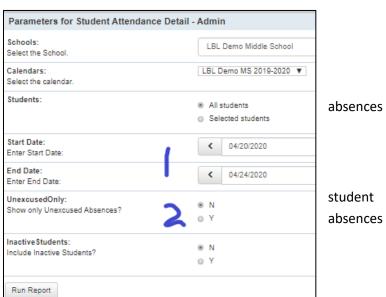
Student Attendance Detail – Admin

New Reports > Administrative > Student Attendance Detail - Admin

This report is an extension to the Attendance Detail report and is also available to teachers.

- 1. Select date range.
- 2. Unexcused Only? N/No will show all and tardies. Y/Yes will include ONLY unexcused absences.

Report is designed to be shared with student and parent/contact. One page per student; or one may have multiple pages if there are many in the selected date range.



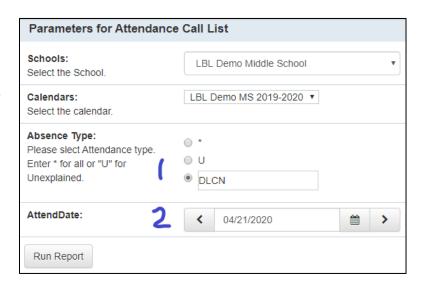
					BL Demo Middl 020 To: 4/24/2020		ardies)				
Student Name: Brooks, Brenda				From: 4/20/2020 To: 4/24/2020 (All absences/tardies) Grade: 06					Report Date: 4/27/2020 Page 1 of 1		
552 Porpo											
Contact:	T, OR 97365 Brooks, Barbara Babs		MOM	ı	Cell 541-897-4	724, Main 541-8	97-4724				
Date	Day Schedule	Period	Course Name		Teacher		Code	Time In	Time Out	Attendance Comment	
4/21/2020	R Regular	P2 P3	PE HEALTH 6 LANGUAGE ARTS 06		Cyane, William Climmins, Cissy		DLCN		called Google Classroom		
4/22/2020	R Regular	P2 P3	PE HEALTH 6 LANGUAGE ARTS 06		Cyane, William Climmins, Cissy		DLCY	email			
4/23/2020	R Regular	P2 P3	PE HEALTH 6 LANGUAGE ARTS 06		Cyane, William Climmins, Cissy		DLCN	phone call			
4/24/2020	R Regular	P2 P3	PE HEALTH 6 LANGUAGE ARTS 06		Cyane, William Climmins, Cissy		DLCN DLCN	email			
Code	Description	Excused	Count		Period	Excused	Unex	TOTAL	Times Tare	dy	
DLCN	Distance Learning - did not	N	7		P2		3	3			
DLCY	Distance Learning - made of	Y	1		P3		4	4			
					Totals	0	7	7	0	\neg	

New

Attendance Call List

Reports > Administrative > Attendance Call List

- Enter the Absence Type "DLCN" works great!
- Select the date.
 The report displays a list of students and home phone number who match the selected criteria.



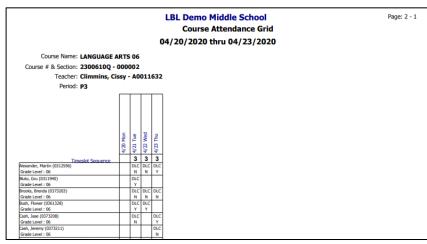
		Absence calling list for Tuesday, April 21, 2020				
Home Phone	Student Id	Student Name				
(541) 293-3928	0312596	Alexander, Martin				
(541) 897-4724	0373203	Brooks, Brenda				
(541) 867-3387	0373208	Cash, Jase				
(541) 374-2589	0313592	Compton-Castilla, Savannah				

Course Attendance Grid

New Reports > Administrative > Course Attendance Grid

This report is one period/teacher per page with all their students.

- Attendance Codes With each class, a chart listing all attendance (codes and descriptions) are displayed at the end of the report. Depending upon the purpose of the report, this may not be needed.
- Teacher Signature Yes selection will have teacher signature and date lines displayed at the bottom of the report, after Attendance Codes
- 3. Totals
- 4. Date Range select to fit your needs; example is one week
- 5. Teachers run for all teachers, or select one or more teachers
- Course Enter course name and select desired course from list.
 Course ID # shows in parenthesis. This option could be helpful for Elementary Schools select all AA Interval Attendance, and not the subjects.
- Sections Enter section number; should be 6 digits, like 000002 (section 2). Course number and section are displayed, make desired selection
- 8. Period Enter period as it appears in teacher gradebook tabs, "P3" is period 3 in this demo school example and shows in the report heading under the teachers' name.
- 9. Display Parameter This does not include all sections made. I typically opt 'No' on this option.
- 10. Show all timeslots Schools with blocks may want to show all time slots. Time slots commonly correspond to period of the day. On the report this is displayed at the top, just under each date in each corresponding column.





We are here to help

If you have <u>any</u> questions, please call the Student Information Systems Help Desk at 866.914.2800 (toll free) or 541.812.2800. Our phones are staffed from 7:30 AM to 5:00 PM every weekday. You can also submit questions, problems, or concerns via the online Web Help Desk. Your office staff will assist you with this.

As you've likely heard many times, we are <u>all</u> in this together. LBL's SIS team is here to help you succeed in these most challenging of times.