

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

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)	Type the date, or click to select the date from a calendar. • Leave **From Date** blank to select the first day of school. • Leave **To Date** blank to select the last day of school. If you are running the report for all instructors at the campus, leave **To Date** blank. The **From Date** is used. If the report is run for all instructors, you can only run the report for one date at a time.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover