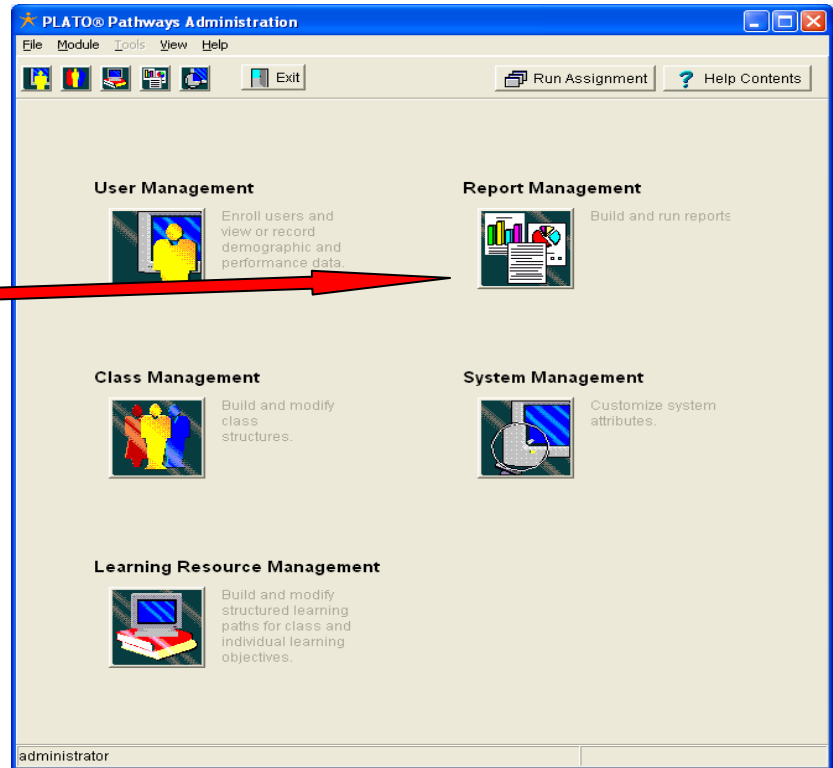


Running a Pathways Attendance Report:

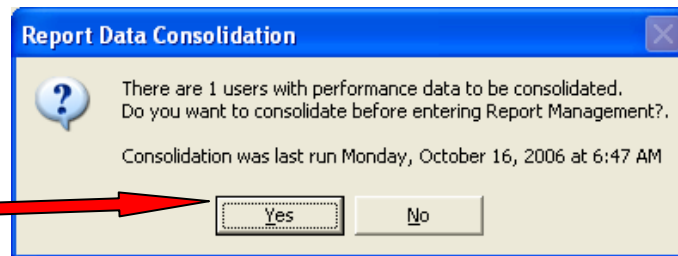
Step #1:

Choose Report Management.



Step #2:

Click "Yes" to consolidate.

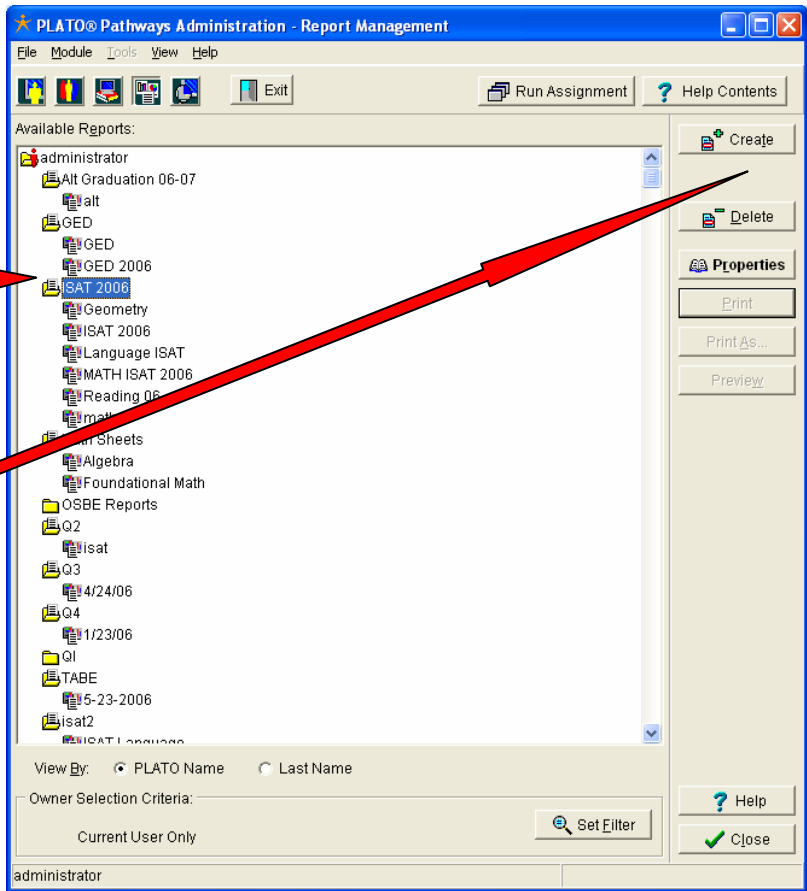
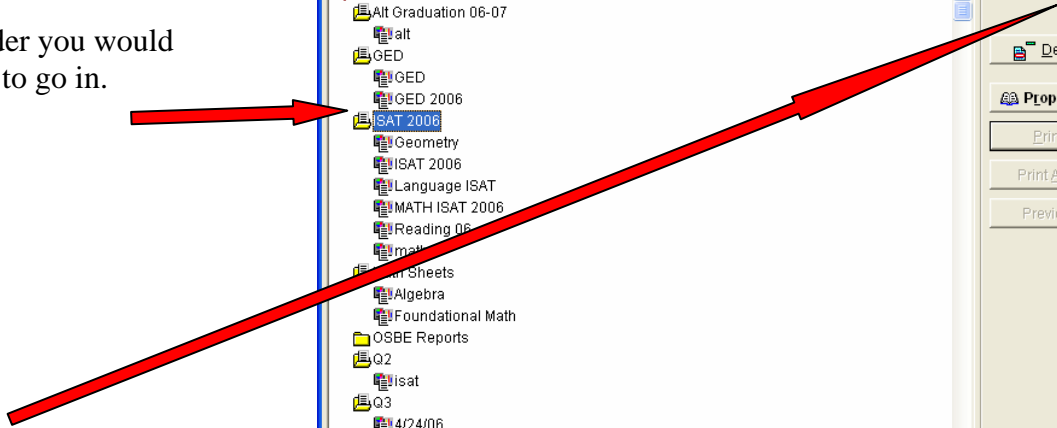


Step #3:

Choose the Folder you would like your report to go in.



Click Create.

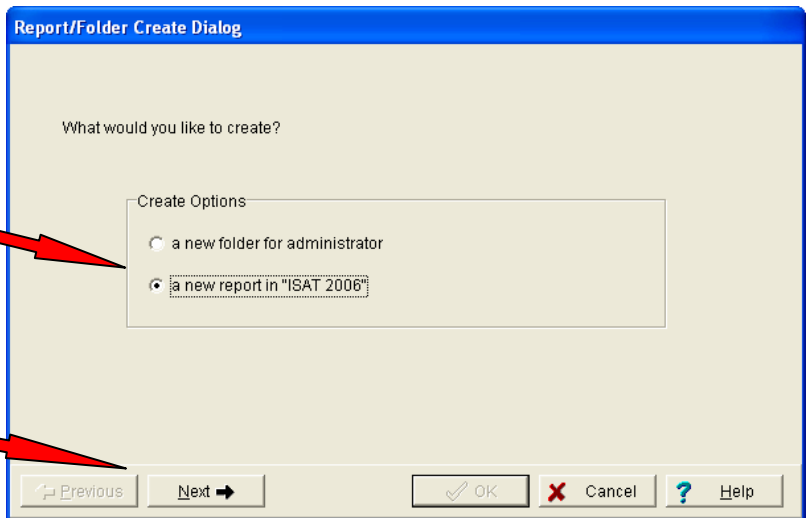
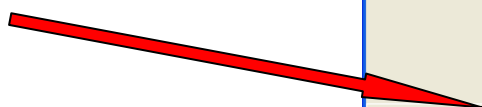


Step #4:

Choose a new report.

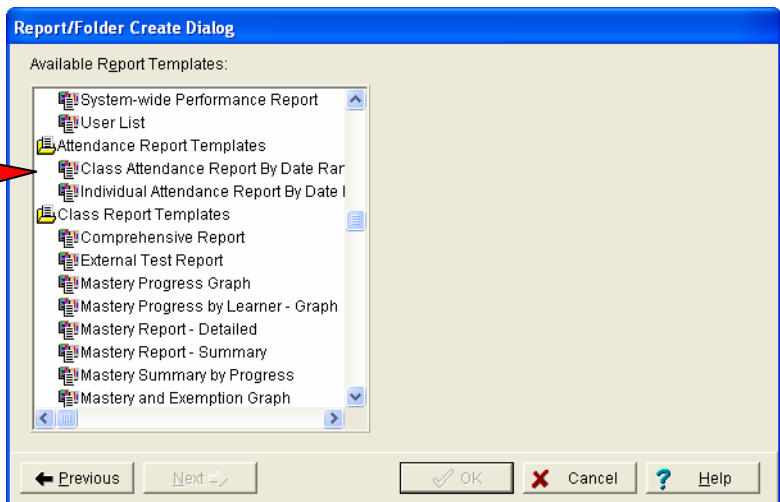


Click Next.



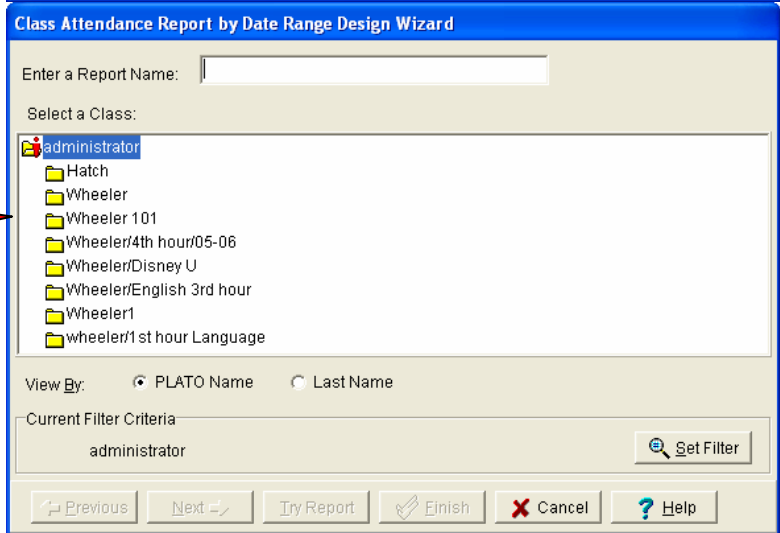
Step #5:

Choose Class Attendance Report.

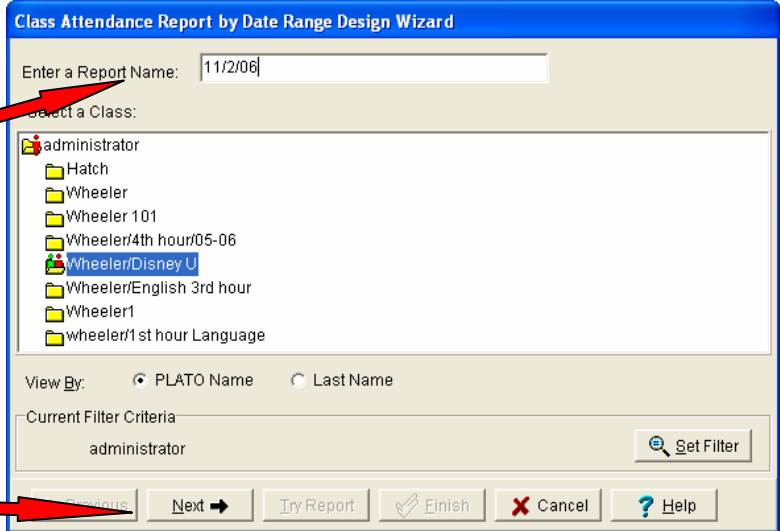


Step #6:

Choose your class.



Enter a Report Name.



Click Next.

Step #7:

Choose your report option here.

Click Next.

Class Attendance Report by Date Range Design Wizard

Include all students in the selected class or section

Include only students in the selected demographic groups

Include only selected individual students

← Previous Next → Try Report Finish Cancel Help

Step #8

Choose date range

Click Next.

Class Attendance Report by Date Range Design Wizard

Enter the desired date range over which to show learners' data:

Report From

First Data

Data On...

End Date

Last Data

Data On...

← Previous Next → Try Report Finish Cancel Help

Step #9:

Choose data options.

Click Try Report.

Class Attendance Report by Date Range Design Wizard

Enter the text you would like to appear on the report title line:

Set the option(s) below:

Start new page for each student

Select student name presentation:

Print PLATO Name

Print Last Name, First Name

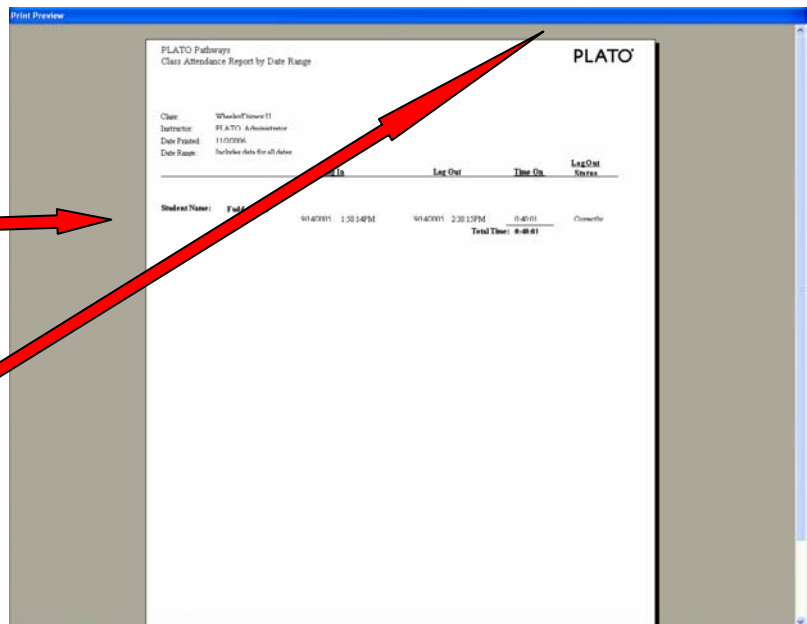
Print Both

← Previous Next → Try Report Finish Cancel Help

Step #10:

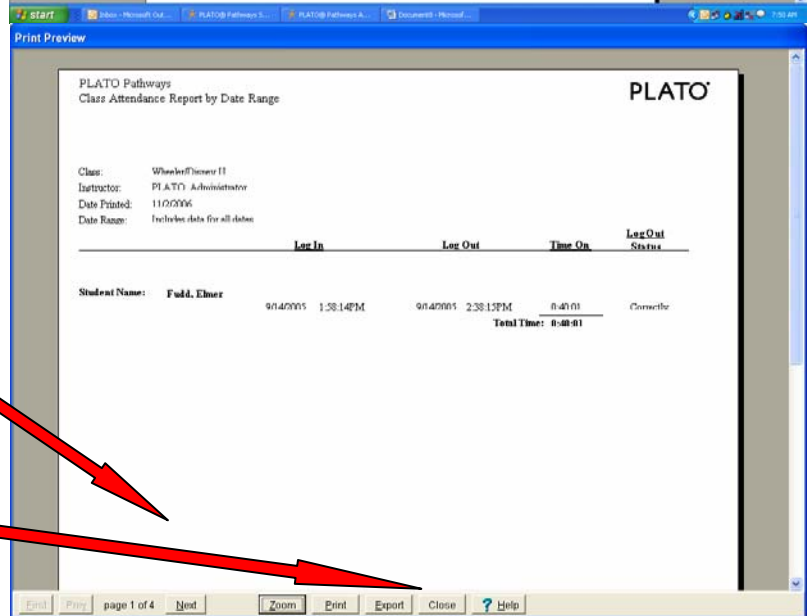
Your report will look like this.

Double click the blue bar at the top for more options.



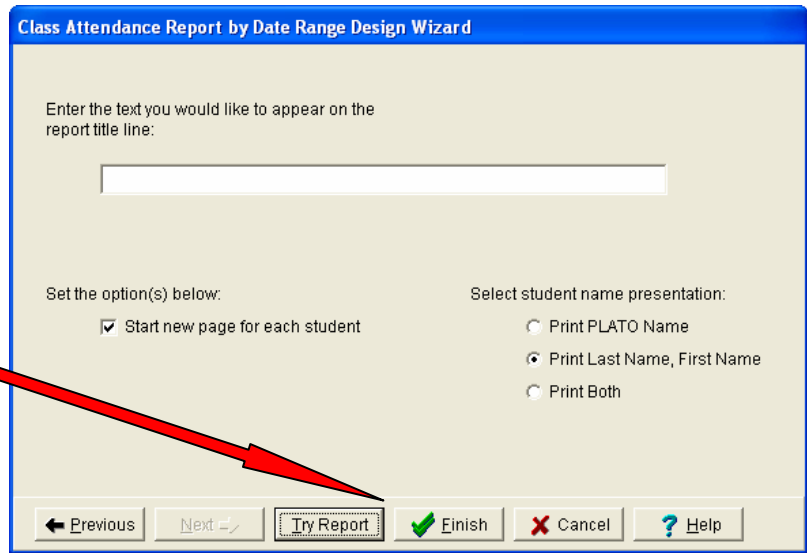
Your options will appear at the bottom.

Click Close to return to report set up.



Step #11:

Click Finish if you have completed your report.



Step #12:

Your report will appear here.

To edit or change your report, click the properties button.

To see your report, click preview.

To exit out of reports, click close.

