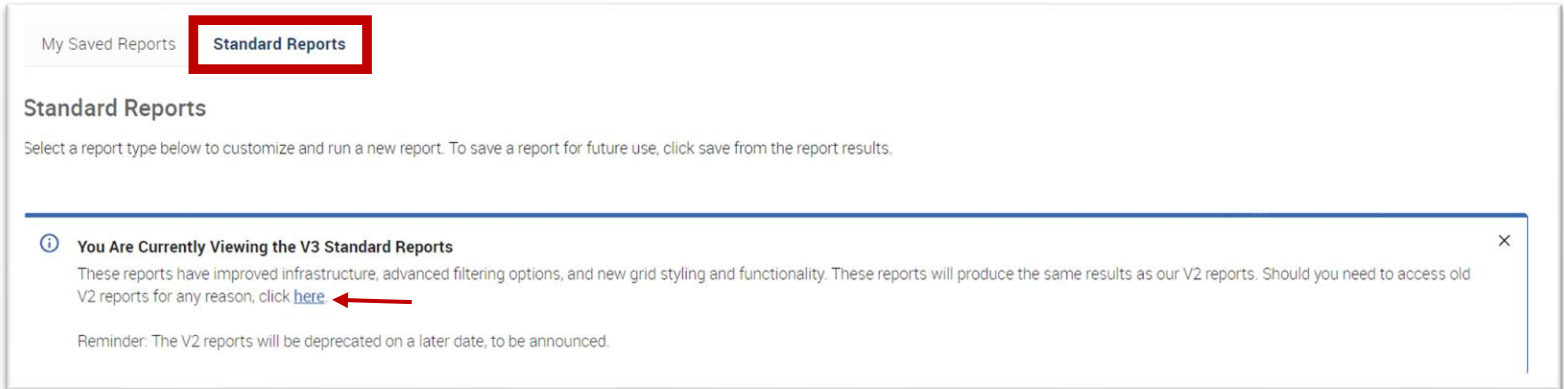# Navigate360: Attendance Reports

This report will show any attendance instance created by faculty within the platform

1. **Open Reporting pages and revert to V2**

   o Click the *Reporting* icon from the left Navigation
   o Click the *Standard Reports* tab
   o Click *here* to revert to V2 reporting
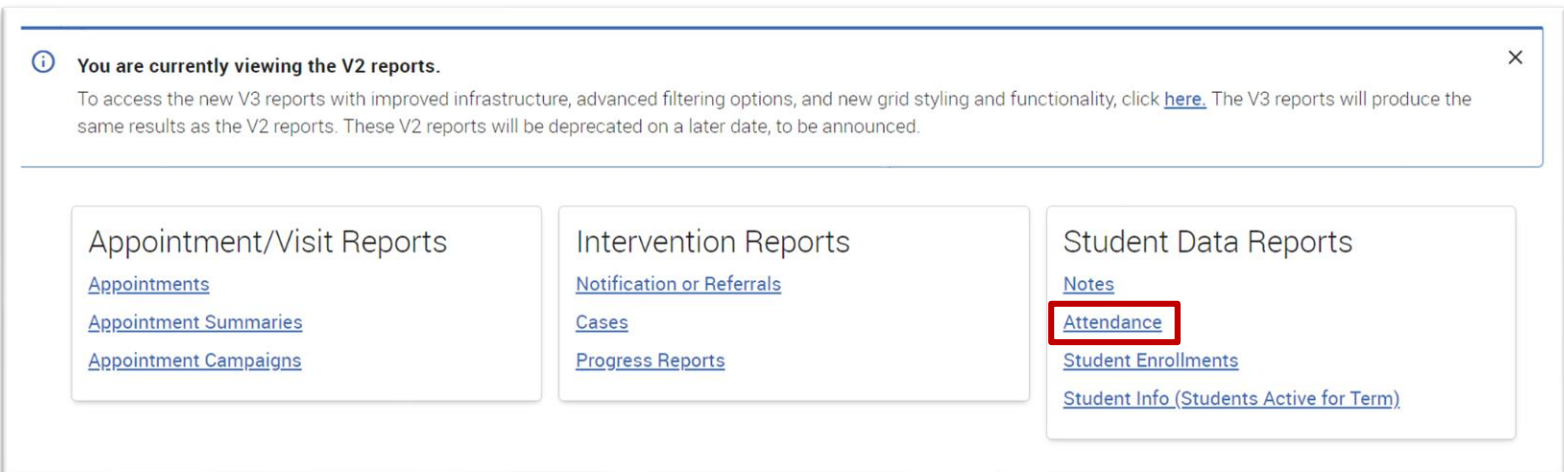
   o The V2 Reports page will load

2. **Select a report to run**

   o Click the *Reporting* icon from the left navigation
   o Click on the *Attendance Report* under *Student Data Reports*
      • **NOTE:** A single row represents a single attendance instance with the created Date within the date range chosen. If the attendance instance was created for multiple students, you will find one row per student with the attendance data. For a student to be returned in the report, the student must be active in the terms selected. If no terms are selected, you will retrieve all students active in any term with any attendance within the date range chosen.
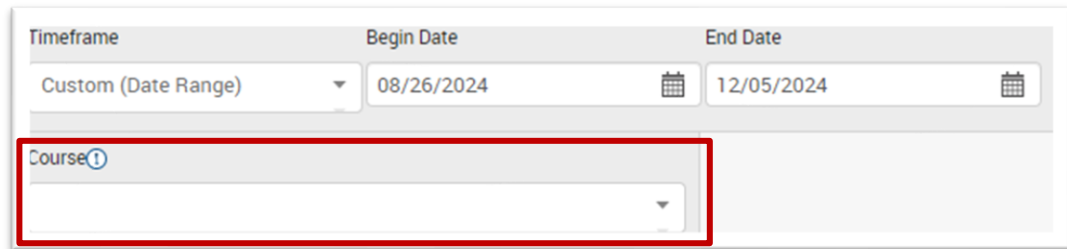
3. **Add report activity filters**

   o Select a Timeframe: *Last*, *Next*, *Current*, *Since (Date)*, and *Custom (Date Range)*
   o Select the *Course* for your report

Navigate360: Attendance Reports
This report will show any attendance instance created by faculty within the platform
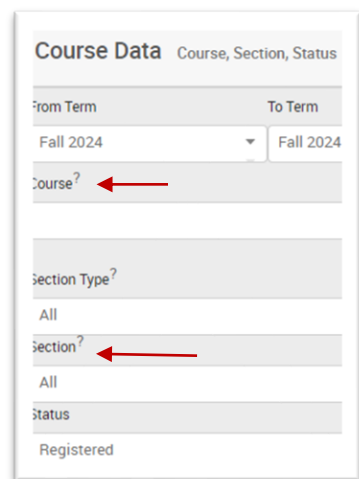
- **NOTE:** Must search the course as it appears above, the course code must be <u>capitalized</u> when searching in order to retrieve the course.

Timeframe	Begin Date	End Date
Custom (Date Range) ▾	08/26/2024 📅	12/05/2024 📅

Course ①
▾

- ○ Click to expand the filter categories after clicking on the report that you want to create: *Student Information, Enrollment History, Area of Study, Term Data, Performance Data, Course Data, Assigned To,* and/or *Success Indicators*.
  - **NOTE:** Under *Course Data*, you can also select the *Term*, *Course*, *Section Type*, *Section*, and *Status* of a course
- ○ Once filters have been input, click *Search* at the bottom of the *Reports* page.

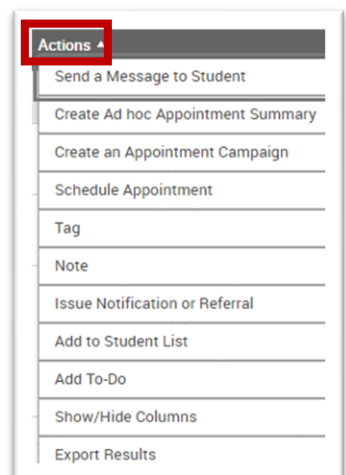**Course Data** Course, Section, Status

From Term	To Term
Fall 2024 ▾	Fall 2024

Course? ←

Section Type?
All

Section? ←
All

Status?
Registered

4. **Export the result**
   - ○ When a list of students is generated, click *Actions* at the top of the search result box.
     - **NOTE:** Report Actions available include *Send a Message to Student, Create Ad hoc Appointment Summary, Create an Appointment Campaign, Schedule Appointment, Tag, Note, Issue Alert, Add to Student List,* and *Add To-Do*

   - ○ From the drop-down menu, click *Export Results*.
   - ○ In the *Export Results Column* window that appears, use the checkboxes to select the columns for the export.
     - **NOTE:** The *State* column displays whether a student was marked absent, present, or tardy.
     - **NOTE:** The *Travel Letter* column displays if the attendance was created from a Travel Letter. If so, this will show the travel letter name.
   - ○ Click *Export*.
   - ○ A pop-up will appear in the bottom right of the screen when the export is ready. In that pop-up box, click *Download Center for Reports*.
   - ○ Click the name of the file to download. It will download to the location you have set in your browser.

Actions ▲
Send a Message to Student
Create Ad hoc Appointment Summary
Create an Appointment Campaign
Schedule Appointment
Tag
Note
Issue Notification or Referral
Add to Student List
Add To-Do
Show/Hide Columns
Export Results