



SAT3800 - TeacherPortal Attendance Posting Verification

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This report provides a list of the dates and times instructors posted attendance at a particular campus. This report may be requested by auditors who visit the district.

The report can be run for the current year. Starting with 2015-2016, the report can be run for prior years. (Note that you can upload a database for a year prior to 2015-2016 and generate the report for earlier years using an SQL statement.)

Report field descriptions

Att Date	The date for which attendance was posted for the period, course, and section is displayed.
Posted Date/Time	The date-time stamp indicating when attendance was posted for the attendance date is displayed.
All Present	The field indicates if the instructor marked that all students were present on the attendance date.
User ID	The user ID of the person who posted attendance is displayed.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year.
Campus ID	Type the three-digit campus ID, or click  to select the campus .
Control Nbrs (Blank for All)	Type the three-digit instructor IDs (control numbers), separating multiple IDs with a comma (e.g., 112,131). Or, click  to select the instructor IDs . Leave blank to select all instructor IDs.
From/To Date (MMDDYYYY)	<p>Type the date, or click  to select the date from a calendar.</p> <ul style="list-style-type: none"> • Leave From Date blank to select the first day of school. • Leave To Date blank to select the last day of school. <p>If you are running the report for all instructors at the campus, leave To Date blank. The From Date is used.</p> <p>If the report is run for all instructors, you can only run the report for one date at a time.</p>



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