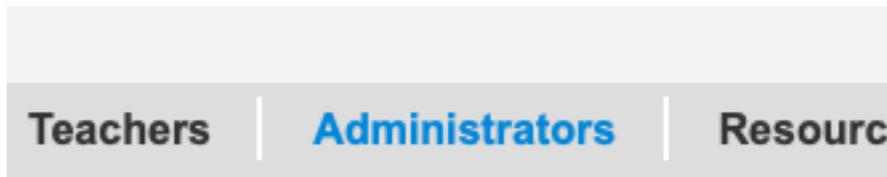**Teacher Series 1.6**

TRACK CC BASIC REPORTING

1. Sign into Track CC on the device of your choice. NOTE: The app may be slightly different depending on if you are using your phone, IPAD, LapTop or other).
2. Under Administrators select My Administrator Account

Teachers	**Administrators**	Resourc

3. There are a number of ways and types of reports you can generate within Track CC.

4. The default and probably most used report will be the "Download School Data" Report.

5. Depending upon which screen you are on and what activity/students/classes/teachers you have selected, downloading school data will place your information into an Excel spreadsheet where you can filter things, remove columns, and customize the report however you would like it.

ool Session

Thursday, August 27, 2020

Attendance view   Student view

n right for quick attendance

ent name ▲	Gender ⬍	Student id ⬍	Status	Details
ɔnu, Destin	Male	376877	Not recorded	>

- ⭐ Save changes
- ➕ Download attendance data
- ✅ Mark all present
- ✅ Statistics
- ➡ Check-out view
- 🖨 Print this page
- ✅ Select

6. The below report includes all classes each student has been assigned to.

	A	B	C	D	E	F	G	H
1	First name	Last name	Grade	Gender	Student ID	Student phone	Student email	Class name
2	Hana	Abbott	Other		Staff6		Hana@Northstar360.org	Open House Fall
3	Destin	Achonu	Other	Male	376877			Open House Fall
4	Destin	Achonu	Other	Male	376877			Transportation Hol
5	Destin	Achonu	Other	Male	376877			Transportation Hol

Basic Specific Reports — A specific attendance report can be pulled by:

7. By Selecting "School Classes" you can easily see the current Enrolled Students in those classes.

8. By Clicking "School Teachers". You can see the # of classes, and # of students for a specific teacher.

9. Clicking on "Student will give you a report of the classes each student has been assigned.

Attendance Reports

10. Click on "School Classes"

11. The categories that you are collecting data for will appear here.

12. Select "Attendance"

13. You can now download all the attendance data for all students
        Click on the "Students name" or the Details Button, to access reports on just their attendance.