Qmlativ Training Handout

Course: Attendance Basics   **Length: 4 hours**

Prerequisites: Watch **Introduction to Qmlativ** and **Qmlativ Attendance Overview** videos**.**

Description: This workshop is for anyone working with Student Attendance from the Office side.

During this session attendees will: View Attendance codes, Calendar and Attendance configurations that may impact your ability to enter attendance. In addition, attendees will learn how to create a substitute assignment, view how a teacher takes attendance, enter attendance for a class activity or range of students (large groups of students) or an individual student(s) and create basic attendance information reports. This is a hands-on session.

State Reporting Resources:
- OSPI Attendance Website: https://ospi.k12.wa.us/student-success/support-programs/attendance-chronic-absenteeism-and-truancy
    - Policies, Guidance & Data Reporting
- CEDARS Website: https://ospi.k12.wa.us/data-reporting/reporting/cedars
    - Attendance is File N

- **Discuss/View Attendance Codes**

    o **Help Center Search:** <u>Creating Attendance Codes</u>

    o Path: **Menu / Administrative Access / Attendance / Codes**
    - Attendance Type codes
    - Attendance Reason codes
    - Bell Schedules and Bell Schedule Groups
    - Day Rotations

- **Discuss/View Calendar Configurations**

    o **Help Center Search:** <u>Configuring Attendance Calendars</u>

    o Path: **Menu / Administrative Access / Attendance / Features / Calendar**
    - Calendar List
    - Calendar Details
    - Attendance Terms
    - Calendar Days

- **Discuss/View Guardian Entered Absence Requests**

    o **Help Center Search** – <u>Configuring Absence Requests for Family Access</u>

    o Path: **Menu / Administrative Access / Family / Settings / Entity Group Year Configuration**

- **View Attendance Entry in Teacher Access**
  - **Help Center Search**: Entering Daily Attendance in Teacher Access
  - Path: **Menu / Teacher Access / Attendance / Features / Daily Attendance**
- **Recorded Unrecorded Class Attendance**
  - **Help Center Search:** Recorded/Unrecorded Class Attendance
  - Path: **Menu / Administrative Access / Attendance / Features**
- **Attendance Entry by Office Staff**
  - **Help Center Search:** Student Attendance Entry
  - Path: **Menu / Administrative Access / Attendance / Features**
- **Attendance Entry by Student – Attendance Module**
  - Create/add/edit/delete Attendance
  - Create Live Tile for Today's Attendance (absence count)
  - Create Chart Tile for Today's Attendance by Grade
- **Attendance Entry by Student – Student Profile**
  - Path: **Menu / Administrative Access / Student / Features**
    - Attendance Tabs
    - Student Attendance History
- **Attendance Entry by Class / Activity / Range**
  - **Help Center Search:** Processing Mass Add Attendance
  - Path: **Menu / Administrative Access / Attendance / Features**
- **Dropped/Deleted Attendance**
  - **Help Center Search:** Restoring Dropped Student Attendance Period
  - Path: **Menu / Administrative Access / Student / Features**
- **Guardian Entered Absence Requests**
  - **Help Center Search:** Processing Guardian Entered Absence Requests
  - Path: **Menu / Administrative Access / Attendance / Features**
- **Create a Substitute Teacher Assignment**
  - **Help Center Search**: Creating Substitute Assignments
  - Path: **Menu / Administrative Access / Staff / Features**
- **Utilities**
  - **Help Center Search:** Attendance Utilities

- o Path: **Menu / Administrative Access / Attendance / Utilities**
- **Reporting**
  - o **Help Center Search:** <u>My Report Queue</u>
  - o Path: **Menu / Administrative Access / Reporting / Features**
    - My Report Queue – add to Dock
    - Prompt Template
    - Report - Attendance
- **Attendance Basic Reports**
  - o **Help Center Search:** <u>Attendance Reports</u>
  - o Path: **Menu / Administrative Access / Attendance / Reports**
- **Absence Occurrence/Consecutive Absence**
  - o **Help Center Search**: <u>Generating Absence Occurrence Report</u>
  - o **Help Center Search:** <u>Generating Consecutive Absence Report</u>
  - o Path: **Menu / Administrative Access / Reporting / Features**

Knowledge Hub

Professional Development Center

- Attendance Mastery Course WA

- Attendance Setup and Processes Quick Start Course WA

- Attendance Processes Quick Start Course WA

- Attendance Letters Quick Start Course

- State Reporting: Truancy Claim Petition State Reports