

Run an Attendance Report

This guide will explain how to run a single attendance report. Reporting features such as hiding columns, filtering data and automating the report will be covered.

This guide uses a single report for demonstration purposes and does not offer guidance as to which attendance reports should be used for various purposes. See the **Suggested attendance reports** guide for a list of useful attendance reports.

Running the Attendance Report

To access attendance reports go to:

Main menu > Attendance > Attendance reports

The screenshot shows a software interface with a 'Favourites' section at the top, which is currently empty except for a prompt to 'Drag reports here to add to favourites' and a red heart icon next to the text 'Individual percentages'. Below this is a list of report categories, each with a right-pointing arrow and a brief description:

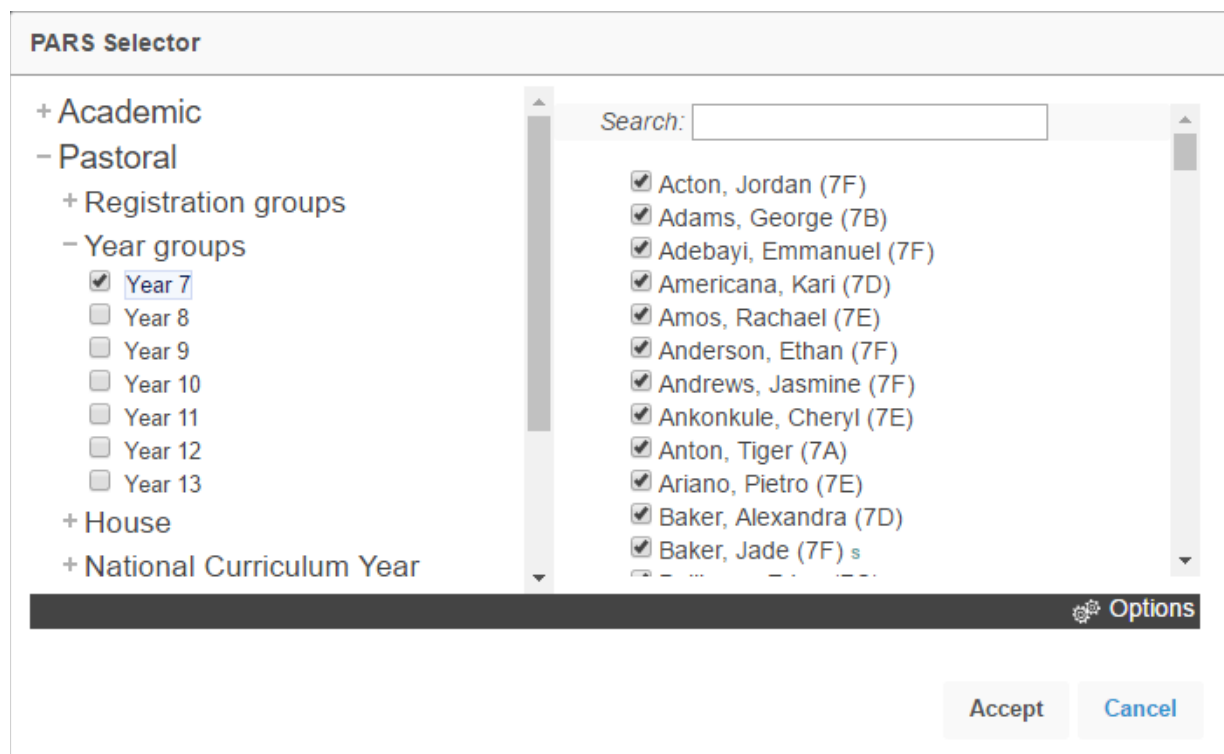
- ▶ Attendance displays *These reports present the attendance marks given to students*
- ▶ Attendance summaries *These reports present summary information of the attendance marks given to students*
- ▶ Attendance summaries for groups *These reports present summary information of the attendance marks given to groups*
- ▶ Attendance code analysis *These reports present summary information of attendance code usage by students*
- ▶ Attendance miscellaneous *These reports present miscellaneous attendance information*
- ▶ Paper registers *These reports produce paper registers.*
- ▶ Signing in *These produce reports on signing in*

Click on **Attendance summaries** to expand the section, then click on the top left report, **Select individual session attendance**.

A date selector window will now appear. At the bottom left of the window there is a list of vulnerability groupings that you can choose to show on your report. Select any of the groupings you want on your report.

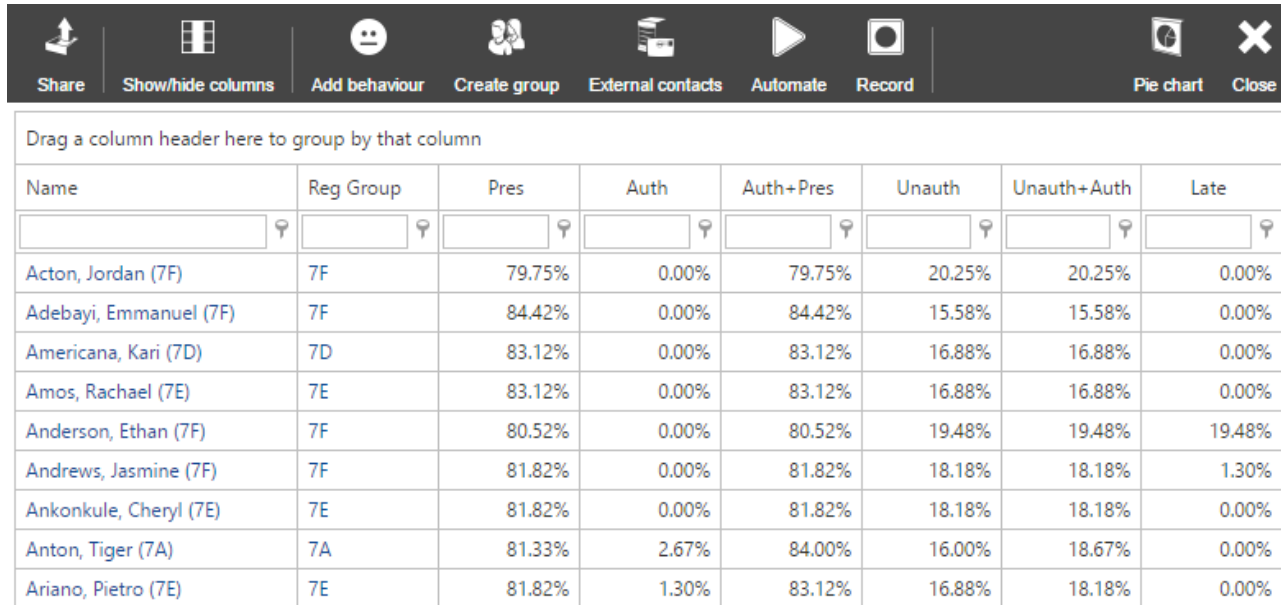
Next choose the date range. Click the **Year to Date** link on the left of the window, then click **Accept**.

A student selection window will now open. Select a year group of students by clicking the **Year groups** section on the left of the window, then using the checkboxes to select a year group.



Your report will then open in a new window.

If your report does not open, check that your pop-up blocker has not blocked pop-ups from PARS.

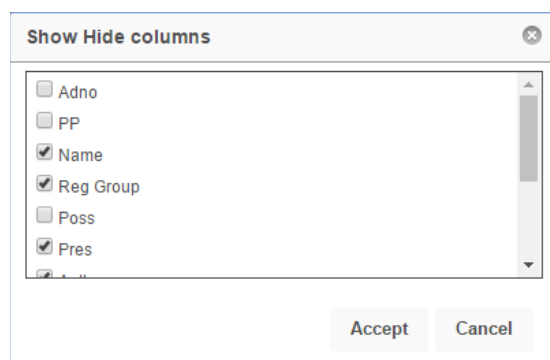


Drag a column header here to group by that column							
Name	Reg Group	Pres	Auth	Auth+Pres	Unauth	Unauth+Auth	Late
Acton, Jordan (7F)	7F	79.75%	0.00%	79.75%	20.25%	20.25%	0.00%
Adebayi, Emmanuel (7F)	7F	84.42%	0.00%	84.42%	15.58%	15.58%	0.00%
Americana, Kari (7D)	7D	83.12%	0.00%	83.12%	16.88%	16.88%	0.00%
Amos, Rachael (7E)	7E	83.12%	0.00%	83.12%	16.88%	16.88%	0.00%
Anderson, Ethan (7F)	7F	80.52%	0.00%	80.52%	19.48%	19.48%	19.48%
Andrews, Jasmine (7F)	7F	81.82%	0.00%	81.82%	18.18%	18.18%	1.30%
Ankonkule, Cheryl (7E)	7E	81.82%	0.00%	81.82%	18.18%	18.18%	0.00%
Anton, Tiger (7A)	7A	81.33%	2.67%	84.00%	16.00%	18.67%	0.00%
Ariano, Pietro (7E)	7E	81.82%	1.30%	83.12%	16.88%	18.18%	0.00%

Features in Reports

Hiding Columns

To hide columns from your report, click the **Show/hide columns** button on the top toolbar. This will open a window with a list of all of the columns that are available on the report. Deselect any columns you wish to hide.



Ordering Data

To order the data on the report (e.g. highest to lowest) click on the column header for the column you want to order. Click the column header once to order lowest to highest, or twice to order highest to lowest.

In the report in our example, click the **Pres** column header once to order lowest to highest based on present percentage. The pupils with the worst attendance will appear at the top of the report.

Filtering

The data in the report can be filtered e.g. pupils with less than 90% attendance. To do this, first select the column you are going to filter. The **Pres** column shows the pupils' percentage of present marks.

Beneath the column header there is a textbox and a button that looks like a pin.

Drag a column header here to group by that column

Name	Reg Group	Pres	Auth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click on the pin button to see the options for filtering. For this example, select **Is less than**. Next type the number you want to use for filtering into the textbox. When dealing with percentages you must type decimal numbers not whole numbers e.g. 90% = 0.9, not 90.

The report will now only show pupils with less than 90% attendance.

Automating the Report

In PARS reports can be automated. This means the report will automatically be emailed to one or more email addresses, once or more a week. Filters can be applied to automated reports, data can be ordered and columns can be hidden.

First configure the report so that it looks exactly as you want it e.g. apply filters, hide columns, etc.

Next click the **Automate** button on the top toolbar. This will open a window with various options for automating your report.

Your automated report will need a job name. It is recommended that you start with your initials, as this will make it easier to identify your own reports from the list of all automated reports in the future.

Choose a timeframe for your report. This is the date range that the report will use when it is sent. Enter one or more email addresses to receive the report, separated by semi colons. You can also click the button next to the email textbox to select staff members. PARS will then find their email addresses for you.

Choose the format that you would like the report to use. XSL and XSLX are both Excel documents. XSLX is slightly more modern than XSL.

Finally choose the day(s) and time you would like the report to be sent. Once done, click the **Automate** button. Your report will then be added to the automation list.