

HOW2 X2 @ BARNSTABLE PUBLIC SCHOOLS

www.x2dev.net/barnstable

How to Prepare The File For The Daily Attendance / Tardy Calls

The first step is to prepare the list of students whose parents you wish to call.

Don't forget:

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

- Click on the Attendance top tab
- If you are not already there, click on the Daily Office side tab.
- Now select the Daily Attendance Call list filter (or Daily Tardy Call list) from the filter menu – this will prompt you to enter a date.
- This filter will list all students who are absent on the date in question, whose absence is not excused (or verified*), and who have not been dismissed (i.e. they have never been present that day).
- * Verified is a code used at the High School to show that a parent has been in touch with the school about an absence even though it has not been excused, e.g. where a parent has told the school that a student will be on vacation.
- If you do not wish to phone any students who have been listed then select those students and, from the options list, select 'Exclude those selected'.

The next step is to print out the file in the format that will be read by Alert Now.

- Once you are content with the list of students who will be called, select 'quick report' from the Report menu. This will take you through the following steps:
- Step 1: Select 'New report': The first time you do this it will need to be a new report, however you will be able to save it for future use.
- Step 2: Select the fields which you want to appear in your report – this should reflect the format you currently use for Alert Now.
- Step 3: You should select 'simple' report.
- Step 4: It doesn't matter what order the file is in so you can click continue through step 3 as well.
- Step 5: Click continue
- Step 6: Select 'csv' format'
- Step 7: Save the report with an appropriate name for future use by your school.
- Step 8: Click finish.

You can run this report to produce a call list for any purposes as long as you get the list of students that you want to call before beginning to prepare the report.