

## Search by Grades/Attendance

Search by Grades/Attendance is a powerful feature that allows you to identify students whose grades, conduct, and/or attendance meet specified criteria. For example, you could identify all students in your school who are making more than one F and have more than five absences.

1. From the **Start Page**, click on **Special Functions** or select a group of students. (Ex. Grade 9) and use the **Functions** menu below the student list.
2. Click on **Search By Grades/Attendance**.
3. Follow the six steps to define the report parameters.

The screenshot shows a web form for searching students based on grades and attendance. The form is divided into several sections, each with a step number and an arrow pointing to the relevant fields:

- Step 3a:** Points to the "Which students to include" section, which has two radio buttons: "The selected 358 students" (selected) and "All 1553 currently enrolled students".
- Step 3b:** Points to the "Scan for this final grade (comma separated)" section, which has a dropdown menu set to "Any =", a text input field containing "F", and a "Scan for this final grade percentage" section with a dropdown set to ">" and a text input field containing "84".
- Step 3c:** Points to the "Scan for attendance" section, which has a dropdown menu set to "Meeting", a text input field containing "All Present Codes", a dropdown set to "<", and a text input field containing "5".
- Step 3d:** Points to the "Scan for grades in" section, which has a dropdown menu set to "Historical grades" and a text input field containing "Q1".
- Step 3e:** Points to the "Scan for all classes enrolled" section, which has a dropdown menu set to "as of this date" and a text input field containing "10/26/2006".
- Step 3f:** Points to the "Results" section, which has two radio buttons: "Make this the current selection of students" (selected) and "Display matching students & Sections".

At the bottom of the form, there is a "Search by GPA" link and a "Submit" button.

**Step 3a:** Identify the student records to scan.

Select students from the **Start Page**.  
Then choose to scan only this selection

Which students to include

The selected 358 students

All 1553 currently enrolled students

Scan records for all students in the school.

**Step 3b:** Enter the grade(s) and/or conduct you wish to include in the scan.

In this example, we are scanning for all students who had a least one final grade of F. We are not including conduct in the scan.

Enter the number of classes failed to be included on the list.

If you wish to scan for a letter grade, enter the letter grade criteria and check the box on the left. If you want to scan for more than one grade, separate with a comma. Ex: F,D

Term 06-07 Year

Minimum # of classes needed to meet search criteria 1

Scan for this final grade (comma separated) Any = F

Scan for this final grade percentage < 70

Scan for this citizenship grade (comma separated) Any = N,U

If you wish to scan for grades below a certain number, enter a cutoff number and check the box on the left.

Check all options you want included in the scan.

If you want to include conduct in the scan, enter the letter(s) to scan in the box and check the box on the left.

**NOTE:** Be sure to check the box on the left for each type of scanning you wish to include in the search.

In this example, we are scanning for all students who had at least 3 grades below 70 and at least one U in conduct.

Minimum of 3 classes

Minimum # of classes needed to meet search criteria: 3

Scan for this final grade (comma separated): Any = F

Scan for this final grade percentage: < 70

Scan for this citizenship grade (comma separated): Any = U

Options to be included in the scan are checked.

This scans for any U in conduct.

This scans for any grade below 70.

**Step 3c:** Scan for attendance.

In this section, you can scan for students who have fewer or greater than a designated number of presents/absences/tardies. You can select specific codes for which you wish to scan. For example, if you wanted to check for unexcused tardies, you could scan for CIU (Check-in Unexcused). In the example below, we are scanning for students who have missed a class more than 5 times all year.

Meeting is the only attendance mode available.

Set option to **All Absence Codes** to scan for absences.

Set this value to scan for students who have missed an individual class more (or less) than this number of times.

Scan this attendance mode: Meeting

for this attendance code: All Absence Codes

> 5 Periods

Scan for attendance

Scan all attendance records

Only scan records in this date range: 08/07/2006 - 09/01/2006 (dates)

Check this box to activate the attendance scan.

Select to scan all attendance records or specify a date range.

**Step 3d:** Define the grade source.

In the following example, we are looking at historical grades for Q1.

Define where you want to scan for grades - historical or current.

Scan for grades in: Historical grades  
Store code/Final grade: Q1

Define the term you want to scan.

**Step 3e:** Set the enrollment criteria.

Define a cutoff date

Scan for all classes enrolled  
 as of this date 10/26/2006  
 anytime during the current term

Or scan for enrollment any time during the term.

**Step 3f:** Choose how you want to display the results.

Display the results as the current selection of students

Results  
 Make this the current selection of students  
 Display matching students & Sections  
Search by GPA

Or display the results on the screen.

**NOTE:** Click **Submit** when all parameters are defined.

**Option 1 for Step 3f: Display as current selection of students**

In this example, ninth grade students are selected and scanned to determine how many of these students failed three or more classes in Q1. The results are saved from the current selection to a stored selection. At any time, this stored selection can be retrieved and the current grades of these "at risk" students quickly viewed.

1. From the **Start Page**, click on **9** in the **Browse Students** area. This will select all 9th grade students.
2. From the **Student Functions** menu below the list of students, choose **Search by Grades/Attendance**.
3. Define the search parameters as shown in the screen shot below.

The screenshot shows a search parameter form with the following fields and annotations:

- Which students to include:**  The selected 481 students (arrow pointing to the radio button)
- Term:** 06-07 Year
- Minimum # of classes needed to meet search criteria:** 3 (arrow pointing to the input field)
- Scan for this final grade (comma separated):** Any = F (arrow pointing to the input field)
- Scan for this final grade percentage:**  < 70 (arrow pointing to the input field)
- Scan for this citizenship grade (comma separated):** Any = N,U (arrow pointing to the input field)
- Scan this attendance mode:** Meeting (arrow pointing to the dropdown menu)
- for this attendance code:** CIU (Check-in unexcused) (arrow pointing to the dropdown menu)
- Scan for attendance:**  (arrow pointing to the checkbox)
- Scan all attendance records:**  (arrow pointing to the radio button)
- Daily scan records in this date range:** 08/07/2006 - 10/27/2006 (dates)
- Scan for grades in:** Historical grades (arrow pointing to the dropdown menu)
- Store code/Final grade:** Q1 (arrow pointing to the input field)
- Scan for all classes enrolled:**  as of this date 10/29/2006 (arrow pointing to the input field)
- Results:**  Make this the current selection of students (arrow pointing to the radio button)
- Submit:** (arrow pointing to the button)

Click **Submit** when all options are selected.

4. On the **Group Functions** page, click on **Save Stored Selection**.

Quick Export	Exports data on currently selected students.
Re-Enroll in School	Re-enroll students into the current school.
Reports Menu	Goes to the Reports menu.
Save Stored Selection	Saves the current selection.
Search By GPA	Searches currently selected students by GPA, enrollment, etc.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance	Searches currently selected students for perfect attendance.

5. Name and store the selection of students.

12 Students records in current selection

Name of new selection  ←

Enter a name that will allow you to identify what is in the selection.

- SAVE the current selection with a new name
- ADD records that belong to ANY of the checked selections TO the current selection
- FILTER records in current selection BY records that belong to EVERY checked selection
- CREATE a NEW selection based on records that belong to ANY of the checked selections
- CREATE a NEW selection based on records that belong to EVERY checked selection
- DELETE all checked selections
- PUBLISH all checked selections for other users

Selections	Published	#
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Click **Submit**. →

6. To access the stored selection at any time, go to the **Start Page**. Click on **Stored Selections**.

**Search Students**

[View Field List](#) [How to Search](#)

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**Browse Students**

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
9 10 11 M FALL Current Selection (12)

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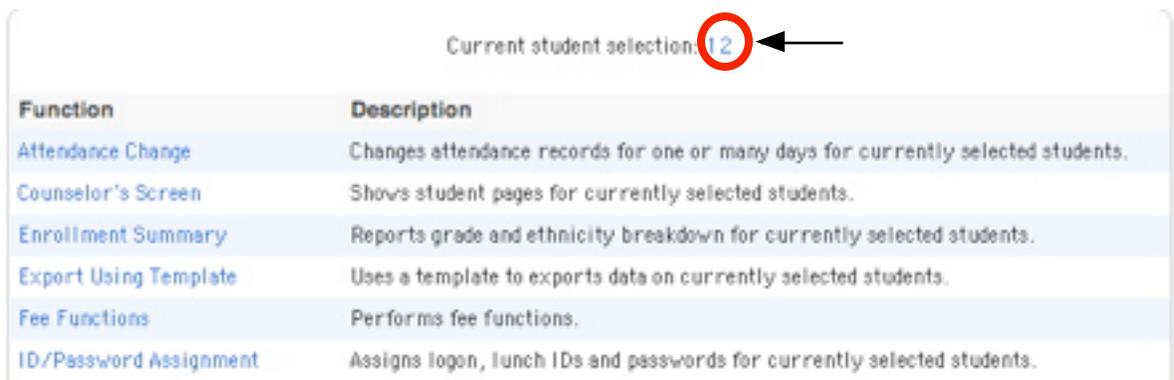
**Stored Options**

[Stored Searches](#) [Stored Selections](#) ←

- On the **Stored Selections** page, check the search with which you wish to work and click on **Go Functions** next to the stored search with which you wish to work.



- On the **Group Functions** page, click on the number of students at the top of the page.



- Click on the first student in the list.
- On the student page choose the **Quick Lookup** screen. Scroll between students by clicking on the left or right arrow keys.



**NOTE:** Once you have created a stored selection, you can access that selection to view the Quick Lookup, print reports, or use any of the numerous functions available.

**Option 2 for Step 3f: Display Matching Students and Sections**

1. On the **Matching History** screen a list of students who meet the defined criteria will be displayed. Along with the student name, the term, section, course name, and teacher are displayed.

12 Student(s) matched and selected.

Students	Term	Section	Course Name	Teacher
Doe, John	2006-2007	MA151-8	Algebra I	Smith, Teacher
Doe, Jane	2006-2007	MA151-12	Algebra I	Smith, Teacher
Doe, Jane	2006-2007	SC241-10	Biology I	Jones, Teacher
Doe, John	2006-2007	EN251-13	English 10 Standard	Green, Teacher
Public, John Q.	2006-2007	EN151-10	English 9 Standard	Gray, Teacher
Public, Jane Q.	2006-2007	EN151-12	English 9 Standard	Adams, Teacher
Doe, Jane	2006-2007	EN151-7	English 9 Standard	Adams, Teacher
Evans, Dale	2006-2007	EN151-7	English 9 Standard	Adams, Teacher
Kid, Cisco	2006-2007	EN151-7	English 9 Standard	Adams, Teacher
Ranger, Lone	2006-2007	EN151-1	English 9 Standard	Jefferson, Teacher
Pan, Peter	2006-2007	EN151-6	English 9 Standard	Jefferson, Teacher
Rogers, Roy	2006-2007	EN151-3	English 9 Standard	Jefferson, Teacher
Rogers, Roy	2006-2007	HE151-4	Family & Cons Sci I	Madison, Teacher

2. Option 1: Click on the screen. From the **File** menu choose **Print** to print the list. However, it may print very small depending on how your browser is set.
3. Option 2: Highlight the column headings (Students, Term, etc.) and the entire student list. From the **Edit** menu, choose **Copy**. Open a new Excel document. Click in cell A1. From the **Edit** menu, choose **Paste**. Now you have a spreadsheet that you can sort in any way and print.
4. Option 3: Click on the number of students to make them the current selection. From there, follow the previous directions to store the selection. Note, however, that the stored selection does not save the list with the term, section, course name, and teacher.

