

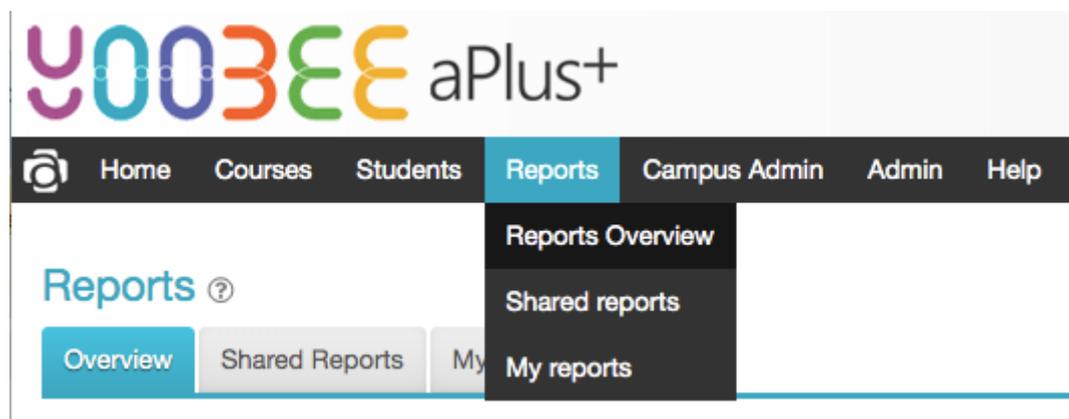
# Reports

## 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 <sup>?</sup>

Start during semester: <sup>?</sup> Any semester

Course during: <sup>?</sup> Date <sup>?</sup>

Course start: <sup>?</sup> From Date <sup>?</sup>  to Date <sup>?</sup>

Course finish: <sup>?</sup> From Date <sup>?</sup>  to Date <sup>?</sup>

Name filter: <sup>?</sup>

Only with tags: <sup>?</sup> Type tag  Add

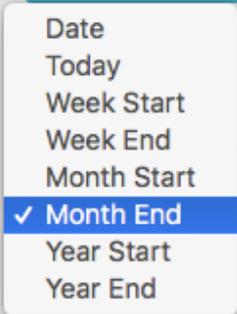
Only without tags: <sup>?</sup> Type tag  Add

All matching courses <sup>?</sup>  Choose individual courses <sup>?</sup>

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 \*  Adjust by months  <sup>?</sup>

To \*  No Adjustment <sup>?</sup>

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 \***  ▼  
Choose which data to group by (first)

**Time Period \***  ▼  
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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