

# Helpful Gradebook Reports for Distant Learning<sup>ESD</sup>

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.
2. 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.

Parameters for Attendance List

School: LBL Demo Middle School

Calendar: LBL Demo MS 2019-2020

Date Range Start: 4/20/2020

Date Range End: 4/24/2020

Attendance Codes: Distance Learning - made contact with student

Operator: Greater than or equal to

Threshold: 1

Hour Codes: All Hours

Sort By: Student Name

Attendance List Report		
LBL Demo Middle School		
Students with attendance Greater than or equal to 1 among		
School: 928003 - LBL Demo Middle School		
Date Range: From 4/20/2020 to 4/24/2020		
Attendance Codes: "DLCN"		
Hours: "ADV(1)", "ADV(2)", "ADV(3)", "ADV(4)", "ADV(Y)", "P1(1)", "P1(2)", "P1(3)", "P1(4)", "P1(Y)", "P2(1)", "P2(2)", "P2(3)", "P2(4)", "P2(Y)", "P3(1)", "P3(2)", "P3(3)", "P3(4)", "P3(Y)", "P4(1)", "P4(2)", "P4(3)", "P4(4)", "P4(Y)", "P5(1)", "P5(2)", "P5(3)", "P5(4)", "P5(Y)", "P6(1)", "P6(2)", "P6(3)", "P6(4)", "P6(Y)", "P7(1)", "P7(2)", "P7(3)", "P7(4)", "P7(Y)", "P8(1)", "P8(2)", "P8(3)", "P8(4)", "P8(Y)", "P9(1)", "P9(2)", "P9(3)", "P9(4)", "P9(Y)"		
School Year: 2019		
Student Name	ID	Count
Alexander, Martin	0312596	2
Brooks, Brenda	0373203	4
Cash, Jase	0373208	1
Cash, Jeremy	0373211	1
Compton-Castilla, Savannah	0313562	1
Dryden, Molly	0348010	1
Number of Students 6		
Total Number of Students 6		
This report was generated on Monday, April 27, 2020 at 12:33 PM		
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## 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  $\geq 5$  will display all students in the date range if they have 5 or more absences; tardies are also displayed. Similarly, selecting Tardies  $\geq 5$ , 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.

Parameters for Attendance Detail - Admin	
Schools: Select the School.	LBL Demo Middle School
Calendars: Select the calendar.	LBL Demo MS 2019-2020 ▼
Students:	<input checked="" type="radio"/> All students <input type="radio"/> Selected students
StartDate:	< 04/20/2020
EndDate:	< 04/24/2020
Operator:	<input checked="" type="radio"/> $\geq$ <input type="radio"/> $>$ <input type="radio"/> $=$ <input type="radio"/> $<$ <input type="radio"/> $\leq$
Threshold:	1
Inactive Students: Enter Inactive Students:	<input checked="" type="radio"/> N <input type="radio"/> Y
Criteria Type: Select Criteria Type	<input checked="" type="radio"/> Absences <input type="radio"/> Tardies <input type="radio"/> Both Absences and Tardies
Summary Only: Select 'N' for Detailed Report, or 'Y' for Summary Only:	<input checked="" type="radio"/> N <input type="radio"/> Y
Run Report	

window,  
save the

## Attendance Detail – Admin

Report example. Summary Only = N:

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

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

## 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.

Parameters for Student Attendance Detail - Admin	
Schools: Select the School.	LBL Demo Middle School
Calendars: Select the calendar.	LBL Demo MS 2019-2020 ▼
Students:	<input checked="" type="radio"/> All students <input type="radio"/> Selected students
Start Date: Enter Start Date:	< 04/20/2020
End Date: Enter End Date:	< 04/24/2020
UnexcusedOnly: Show only Unexcused Absences?	<input checked="" type="radio"/> N <input type="radio"/> Y
InactiveStudents: Include Inactive Students?	<input checked="" type="radio"/> N <input type="radio"/> Y
Run Report	

absences

student  
absences

Student Attendance Report																																									
<b>LBL Demo Middle School</b> From: 4/20/2020 To: 4/24/2020 (All absences/tardies)																																									
Student Name: Brooks, Brenda		Grade: 06		Report Date: 4/27/2020 Page 1 of 1																																					
Home Phone: 541-897-4724 552 Porpoise PI NEWPORT, OR 97365 Contact: Brooks, Barbara Babs MOM Cell 541-897-4724, Main 541-897-4724																																									
Date	Day Schedule	Period	Course Name	Teacher	Code	Time In	Time Out	Attendance Comment																																	
4/21/2020	R Regular	P2	PE HEALTH 6	Cyane, William	DLCN			called																																	
		P3	LANGUAGE ARTS 06	Climmins, Cissy	DLCN			Google Classroom																																	
4/22/2020	R Regular	P2	PE HEALTH 6	Cyane, William	DLCY			email																																	
		P3	LANGUAGE ARTS 06	Climmins, Cissy	DLCN			phone call																																	
4/23/2020	R Regular	P2	PE HEALTH 6	Cyane, William	DLCN			email																																	
		P3	LANGUAGE ARTS 06	Climmins, Cissy	DLCN																																				
4/24/2020	R Regular	P2	PE HEALTH 6	Cyane, William	DLCN																																				
		P3	LANGUAGE ARTS 06	Climmins, Cissy	DLCN																																				
<table border="1" style="display: inline-table; margin-right: 20px;"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Excused</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>DLCN</td> <td>Distance Learning - did not</td> <td>N</td> <td>7</td> </tr> <tr> <td>DLCY</td> <td>Distance Learning - made c</td> <td>Y</td> <td>1</td> </tr> </tbody> </table> <table border="1" style="display: inline-table;"> <thead> <tr> <th>Period</th> <th>Excused</th> <th>Unex</th> <th>TOTAL</th> <th>Times Tardy</th> </tr> </thead> <tbody> <tr> <td>P2</td> <td></td> <td>3</td> <td>3</td> <td></td> </tr> <tr> <td>P3</td> <td></td> <td>4</td> <td>4</td> <td></td> </tr> <tr> <td><b>Totals</b></td> <td>0</td> <td>7</td> <td>7</td> <td>0</td> </tr> </tbody> </table>										Code	Description	Excused	Count	DLCN	Distance Learning - did not	N	7	DLCY	Distance Learning - made c	Y	1	Period	Excused	Unex	TOTAL	Times Tardy	P2		3	3		P3		4	4		<b>Totals</b>	0	7	7	0
Code	Description	Excused	Count																																						
DLCN	Distance Learning - did not	N	7																																						
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P2		3	3																																						
P3		4	4																																						
<b>Totals</b>	0	7	7	0																																					

New

## Attendance Call List

Reports > Administrative > **Attendance Call List**

1. Enter the Absence Type – “DLCN” works great!
2. Select the date.  
The report displays a list of students and home phone number who match the selected criteria.

Parameters for Attendance Call List	
<b>Schools:</b> Select the School.	LBL Demo Middle School ▼
<b>Calendars:</b> Select the calendar.	LBL Demo MS 2019-2020 ▼
<b>Absence Type:</b> Please select Attendance type. Enter * for all or "U" for Unexplained.	<div><input type="radio"/> *</div> <div><input type="radio"/> U</div> <div><input checked="" type="radio"/> DLCN</div>
<b>AttendDate:</b>	<div>&lt; 04/21/2020 &gt;</div>
<div>Run Report</div>	

### **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.

1. 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.
2. 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
6. 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.
7. 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.

**Parameters for Course Attendance Grid**

Schools:  
Select the School:

Calendars:  
Select the calendar:

Attendance Codes:  
Print Attendance Code Table: ☒ Yes ☐ No

Teacher Signature:  
Print Teacher Signature Line: ☐ Yes ☒ No

Totals:  
Display Totals: ☒ Yes ☐ No

StartDate:  
Enter desired start date for reporting:

EndDate:  
Enter desired end date for reporting:

Teachers:  
☐ All teachers ☒ Selected teachers  
 X

Courses:  
☒ All courses ☐ Selected courses

Sections:  
☒ All sections ☐ Selected sections

Period:  
Please enter a specific Period/Hour or an \* for all Periods/Hours:

Display Parameter:  
Would you like to Display report parameters on top of the report?: ☐ Yes ☒ No

Show all timeslots:  
Select Yes to show all timeslot attendance or No to maximum attendance: ☐ Yes ☒ No

**LBL Demo Middle School**  
**Course Attendance Grid**  
**04/20/2020 thru 04/23/2020**

Course Name: **LANGUAGE ARTS 06**  
Course # & Section: **2300610Q - 000002**  
Teacher: **Climmins, Cissy - A0011632**  
Period: **P3**

	4/20 Mon	4/21 Tue	4/22 Wed	4/23 Thu
<b>Timeslot Sequence</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Alexander, Martin (0312596)	DLC	DLC	DLC	DLC
Grade Level : 06	N	N	N	Y
Brito, Gu (0311940)		DLC		
Grade Level : 06		Y		
Brooks, Brenda (0373203)		DLC	DLC	DLC
Grade Level : 06		N	N	N
Bush, Flower (0361328)		DLC	DLC	
Grade Level : 06		Y	Y	
Cash, Jose (0373208)			DLC	DLC
Grade Level : 06			N	Y
Cash, Jeremy (0373211)				DLC
Grade Level : 06				N

## **We are here to help**

If you have any 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 all in this together. LBL's SIS team is here to help you succeed in these most challenging of times.