# Reports

Attendance reports

You can report on attendance for courses, Qualifications and students, over days weeks, months or years.

To create a report that summarises attendance for courses in a qualification:

Click **Reports** or **Reports** overview from the main tabbed menu.
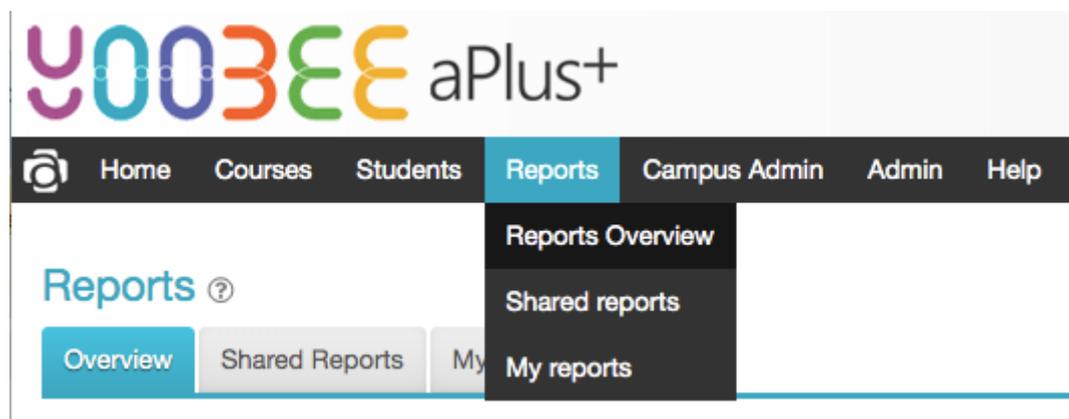
Select **Attendance Summary By Period**.

Select course by selecting a **Campus** from the campus tab and a **Qualification** fro the qualification tab.

> You select multiple campus and qualifications by shift, ctrl or command clicking.

> you can choose to refine your selection in the course tab by adding date or name filter.

Click **Complete Selection** in the course tab.

Select the **From** and **To** that are appropriate for you report.

adjusting by -1 will include the preceding month, or week depending on selection.

Choose how your data will be grouped.

Group By *	qualification-course	▾
	Choose which data to group by (first)	
Time Period *	Week-Year	▾
	Choose a period to group by (second)	

Click **Show Results**.

You can go back and adjust you search by clicking **Change Criteria**.

Attendance Summary By Period : Matrix View

Matrix View	▾

Summary of attendance by time period (such as week or month)   [Save / schedule]   [✉ Email]

Courses: 1 campus, 1 qualification, active only, with enrolments only, single courses, From: 1 Mar 2019 (Month Start;Months;-1), To: 30 Apr 2019 (Month End;No Adjustment), Include no attendance: (empty), Group By: qualification-course, Time Period: Week-Year, Rate filter >=: (empty), Rate filter <=: (empty), International filter: (empty), Part time filter: (empty), Include student email: (empty), Weight by session points: (empty), Session label filter: (empty), Only enrolled: (empty) [✎ Change criteria]
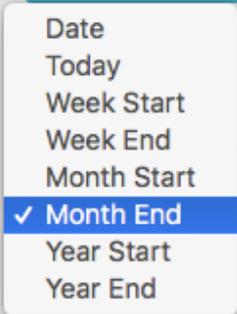
Qualification	Code	Title	9-2019	10-2019	11-2019	12-2019	13-2019	14-2019	15-2019	16-2019	17-2019	18-2019
YB-2638-WG-1902 New Zealand Diploma in Digital Media and Design - Web and Graphic Design (Level 5) (Bun)	WG01-1902	Design Foundation (1902-YB-WN-WGD-A)	90.0%	91.7%	94.6%	92.5%	97.5%	89.2%	92.1%	91.9%		
	WG01-1902	Design Foundation (1902-YB-WN-WGD-B)	68.8%	64.1%	80.6%	84.4%	86.7%	67.2%	84.7%	62.7%		

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