

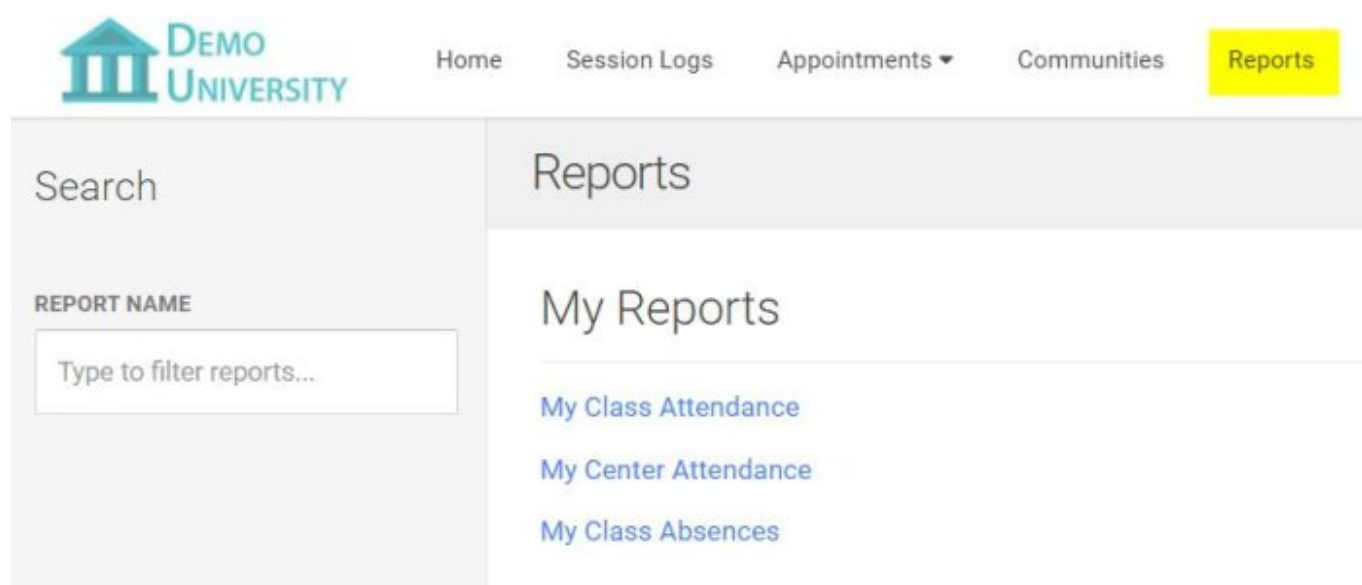


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Reports

Purpose: Reports are collections of data (of several types such as “Appointments”, User's info, and such) that we can gather in Accudemia, depending on user permissions some users will not have access to all the reports.

This first page will introduce the basics of reporting features in Accudemia and the next pages about reports are grouped by the sections you see in Accudemia and will give you information about the actual reports explaining what data they contain and their purposes.



Class Attendance Details - Report

Location:

Go to Reports->My Class Attendance.

Purpose This report displays each class information with the **Attendance Status (Present or Absent**, it will also note if marked **Tardy** or **Excused** as well) that you earned each day.

Class Attendance Details Report Configuration

[View Report](#)[< Back to Reports](#)

1 Filters Results

☒ Classes (Fall 2020)

Select

☒ Locations

Select

Accademia can remember your last selection.

Click on the push pin icon to toggle this option. The selection will be saved when you click View Report.

2 Output Options

Output Format:

Adobe Acrobat PDF

Filters

- Classes:** Use this mandatory option to filter by a Term, [StartTime](#), and [EndTime](#).
- Locations:** Use this option to filter by a specific **location**, leave unchecked to use all locations.

Output Options

- Format:** Use this option to select from several formats such as PDF, XLS, CSV.

Preview:

 **Accudemia**

Student Class Attendance Report

Filtered by:
Term: Summer 2020
Start: 05/15/2020 - End: 08/31/2020
Classes: All
Locations: jorge virtual college

Class		CRN	
[Math-123-Mat] Math - Summer 2020		78965	
Days Analyzed	Start	End	Term
1	05/15/2020	08/31/2020	Summer 2020
	Start	End	Classroom
Tuesday	12:00 AM	12:45 AM	Advanced Math Classroom
Instructors		Regd	Dropped
inst2, inst2 I		Yes	No

<u>Session Start</u>	<u>Session End</u>	<u>Period</u>	<u>Logged On</u>
08/18/2020 12:00 AM	08/18/2020 12:45 AM	00:45	Manual

Total for [Math-123-Mat] Math - Summer 2020	00:45
Times Present: 1	

Center Attendance Details - Report

Location:

Go to Reports->My Center Attendance.

Purpose This report provides detailed information about your **Center Attendance**. The **Report** lists **your name** and then lists the **Subject Area**. For each **Subject Area**, the report lists the sign-in sessions (sign-in date and time, sign out date and time, and time spent) at each **Center**. The total time for each **Tutor** spent on each **Subject Area** is also shown in this report.

My Activities Configuration

View Report

< Back to Reports

1 Filters Results

2 Output Options

Period

DATE RANGE: START: END:

Last Week 9/13/2020 9/19/2020

☐ Tutors

Select

Accudemia can remember your last selection.

Click on the push pin icon to toggle this option. The selection will be saved when you click View Report.

Filters

-Date range: Use this mandatory option to filter by a Term, or [StartTime](#) and [EndTime](#).

-Tutors: Use this option to filter by a specific **tutor(s)**, leave unchecked to use all tutors.

Output Options

-Format: Use this option to select from several formats such as PDF, XLS, CSV.

Preview:



Attendance By Student Report

Filtered by:

Start: 09/13/2020 - End: 09/19/2020

Bodenstein, Martin S

Subject Area: Marketing

Date	Sign In Time	Sign Out Time	Period (hrs:mins)	Tutor	Center	Services
09/15/2020	04:41 PM	06:41 PM	02:00	Garcia, Juliet T	Marketing & Math Center	online marketing tutoring
09/17/2020	09:00 AM	09:15 AM	00:15	Berkeley, Kerry N	Marketing & Math Center	online marketing tutoring
09/17/2020	09:15 AM	09:19 AM	00:04	Berkeley, Kerry N	Marketing & Math Center	online marketing tutoring
09/17/2020	09:21 AM	09:22 AM	00:01	Berkeley, Kerry N	Marketing & Math Center	online marketing tutoring
09/17/2020	09:23 AM	09:36 AM	00:13	Berkeley, Kerry N	Marketing & Math Center	online marketing tutoring
09/17/2020	09:40 AM	09:43 AM	00:03	Berkeley, Kerry N	Marketing & Math Center	online marketing tutoring
09/17/2020	09:46 AM	09:51 AM	00:05	Berkeley, Kerry N	Marketing & Math Center	online marketing tutoring
09/17/2020	09:52 AM	11:52 AM	02:00	Berkeley, Kerry N	Marketing & Math Center	online marketing tutoring
Total Time:			04:41			

Total time for Bodenstein, Martin S: 04:41

Note: Items in italic have been modified manually.

Class Absences - Report

Location:

Go to Reports->My Class Absences.

Purpose This report provides detailed information about your Absences to Class. The **Report** lists **your name** and then lists the **Subject Area**.

Class Absentees Report Configuration

View Report< Back to Reports


1 Filters Results

2 Output Options

☒ Classes (Fall 2020)

Select

☐ Locations

 Select

Output Format:

Adobe Acrobat PDF

 Accudemia can remember your last selection.
 Click on the push pin icon to toggle this option. The selection will be saved when you click View Report.

Filters

-Classes: Use this mandatory option to filter by a Term, or [StartTime](#) and [EndTime](#).

-Locations: Use this option to filter by a specific **location**, leave unchecked to use all locations.

Output Options

-Format: Use this option to select from several formats such as Pdf, Microsoft-Word, Microsoft-Excell, Web-Archive, XML and CSV.

Preview:

 **Accudemia**

Class Absentees Report

Filtered by:
Term: Fall 2020
Start: 09/01/2020 - End: 11/18/2020
Classes: All
Locations: jorge virtual college

Class		CRN	
[PRG-888-Prog III] Programming - Fall 2020		9999	
Days Analyzed	Start	End	Term
1	09/01/2020	11/18/2020	Fall 2020
Class Schedule:	Start	End	Classroom
Monday, Tuesday, Wednesday, Thursday, Friday	02:00 PM	02:50 PM	Advanced Math Classroom
Instructors	Regd	Dropped	
inst2, inst2 I / inst1, inst1 I	Yes	No	

Start	End	Period
09/01/2020 02:00 PM	09/01/2020 02:50 PM	00:50
09/02/2020 02:00 PM	09/02/2020 02:50 PM	00:50
09/03/2020 02:00 PM	09/03/2020 02:50 PM	00:50
09/04/2020 02:00 PM	09/04/2020 02:50 PM	00:50
09/07/2020 02:00 PM	09/07/2020 02:50 PM	00:50
09/08/2020 02:00 PM	09/08/2020 02:50 PM	00:50
09/09/2020 02:00 PM	09/09/2020 02:50 PM	00:50
09/10/2020 02:00 PM	09/10/2020 02:50 PM	00:50
09/11/2020 02:00 PM	09/11/2020 02:50 PM	00:50
09/14/2020 02:00 PM	09/14/2020 02:50 PM	00:50
09/15/2020 02:00 PM	09/15/2020 02:50 PM	00:50
09/16/2020 02:00 PM	09/16/2020 02:50 PM	00:50
09/17/2020 02:00 PM	09/17/2020 02:50 PM	00:50
09/18/2020 02:00 PM	09/18/2020 02:50 PM	00:50
09/21/2020 02:00 PM	09/21/2020 02:50 PM	00:50
09/23/2020 02:00 PM	09/23/2020 02:50 PM	00:50

Total Absences for [PRG-888-Prog III] Programming - Fall 2020	16	13:20
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[support?](#)

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