

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

Student Data Grading Attendance Calendar Gradebook Elem. Grading Report Writer Web Desk Info Next >>

Student List Edit Lists Labels Passes Reports

Active Ghost Session

Studentdata.Reports.List Reports

List Reports Queue Import

Reports

All Favorites My reports Sort By Name Search: attendance Go Useful Reports

Flags	Module	Seq	Name	Output	Last Run	Last Run By
	1 gradebook	70300	Class Attendance Report		02/11/2021 10:55 AM	slowes
	1 gradebook	70310	Class Attendance Spreadsheet			

Legend: Stored per user Stored per school Stored per district Report Writer Report 1 Only last run is stc

2/11/21 10:56AM - 2.0.5698 Ghost Session

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!

Student Data											
Active Ghost Session											
Attendance											
By Section View											
Present (Virtual) Scheduled in Room LTB Dumansky, Thomas											
Honors English Grade 8	Honors Reading Grade 8	Science Grade 8	Honors Math Grade 8	Art Grade 8	Music Instrumental	Spanish Grade 8	Social Studies Grade 8	Health Grade 8	Physical Education	Art	Music
Period 1	Period 2	Period 3	Period 4	Period 7	Period 7	Period 7	Period 9	Period 10	Period 10	Period 10	Period 10
YTD Totals	YTD Totals	YTD Totals	YTD Totals	YTD Totals	YTD Totals	YTD Totals	YTD Totals	YTD Totals	YTD Totals	YTD Totals	YTD Totals
Absences 10.0	Absences 7.0	Absences 6.0	Absences 4.0	Absences 3.0	Absences 0.0	Absences 1.0	Absences 2.0	Absences 3.0	Absences 0.0	Absences 0.0	Absences 0.0
Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0
Excused 10.0	Excused 7.0	Excused 6.0	Excused 4.0	Excused 3.0	Excused 0.0	Excused 1.0	Excused 2.0	Excused 3.0	Excused 0.0	Excused 0.0	Excused 0.0
Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0
Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0
Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0
Credit Loss Abs 10.0	Credit Loss Abs 7.0	Credit Loss Abs 6.0	Credit Loss Abs 4.0	Credit Loss Abs 3.0	Credit Loss Abs 0.0	Credit Loss Abs 1.0	Credit Loss Abs 2.0	Credit Loss Abs 3.0	Credit Loss Abs 0.0	Credit Loss Abs 0.0	Credit Loss Abs 0.0
S1 Totals 09/08 - 02/01	S1 Totals 09/08 - 02/01	S1 Totals 09/08 - 02/01	S1 Totals 09/08 - 02/01	S1 Totals 09/08 - 02/01	S1 Totals 09/08 - 02/01	S1 Totals 09/08 - 02/01	S1 Totals 09/08 - 02/01	S1 Totals 09/08 - 02/01	S1 Totals 09/08 - 02/01	S1 Totals 09/08 - 02/01	S1 Totals 09/08 - 02/01
Absences 9.0	Absences 5.0	Absences 6.0	Absences 4.0	Absences 3.0	Absences 0.0	Absences 0.0	Absences 2.0	Absences 3.0	Absences 0.0	Absences 0.0	Absences 0.0
Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0
Excused 9.0	Excused 5.0	Excused 6.0	Excused 4.0	Excused 3.0	Excused 0.0	Excused 0.0	Excused 2.0	Excused 3.0	Excused 0.0	Excused 0.0	Excused 0.0
Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0
Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0
Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0
Credit Loss Abs 9.0	Credit Loss Abs 5.0	Credit Loss Abs 6.0	Credit Loss Abs 4.0	Credit Loss Abs 3.0	Credit Loss Abs 0.0	Credit Loss Abs 0.0	Credit Loss Abs 2.0	Credit Loss Abs 3.0	Credit Loss Abs 0.0	Credit Loss Abs 0.0	Credit Loss Abs 0.0
S2 Totals 02/02 - 06/23	S2 Totals 02/02 - 06/23	S2 Totals 02/02 - 06/23	S2 Totals 02/02 - 06/23	S2 Totals 02/02 - 06/23	S2 Totals 02/02 - 06/23	S2 Totals 02/02 - 06/23	S2 Totals 02/02 - 06/23	S2 Totals 02/02 - 06/23	S2 Totals 02/02 - 06/23	S2 Totals 02/02 - 06/23	S2 Totals 02/02 - 06/23
Absences 1.0	Absences 2.0	Absences 0.0	Absences 0.0	Absences 0.0	Absences 0.0	Absences 1.0	Absences 0.0	Absences 0.0	Absences 0.0	Absences 0.0	Absences 0.0

OR

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

Student Data										
Student List Edit Lists Labels Student Passes Reports										
Active Ghost Session										
Student Data Monthly Student Class Attendance Totals (Alexander)										
Attendance Class Attendance Conduct Current Year Schedule Demographic Gradebook Report Card State Tests User Flags User Text										
By Section View By Period View Daily Schedule View Course Totals										
Present (Virtual) Scheduled in Room LIB w/ Dumansky, Thomas										
Honors English Grade 8 Period 1 Semester FY	Honors Reading Grade 8 Period 2 Semester FY	Science Grade 8 Period 3 Semester FY	Honors Math Grade 8 Period 4 Semester FY	Art Grade 8 Period 7 Semester FY	Music Instrumental Period 7 Semester FY	Spanish Grade 8 Period 7 Semester FY	Social Studies Grade 8 Period 9 Semester FY	Health Grade Period 10 Semester S1		
YTD Totals	YTD Totals	YTD Totals	YTD Totals	YTD Totals	YTD Totals	YTD Totals	YTD Totals	YTD Totals	YTD Totals	YTD Totals
Absences 10.0	Absences 7.0	Absences 6.0	Absences 4.0	Absences 3.0	Absences 0.0	Absences 1.0	Absences 2.0	Absences	Absences	Absences
Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0
Excused 10.0	Excused 7.0	Excused 6.0	Excused 4.0	Excused 3.0	Excused 0.0	Excused 1.0	Excused 2.0	Excused 0.0	Excused 2.0	Excused 0.0
Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0
Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0
Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0
Credit Loss Abs 10.0	Credit Loss Abs 7.0	Credit Loss Abs 6.0	Credit Loss Abs 4.0	Credit Loss Abs 3.0	Credit Loss Abs 0.0	Credit Loss Abs 1.0	Credit Loss Abs 2.0	Credit Loss Abs	Credit Loss Abs	Credit Loss Abs
S1 Totals 09/08 - 02/01	S1 Totals 09/08 - 02/01	S1 Totals 09/08 - 02/01	S1 Totals 09/08 - 02/01	S1 Totals 09/08 - 02/01	S1 Totals 09/08 - 02/01	S1 Totals 09/08 - 02/01	S1 Totals 09/08 - 02/01	S1 Totals 09/08 - 02/01	S1 Totals 09/08 - 02/01	S1 Totals 09/08 - 02/01
Absences 9.0	Absences 5.0	Absences 6.0	Absences 4.0	Absences 3.0	Absences 0.0	Absences 0.0	Absences 2.0	Absences	Absences	Absences
Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0
Excused 9.0	Excused 5.0	Excused 6.0	Excused 4.0	Excused 3.0	Excused 0.0	Excused 0.0	Excused 2.0	Excused 0.0	Excused 2.0	Excused 0.0
Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0	Tardies 0.0
Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0	Unexcused 0.0
Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0	Excused 0.0
Credit Loss Abs 9.0	Credit Loss Abs 5.0	Credit Loss Abs 6.0	Credit Loss Abs 4.0	Credit Loss Abs 3.0	Credit Loss Abs 0.0	Credit Loss Abs 0.0	Credit Loss Abs 2.0	Credit Loss Abs	Credit Loss Abs	Credit Loss Abs
S2 Totals 02/02 - 06/23	S2 Totals 02/02 - 06/23	S2 Totals 02/02 - 06/23	S2 Totals 02/02 - 06/23	S2 Totals 02/02 - 06/23	S2 Totals 02/02 - 06/23	S2 Totals 02/02 - 06/23	S2 Totals 02/02 - 06/23	S2 Totals 02/02 - 06/23	S2 Totals 02/02 - 06/23	S2 Totals 02/02 - 06/23
Absences 1.0	Absences 2.0	Absences 0.0	Absences 0.0	Absences 0.0	Absences 0.0	Absences 1.0	Absences 0.0	Absences	Absences	Absences

Revision #3

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