

HOW2 X2 @ BARNSTABLE PUBLIC SCHOOLS

www.x2dev.net/barnstable

How to Review Accumulated Absences, including Tardies and Dismissals

- Select the Attendance top tab.
- Select the Daily Summary side tab.
- Select the House filter from the filter menu.
- Set the filter dates (start and end date or RANGE) and the report will be generated on screen.

Don't forget:

There are X2 manuals, Quick Start cards, and Online Help for most tasks if you need more help.

The screenshot shows the X2 software interface. The top navigation bar includes tabs for Pages, School, Student, Staff, Attendance (circled in red), Conduct, Grades, Assessment, Schedule, and Global. Below this is a sub-menu for Reports, with options for Principal's Attendance, Quick Report, and My Job Queue. A filter menu is open, showing a Date Range of 4/1/2011 - 4/18/2011 and Criteria: Absent >= 0 AND Tardy >= 0 AND Dismissed >= 0 AND Other >= 0. A 'Change Filter...' button is visible. The main content area shows a table with columns: Name, YOG, Absent, Tardy, Dismissed, and Ot. The table contains two rows of data for Abid Shah, Kinzha (YOG 2013) and Abid Shah, Ridha (YOG 2012). The 'Daily Summary' side tab is circled in red. A search bar at the top right contains a filter icon (circled in red) and a search icon.

Name	YOG	Absent	Tardy	Dismissed	Ot
Abid Shah, Kinzha	2013	0	0	0	1
Abid Shah, Ridha	2012	0	0	0	0

At this stage it is not possible to run a report of this information by house, however, such a report can be run for all students by selecting the Principal's Attendance report from the report list.