LINCOLN UNIVERSITY



Professor Basic Guide to Getting Started

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ADVISING/PROFESSOR HOME PAGE AT A GLANCE



Note: The Home Page of a Professor who serves a dual role as an Academic Advisor will be displayed as an Academic Advising Home Page with a My Courses tab to access classes and students.

PROFESSOR HOME PAGE AT A GLANCE



Note: The Home Page of a Professor who does not serve as an Academic Advisor is displayed with a Professor Home Page as pictured.

PROFESSOR/ADVISOR HOME PAGE SUMMARY

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New Appointment Tab (schedule an appointment with one or multiple students in your advising cohort). **Advising Report Tab** (complete an advising report for a student in your advising cohort). **Note Tab** (post a note for a student in your advising cohort)



HOME PAGE TAB: My Assigned Students (academic advisees assigned to you are displayed on Home Page)

Upcoming Appointments Tab (includes upcoming advising appointments and advisor reporting).

My Availability Tab (includes times available for advising and advisor reporting).

Filter by Tags (group students to display by filters set).

Send Message Tab

(send an e-mail message to one or multiple students in your advising cohort).

Advisor Reporting: Recent Advisor Appointments (displays advising appointments you have had).

Recent Reports You Created (displays recent advisor reports you created).

Add Advising Report

Tab (complete and post an advising report after appointment with advisee).

Mark No Show Tab

(indicate when an academic advisee does not show for their appointment).

PROFESSOR/ADVISOR HOME PAGE SUMMARY (continued)

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My Courses

- Class Listing (includes all classes that you are teaching for the term indicated).
- Students in Your Classes (an alphabetical listing of every student enrolled in all of your classes for the term indicated).
- Send a Message (used to send a message to an individual or multiple students in your class).
- Assignments (used to post assignments for the selected class).
- **Progress Report** (used to view or create a progress report for a student or **report a student at-risk** in the selected class.
- Record My Class Attendance (used to track attendance or record class absences).

My Calendar

- Calendar View (displays a birdseye view of all classes and scheduled appointments).
- List of Calendar Items (list of calendar items today, this week, and next week).
- New Calendar Item (create an event or schedule an appointment).

Reports

- Progress Reports & Assignments
 - Students Progress Reports
 - o Students Flagged At-Risk or Critical
 - Student Assignments
- Summary Reports
 - o Advisor and Tutor Summary Reports
- General Reports
 - o Absences and Absence Details
 - Dropped Classes
 - Notes

<u>Search</u>

• Used to perform a simple or advanced search of all users.

HOME PAGE Search Tab Search and Simple Search



There are several ways to search for individuals in the LU Community.

First, you must select the appropriate category on the left: Students, Tutors, Advisors, etc.

Search for your assigned students: Select Students on the left and click My Students Only and click Search. Students in your cohort will be displayed.

An individual student: Select Students on the left and type the students first or last name in the box titled Enter Keywords. The student will be displayed.

Notes:

- Follow the search procedures above to search for Tutors, Professors, other Advisors, etc.
- Professors can search for more than one category of student by clicking either of the three boxes (My Students Only, At Risk Students Only, and Inactive Students). You should never have a need to search for an inactive student.

Send a Message Tab or Create Appointment Tab

• You can also send the student a message or create an appointment for the student from this screen. When you search for other Users (professors, administrators, advisors, etc.) you can only send a message to them from this screen.

HOME PAGE Search Tab Send a Message Tab



1. Place a check in the box beside the student's name you would like to send a message to.

2. If sending a message to all students, place a check in the box beside Name and a check will populate for all students.

3. Click Send a Message.

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4. The recipients (TO) of the message will automatically populate along with your name (FROM).

5. Type the subject and the message in the appropriate box.

6. Under Send Additional
E-Mail Notifications To:
insert the e-mail address
of others that you would
like to cc the message to.
7. Click Send Message.



Quick Search provides a faster way to search for an individual.

1. Click Quick Search from your Home Page and the Enter a Name box will appear.

2. Type an individual's name in the drop down box. Individuals with same name will populate.

3. Choose the individual person you are searching for and their Home Page will populate.

Note: Professors and Academic Advisors cannot perform a Quick Search.

HOME PAGE SEARCH TAB Switch to Advanced Search Tab

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	Name	Classification	Category	Cell Phone	E-mail Address:	
	1 Brown, Hakeem	Sophomore	EMAP	215-203-6743	hakeem.brown@linc	
	2 Hornbuckle, Gera 3 Jarman, Linda	ld Freshman Senior	EMAP	302-668-9951	gerald.hornbuckle@l linda.jarman@lincoln	
	4 Powell, Chenise	Junior	EMAP	917-586-2406	chenise.powell@lin	
	Totroit, onotice	Parilor		017 470 4101	erickenn richarde@li	

Advanced Search is a more detailed search that allows you to tailor your search to several categories (i.e., search by classification, academic advisor and/or search for your students who are freshman on the basketball team).

1. **Drop Down Boxes** Click the drop down box and select each category that you would like to narrow your search to.

2. **All.** Leave the drop down box set at **ALL** if you do not want to search for a specific category in the particular box.

3. Click Search after all parameters have been set.

EXAMPLES TO ADVANCED SEARCHES

Steps to search for all Athletes that are freshman Under Classification, select Freshman Under Category select All Click Search
Steps to search for your students who are At-Risk Only DO NOT CLICK MY STUDENTS ONLY Click At-Risk Students Only Click Search
Steps to search for your student (or any student if authorized) whose gpa is less than 2.0. Enter 2.0 in the Cum GPA Less Than box Click My Students Only or Click Students Click Search

- Advanced Search can only be performed for students in your cohort unless you are authorized to search for all students.
- Advanced Searches are only used for Students (i.e. can not perform an Advanced Search for professors, tutors, etc.).

HOME PAGE MY COURSES Record My Class Attendance

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(BI	T-43	0) Internship				A	ssignments	Prog Reports			
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(F)	′E-1(11) First Year Experie	ence	MWF 2:00p-2:5	DIHA 240	A	<u>ssignments</u>	Prog Reports			
Stu	lent	s in Your Classes									
	8	Send a Message									
		Student Name	E-mail Addres	s	Course(s)	Phone		At Risk?			
	1	Adams, Samuel	samuel.adam	s@lincoln.edu	MGT-343, M	201-569-28	394	No	^		
	2	Alston, Henry	henry.alston(@lincoln.edu	FYE-101	413-273-11	165	No			
	3	Anderson, Stepha		derson@lincol				No			
	4	Ashby, Sabrina		@lincoln.edu	BUS-101	240-505-46		No			
	5	Austin, Kearston Bellamy Terrical		in@lincoln.edu	MGT-343 MGT-335	856-784-93 215-747-04		No			
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Record My Class Attendance is used to record students' absences.

Click **Record My Class Attendance** and the **Attendance Tracking s**creen will populate.

RECORD MY CLASS ATTENDANCE Attendance Tracking Screen



1. Click in the **Choose a Date** box and the calendar will populate.

2. Choose/Click the date you would like to record attendance.

3. Click **Get Classes for this Date** and all classes you teach on the particular date will populate.

RECORD MY CLASS ATTENDANCE Attendance Tracking (continued)

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4. Choose/Click Record Absences of the class you would like to record and the students in the particular course will

populate.

Note: If every student was present and/or no students were absent, Click None Absent and attendance will be recorded for this particular class.

5. Check the **Absent** box beside every student who was absent from the class.

6. Check the **Excused** box if the absence was excused for the individual student.

7. List appropriate comments in the **Comments** box.

8. Scroll to the bottom of the screen, and click Attendance Has Been Fully Checked.

9. Click Save.

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RECORD MY CLASS ATTENDANCE Attendance Tracking (continued)

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- Absences should be recorded daily from the first day of class to the last day of drop/add for each term. This information will provide the data needed for the Registrar to run an Absence Report.
- The Attendance Tracking is used to record absences only. It is not used as a class roster to record whether a student was present in class.
- You can make changes/revisions to attendance previously saved, by returning to the Attendance Tracking Screen for the particular class and date.
- If a student has consecutive unexcused absences, run a Dropped Courses Report to ensure that the student is still enrolled in the course.

MY COURSES CLASS LISTING Assignments

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(BI	IT-43	0) Internship				Assignment	s Prog Reports			
(Bl	US-1	01) Introduction	to Business	MWF 4:00p-4:5	DIHA 240	Assignment	s Prog Reports			
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Stu	dent	ts in Your Clas	ses							
		Send a Message	•							
		Student Name	E-ma	il Address	Course(s)	Phone	At Risk?			
	1	Adams, Samu	el samu	el.adams@lincoln.edu	MGT-343, M	201-569-2894	No	~		
	2	Alston, Henry	_	.alston@lincoln.edu	FYE-101	413-273-1165	No			
	3	Anderson, Ste	pha steph	anie.anderson@lincol	MGT-343, M	610-380-7197	No			
	4	Ashby, Sabrin	a sabri	na.ashby@lincoln.edu	BUS-101	240-505-4625	No			
	5	Austin, Kearst	on kears	ton.austin@lincoln.edu	MGT-343	856-784-9351	No			
	6	Rellamy Terrir	al terric	al hellamv@lincoln.edu	MGT_335	215_747_0418	No			
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Create and Post A Class Assignment:

Assignments can be created for an individual student or for all students in a particular class.

Click Assignments for the **class** you would like to post an assignment. The Class will populate and the students in the class will be listed.

Note: If you have posted an assignment previously it will be displayed under Class Assignments for ... (see below)

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Title	Description		Due Date		Name:	
					MGT-335 – Principles of Management	
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Post Assignment for All Students: Click the box next to Student Name and all students listed will be selected.

Post Assignment for an Individual student:

Click the box next to the student's name you would like to select.

MY COURSES CLASS LISTING Assignments (continued)



Click Create A New Assignment:

Title: Enter the assignment title.

Description: Enter the description of the assignment.

Due Date: Either enter the date assignment is due or click on the calendar button to display the calendar to select the due date.

Click Save New Assignment.

MY COURSES ASSIGNMENTS Current Assignments for ...(Course)

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	Final Project	Complete part 3 of your final		08/31/2010	Update Status		Class Days	
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	Students in FII	N-360 Principles of Real Estat	te					
	Create a	New Assignment						
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	Bayne, Ken	neth	302-768-1568	kbayne@	lincoln.edu			
	🔄 Hemmans,	Brittney	718-881-0480	brittney.h	emmans@lincoln.			
	🛄 Williams, R	lenee	215-473-4270	renee.willi	iams@lincoln.edu			
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At the top of the Assignment Screen the current class assignments created are displayed.

To Update the Status of an Assignment Created:

1. Click on Update Status for the particular assignment created.

2. All of the students who was given the assignment will be populated.

MY COURSES ASSIGNMENTS Current Assignments for ...(continued)

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3. Click the box next to the student's name that you would like to update.

4. Complete the information required in the **Update Assignment Status Box**.

5. Click **Update** Status.

- The student and other users will be able to view this information on the Student Profile Page under Assignments This Term.
- Assignments with due dates attached should be updated so as to indicate whether the assignment was completed, on time, still due, etc.

My COURSES CLASS LISTING Progress Reports

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		43) Leadership		MWF 10:00a-1.		<u>A</u>	<u>ssignments</u>	Prog Reports			
(MG	T-4	37) Human Resource	s Management	MWF 1:00p-1:5	DIHA 240	A	ssignments	Prog Reports			
(ВП	-43	0) Internship				A	<u>ssignments</u>	Prog Reports			
(BU	S-1(01) Introduction to Bu	siness	MWF 4:00p-4:5	DIHA 240	A	<u>ssignments</u>	Prog Reports			
(FY	E-10	01) First Year Experie	nce	MWF 2:00p-2:5	DIHA 240	A	<u>ssignments</u>	Prog Reports			
Stud	ent	s in Your Classes									
		Send a Message									
		Student Name	E-mail Addres	88	Course(s)	Phone		At Risk?			
	1	Adams, Samuel	samuel.adam	s@lincoln.edu	MGT-343, M	201-569-28	94	No	^		
	2	Alston, Henry	henry.alston(-	FYE-101	413-273-11		No			
	3	Anderson, Stepha		derson@lincol	MGT-343, M	610-380-71	97	No			
	4	Ashby, Sabrina	sabrina.ashb	y@lincoln.edu	BUS-101	240-505-46	25	No			
	5	Austin, Kearston	kearston.aus	tin@lincoln.edu	MGT-343	856-784-93	51	No			
	6	Rellamy Terrical	terrical hellan	w@lincoln.edu	MGT_335	215_747_04	18	No			
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Progress Reports are used to document a student's class performance or report a student <u>at-risk</u> for failing the course.

1. Click **Progress Report** next to the class the student is enrolled in.

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Progress Reports For	MGT-335 (Principles Of Manage	ement)		
Progress Reports for MGT-3	35 Principles of Management		Class Information	
Student Name	At Risk? Absences Expected Comm	ante	Name:	
	ALTIMAL: ADJUNCES EXPECTED COMM	into a second se	MGT-335 – Principles of Management	
			Class Days	
			MWF 11:00a-11:50a	
			Hours 3.0	
			Professor(s)	
			Robert Allen	
Create New Progress Re	ports			
	lect students from your classes and then	click the "Create a New Progress		
Report bullon to begin a	dding a new progress report.			
Students in MGT-335 Princip	oles of Management			
Students in MGT-335 Princip		Email Address		
Students in MGT-335 Princip	ress Report	Email Address terrical beliany@incoin.edu		
Students in MGT-335 Princip	ress Report Phone Number			
Students in MGT-335 Princip Create a New Progr Student Name Bellamy, Terrical	ess Report Phone Number 215-747-0418	terrical.bellamy@lincoln.edu		
Students in MGT-335 Princip Create a New Progr Student Name Belamy. Terrical Beverly. Brittany	ess Report Phone Number 215-747-0418 410-433-4552	terrical.bellamy@lincoln.edu brittany.beverly@lincoln.edu		
Students in HGT-335 Princip Create a New Progr Student Name Belamy. Terrical Beverty. Britany Burke. Langsion	ress Report Phone Number 215-747-0418 410-433-4552 302-322-3753	terrical.bellamy@lincoln.edu brittany.beverly@lincoln.edu langston.burke@lincoln.edu		
Students in HGT-335 Princip Create a New Progr Student Name Belamy, Terrical Beverly, Britany Burke, Lanoston Chambers, Shaquane	Phone Number 215-747-0418 410-433-4552 302-322-3753 610-466-7259	terrical.bellamy@lincoln.edu brittany.beverly@lincoln.edu langston.burke@lincoln.edu shaquane.chambers@lincol		
Students in HGT-335 Princip Create a New Progr Student Name Belamy, Terrical Beveriy, Britany Burke, Lanaston Chambers, Shaquane Dadson, Nanakofi	ress Report Phone Number 215-747-0418 410-433-4552 300-322-3753 610-466-7259 302-738-1406	terrical.bellamy@incoln.edu brittany.beverly@incoln.edu langston.burke@incoln.edu shaquane.chambers@incol nanakofi.dadson@incoln.edu	🔹 🚱 Internet 🍕 • 🚳	00%

2. Click the box next to the student's name that you would like to complete a report for.

3. Click **Create a New Progress Report.**

MY COURSES CLASS LISTING Progress Reports (continued)



Complete the information required in the Add a New Evaluation or Progress Report screen.

Click Submit Report.

- This is where you indicate whether or not the student is at risk to fail the class.
- If the student's class performance improves and he/she is no longer at risk to fail the course, you must edit the progress report and remove the at-risk status.
- When reporting a student at-risk you must indicate the reason in the Comments section of the report.
- The student and other users will be able to view this information on the Student Profile Page under Progress Reports.
- Once a student is flagged at-risk, the Office of Student Support Services and the student's advisor will automatically receive an e-mail through GradesFirst.

MY COURSES/CLASS LISTING PROGRESS REPORTS Details



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Progress Reports For BUS-101 (Progress Report Details Edit this Report Delete this Report	<u> </u>
	Class	
Progress Reports for BUS-101 Introduction	BUS-101-1 Introduction to Business	s Information
Student Name At Risk?	Is this student at risk to fail this class?	
Wolff, Alexander No	Yes	1 – Introduction to Business
	No	Days
	Number of Absences	00p-4:50p
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	Anticipated Grade	Allen
	Comments	
L	Myers testing system.	
Create New Progress Reports		
5 .		
Use the checkboxes to select students Report" button to begin adding a new	Cancel	
	Additional Information	
Students in BUS-101 Introduction to Busi	Date Created	
Create a New Progress Report	10/25/2010 10:20 PM	~
Student Name	Phone Number Email Address	
	240-505-4625 sabrina.ashby@lincoln.edu	
Ashby, Sabrina		

You can view all progress reports submitted at the top of the Progress Reports screen.

Details: Click details of a particular report to view the report details.

Edit A Report: Click Edit This Report and make the appropriate changes and Submit the Report. The revisions will be made. (Please allow time for the report and system to update).

Remember: If the student's class performance improves and he/she is no longer at risk to fail the course, you must edit the progress report and remove the at-risk status. If not, the student will always remain as at-risk when the Office of Student Support Services runs a progress report or students at-risk report.

Delete a Report: Click Delete This Report and a prompt appears asking are you sure you want to delete the report. Click Yes and the report will be deleted. (*Please allow time for the report and system to update*).

HOME PAGE My Calendar Tab



The My Calendar Screen is used to view and create appointments for the month, week, and/or day.

The appointments on your calendar are color-coded and correspond to the colors in the calendar legend on the right (i.e., a general appointment is blue; an advising appointment is burgundy).

You can display your calendar by the month, week, or day by clicking on the appropriate gray box to the right.

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10/27/2010	11:00a-12:00p	GradesFirst Training	Robert Allen, Rita Myers	Edit	Ceneral
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10/27/2010	2:00p-2:50p	FYE-101-1 First Year Experience			Assignment
10/27/2010	4:00p-4:50p	BUS-101-1 Introduction to Business			
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10/25/2010	1:00p-1:50p	MGT-437-1 Human Resources Management			
10/25/2010	2:00p-2:50p	FYE-101-1 First Year Experience			
10/25/2010	4:00p-4:50p	BUS-101-1 Introduction to Business			
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List of Calendar Items displays appointments or classes for Today, This Week, and Next Week.

Note: You can edit an appointment from this screen by clicking on the Edit button beside the appointment. (Follow the same procedures as Create New Appointment or Event.

My Calendar Page New Calendar Item Tab Create an Event or Appointment

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Click on New Calendar Item to Create a new appointment or event. Note: Professors should schedule general event appointments only.

Type: Select General Event under Type.

Topic: Be specific because the topic will be displayed as the e-mail subject.

Location: Always include your building and room number.

Select a Date: Click the date you would like to schedule the appointment.

Add an Attendee: Type the name of the person you are requesting to attend the appointment (names will populate and you can select the appropriate person).

Add multiple attendees: Follow same procedure as Add an Attendee above.

My Calendar Create An Event/Appointment (continued)

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		10:30a-11:00a		Conflicts	Conflicts	Conflicts	Conflicts			
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Time Increment:

Select the time increment for the appointment.

Time: Select the time you would like to schedule the event/appointment.

Note: If there are conflicts with the event or appointment you are trying to schedule between either the date, time, or chosen attendee, the conflicts will be displayed on the calendar.

Recurrence: Click the drop down box to indicate how often you would like this appointment to occur.

Click Save Appointment.

- In order for conflicts to be displayed you must enter the date, attendee and then the time.
- The conflicts displayed could be conflicts with the student's schedule or your schedule.
- Click on the Conflict and the individual who schedule conflicts with the time will be displayed.
- **Send an E-mail Reminder** is automatically checked by default and a reminder will be automatically sent to the attendee/s.
- Warning: Please do not check send a text reminder. This function should only be used by system administrators.

My Calendar Screen Calendar View



View Details of a Scheduled Appointment: Scroll cursor over appointment and details of that appointment will be displayed.

Edit or Delete an Appointment: Double click on a scheduled appointment and follow the prompts.

Note: Once an appointment is made it will appear on the student's calendar on their Student Profile Page.

HOME PAGE **Reports Tab Reports Summary**

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Progress Reports & Assignments

Student Progress Reports •

- Run and view progress reports submitted on behalf of students in your classes.
- Students Flagged At-Risk or Critical • Run and view progress report of students who you have flagged at-risk for failing the course.

Summary Reports

• Advisor and Tutor Summary Report

Run and view advisor reports submitted on behalf of your academic advisees.

General Reports

Absences • Check total absences for a particular student and run/view a general report of all class absences.

Absence Details •

Run and view a more detailed general report of class absences reported.

Dropped Courses Report •

Run and view a dropped courses report to see all students who have dropped classes. Perform an advanced search of a dropped courses report to see students who have dropped your specific course.

• Notes

Run and view a report of notes you have posted on behalf of students or notes on behalf of your academic advisees.

Reporting Page shows all reports that can be viewed by the individual User Groups.

Reports/Reporting Student Progress Report

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Click the begin date (beginning of report you would like to view) and the end date (last date of report you would like to view). Click Search.

To Perform an Advanced Search for Student Progress Reports, see instructions for Advanced Search on page 9. Note: You can print the report or send a message to a student from this screen.

Reports/Reporting Students Progress Report Flagged At-Risk or Critical

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Review report of students who have been flagged at-risk for failing a course.

Follow the search procedures for Student Progress Reports.

Note: Click on Detail for additional information regarding the report of the student's at-risk status in the particular class.

Note: You can print the report or send a message to a student from this screen.

Reports/General Reports Absences

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Click the begin date (beginning of report you would like to view) and the end date (last date of report you would like to view). Click Search. **Do Not Click My Students Only.** If students in your cohort have any absences reported it will populate.

Note: You can view all absences for an individual student by entering their name under Enter Keywords and Clicking Search.

Absence Detail Report

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Click the begin date (beginning of report you would like to view) and the end date (last date of report you would like to view). Click Search. **Do Not Click My Students Only.**

Note: The Absence Detail report, once printed, provides detailed information regarding the specific absence.