



# **SAT3800 - TeacherPortal Attendance Posting Verification**



# Table of Contents

**SAT3800 - TeacherPortal Attendance Posting Verification ..... 1**



# SAT3800 - TeacherPortal Attendance Posting Verification

## **Attendance > Reports > Attendance Reports > Audit > SAT3800 - TeacherPortal Attendance Posting Verification**




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

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

### Run the report:

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



## Back Cover