Genesis SIS - View Class Attendance Totals

Method 1: Run a Report

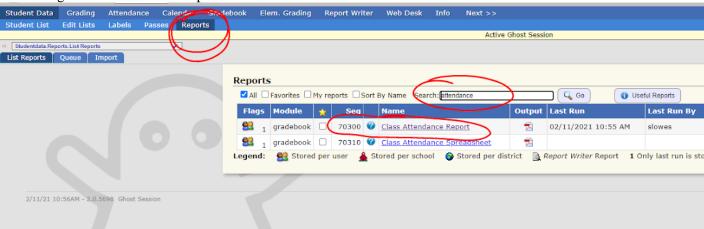
*best for looking at a whole class

Log into Genesis

Click Reports

Search 'attendance' or 70300

Click the green arrow for Run Report



Fill out the section you want + date range (or specific marking period)

This will show you a PDF for each child in that class

Date	Day	Daily Code	Period	Class Code	Comment
10/05/2020	Monday	Present	4	ABS - Absent	not on zoom
12/07/2020	Monday	Present	4	ABS - Absent	not on zoom
12/21/2020	Monday	1 - Absent - Full Day	4	ABS - Absent	not on zoom
01/26/2021	Tuesday	Present	4	ABS - Absent	not on zoom
Totals:	Absences: 4.0, Unexcused: 0.0, Excused: 4.0				
	Tardies: 0.0, Unexcused: 0.0, Excused: 0.0				

Method 2: Search for an individual student

*may be best for looking at an individual student

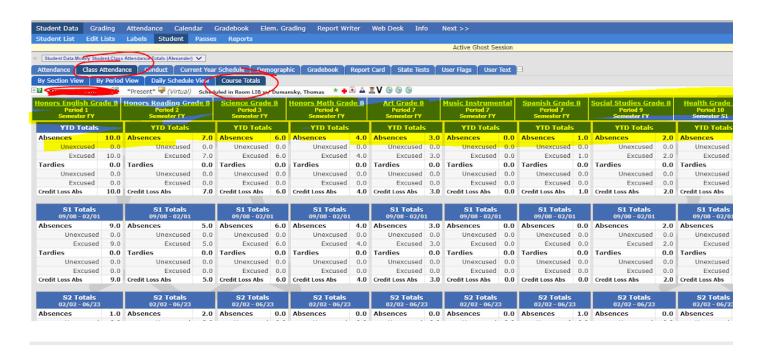
On student data (main screen) type students name? click search? click their blue numbers? click Class Attendance? Click Course Totals? Look for your course

You can also click the 'by section view' to see a calendar view for that student!



OR

In gradebook click their blue numbers? click Class Attendance? Click Course Totals? Look for your course (see above image)



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