

How to Download & Obtain a Summary of Attendance Records

1. Open the **menu** by clicking on the three horizontal bars in the upper left corner.

1	Spartan Success Network	Sample User 🗸 🗸		
	Contract Con	ŧ	Home	
	6 System Announcement: Welcome to the SSN. If you have any questions, please refer to the information on this link: w		Appointments	~
		*	Students	2 🔿
2. Click on the arrow next to Students and select Attendance .			My Students	

Tracking

Attendance

Note: As shown below, the roster provides a snapshot of each student's absences, tardies and excused absences:

≡ Spartan Success Network							
	MY STUDENTS	TRACKING	NEW SPARTAN INTE	RODUCTION	ATTENDANCE		
	cord Attendance Class Schedule	Attendance Report	Referral To-Do	Send Message	Note Print Roster		
- 2							
- 2	Student 2 Absences: 10:00 am 08-26-2019 Tardy: 10:00 am 10-25-2019 Excused: 10:00 am 09-16-2019, 10:00 am 11-08-2019						
- -	Student 3 Absences: 10:00 am 09-16-2019 Tardy: 10:00 am 11-08-2019 Excused: 10:00 am 08-26-2019						
- 2		ardy: 10:00 am 08-26-2019, 10:00 am 09-1	16-2019				
- e	Student 5 Absences: 10:00 am 11-08-2019 E	xcused: 10:00 am 09-16-2019					

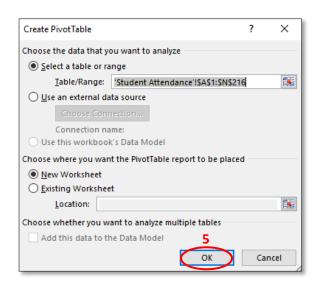
3. Click on the Attendance Report button to download an Excel file containing three sheets:

- Cover Confirms the course, instructor, and number of students in the report
- Attendance Tracking Provides a summary of attendance per class meeting
- Student Attendance Lists student-specific attendance data that is sortable

≡ Spartan Success Network					
MY STUDENTS	TRACKING	NEW SPARTAN INTRODUCTION	ATTENDANCE		
Record Attendance Class Schedule Select All Deselect All	Attendance Report	Referral To-Do 📩 Kudos 🛛 Send Message	Note Print Roster		

4. Open the **Student Attendance** sheet of the Excel file (at the bottom of the window), click on the **Insert** tab, and select the **PivotTable** icon.

5. Select **OK** in the Create PivotTable window.



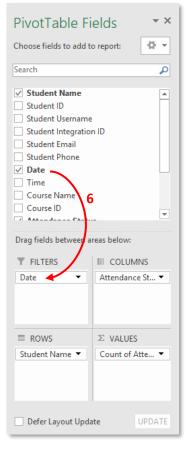
E	∃ 5·∂·₿				Sa	imple Atten
F	ile Home 💭	nsert Pag	e Layout	Formulas	Data	Review
	3		r∂	Store	Þ	2
Pivo	otTable Recommended PivotTables	d Table II	strations •	🎝 My Add-ins	- 1	Recomme Chart
	Tables			Add-ins		
A1 🔹 : 🗙 🗸 🏂 Student Name						
	А			В		с
1 Student Name		Stude	ent ID	Student User		
2	Student 1		11111	11111	stud	dent1
3	Student 2		22222	22222	stud	dent2
4	Student 3		33333	33333	stuc	lent3
	Cover Attendance Tracking Student Attendance					
Rea	dy				4	
-						

6. In the PivotTable Fields task pane, click on and drag the following fields to the areas specified:

- Student Name to ROWS
- Attendance Status to COLUMNS
- Attendance Status to VALUES
- Date to FILTERS

The above steps will yield a table like the one shown below. By default, it summarizes how many times each student was present, absent, excused, or tardy for all class meetings. To view date-specific attendance records, click on the (All) drop down menu to filter the data by a particular date.

1	A	B	С	D	E
1	Date	(All) 🔽			
2		\sim			
3	Count of Attendance Status	Attendance Status 💌			
4	Student Name	ABSENT	EXCUSED	PRESENT	Grand Total
5	Student 1	6	4	33	43
6	Student 2	6		37	43
7	Student 3		1	42	43
8	Student 4	1	2	40	43
9	Student 5		3	40	43
10	Grand Total	13	10	192	215



Questions? Please contact spartansuccessnetwork@ycp.edu.