

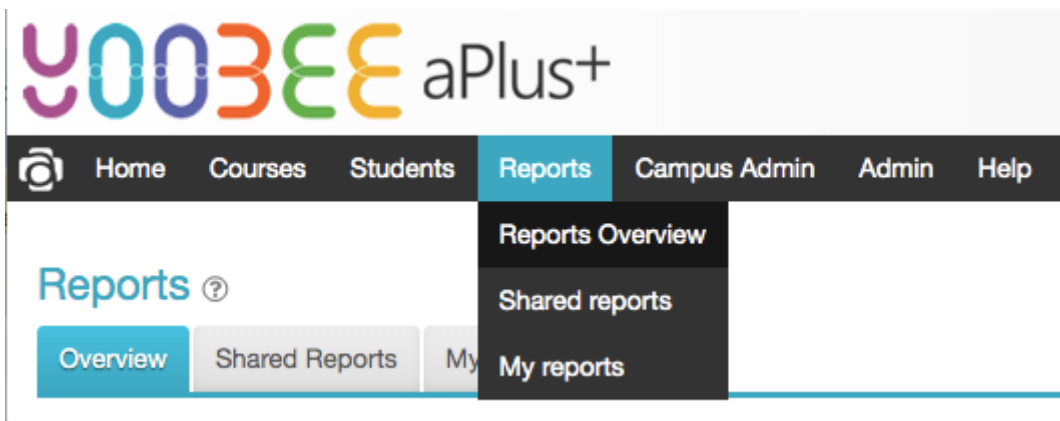
# Reports

## 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**.

### Attendance

- [Attendance Summary By Period](#)  
Summary of attendance by time period (such as week or month)
- [Consecutive Absences](#)  
Identifies students with consecutive absences
- [Absences Summary](#)  
Identifies students with absences
- [Attendance Progress](#)  
Summary of attendance rates by session date with indication of overdue sessions (which have at least one non-blank status recorded so far)
- [Courses with no timetable](#)  
Identifies courses with no timetable
- [Student attendance by status](#)  
Identifies students with selected attendance statuses

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

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

Course Selection

Pinned Courses

Campus

Qualification

Course

1/28 Hurstmere Road Takapuna Auckland

1132-1136 Hinemoa Street Rotorua

1224 Eruera Street Rotorua

3/75 Ellice Road Glenfield Auckland

385 Queen Street Auckland

5 Putney Way Manukau City

500 Queen Street Auckland

Bunny Street Wellington

City Road Auckland

Dovedale Avenue Christchurch

Kent Terrace Wellington

L1/150 hereford Street Christchurch

Manukau

Queen Street

Rotorua

Wellington

Course Selection

Pinned Courses

Campus

Qualification

Course

Dates:

2019, Whole year

Status:

☒ Show only active qualifications

--- Bunny Street Wellington ---

2019: YB-112432-1904 Diploma in Advanced 3D Graphics (Level 7) (Bun) (29 Apr 2019)

2016: YB-117149 Diploma in Game Art (Level 7) (Bun) (1 Jan 2016)

2019: YB-117149-1904-Y1 Diploma in Game Art (Level 7) (Bun) (29 Apr 2019)

2019: YB-2629-1902 New Zealand Certificate in Digital Media and Design (Level 4) (Bun) (11 Feb 2019)

2019: YB-2629-1907 New Zealand Certificate in Digital Media and Design (Level 4) (Bun) (22 Jul 2019)

2019: YB-2635-1904 New Zealand Diploma in Animation (Level 6) (Bun) (29 Apr 2019)

2019: YB-2638-AF-1902 New Zealand Diploma in Digital Media and Design - Animation and Film (Level 6) (Bun) (11 Feb 2019)

2019: YB-2638-AF-1907 New Zealand Diploma in Digital Media and Design - Animation and Film (Level 6) (Bun) (22 Jul 2019)

2019: YB-2638-WG-1902 New Zealand Diploma in Digital Media and Design - Web and Graphic Design (Level 6) (Bun) (11 Feb 2019)

2019: YB-2638-WG-1907 New Zealand Diploma in Digital Media and Design - Web and Graphic Design (Level 6) (Bun) (22 Jul 2019)

2019: YB-2639-1902 New Zealand Diploma in Digital Media and Design (Level 6) (Bun) (11 Feb 2019)

2019: YB-2639-1907 New Zealand Diploma in Digital Media and Design (Level 6) (Bun) (22 Jul 2019)

2019: YB-2645-1902 New Zealand Diploma in Web Design and Production (Level 6) (Bun) (11 Feb 2019)

2019: YB-2645-1907 New Zealand Diploma in Web Design and Production (Level 6) (Bun) (22 Jul 2019)

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

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

View site information
Pinned Courses

Campus
Qualification
**Course**

☒ Active courses only
☒ Enrolled only
☐ Shared
☒ Not Shared

Start during semester:
Any semester

Course during:
Date

Course start:
From Date to Date

Course finish:
From Date to Date

Name filter:

Only with tags:
Type tag Add

Only without tags:
Type tag Add

☒ All matching courses
☐ Choose individual courses

Complete Selection

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

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

Courses
1 campus, 1 qualification, active only, with enrolments only, single courses

From
Date
Today
Week Start
Week End
Month Start
Month End
Year Start
Year End

To
Adjust by months
-1
No Adjustment

Include no attendance
☐ Yes
☐ No

Choose 'Yes' to include courses with no attendance information. Default to No.

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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