

**Te Rito**

# **Attendance dashboard: Working with Attendance Data**

**How to guide**



**Version 1.0**

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# Working with Attendance Data

## What you will learn from this guide

This guide will teach you how to, **for any of the stack or bar graphs**:

- Use the Include option to make one dataset the primary focus of a graph; this change will flow through for options such as **Show as a table** or **Drill through**
- Use the Exclude option to exclude a dataset from a graph; this change will flow through for options such as **Show as a table** or **Drill through**
- Use the **Show as a table** option to see a table that shows the numbers behind the graph
- Use the **Show data point as a table** option to view a table of the source data for the graph
- Use the **Export data** option from the main dashboard or within the Focus Mode option when you want to go straight to viewing the data behind the graph in a spreadsheet
- Use the **Export data** option from within the **Show as a table** option, when you decide you would like to save the table information you are seeing in a spreadsheet
- Drill through from a specific dataset on the Attendance Dashboard to view more information about that dataset in any of the other Te Rito dashboards you can access
- See how the Present Rate % for the dataset you selected from the graph, and any filters in effect for that graph, is carried through to the other dashboard.

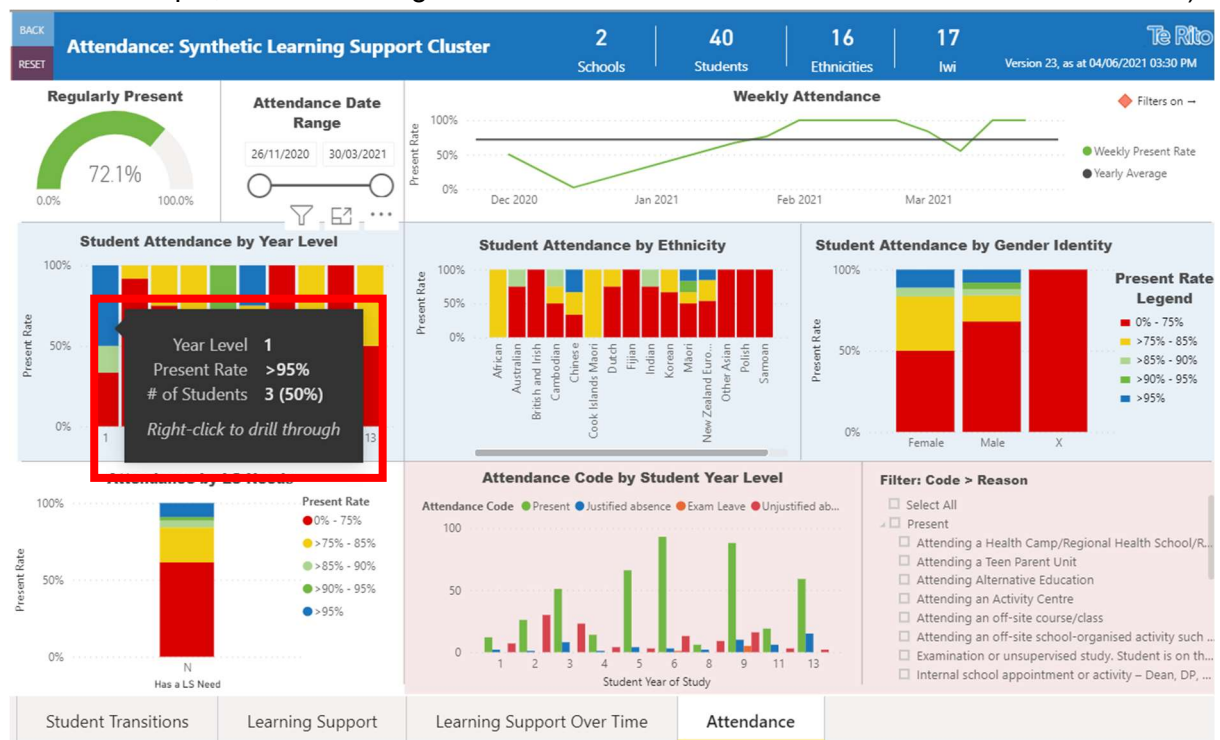
**Tip:** For an overview of the Attendance Dashboard and the different views of attendance data it provides, refer to the Attendance Dashboard Overview document [\[insert a link here\]](#).

# Including and excluding datasets

## How to use the Include option to include a dataset from a graph

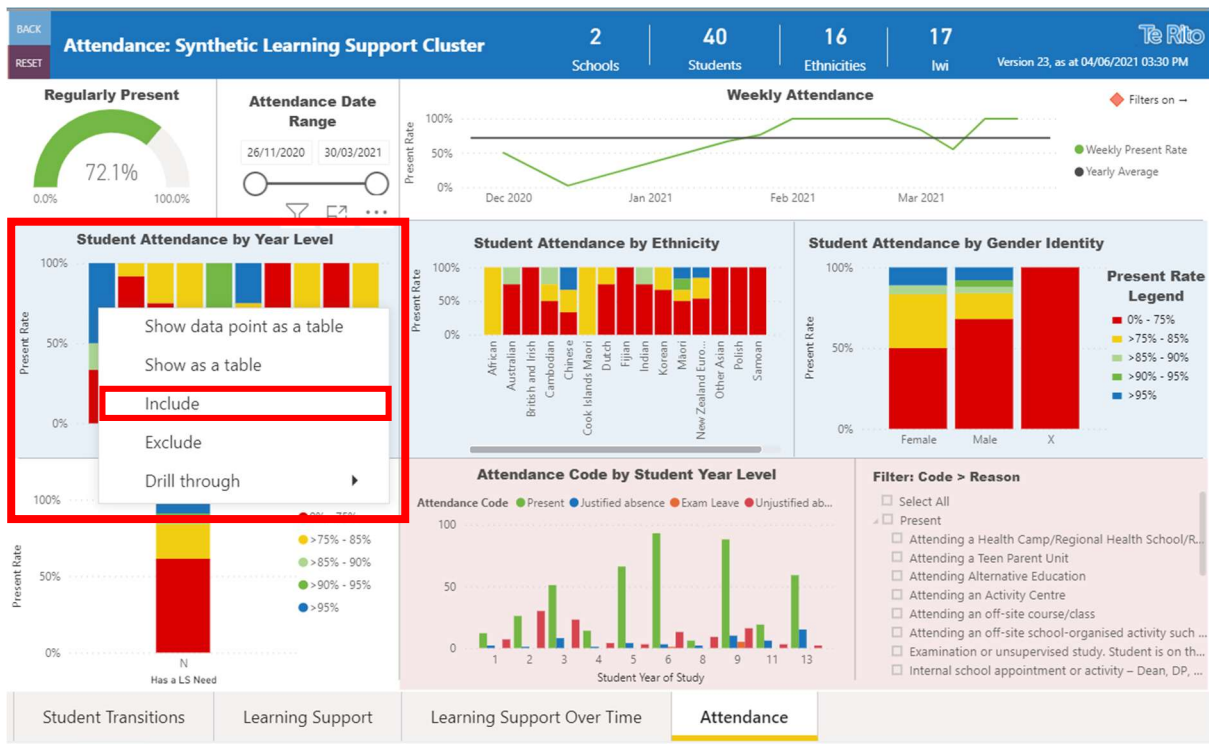
### Steps

1. For any graph in a dashboard:
  - » Right click on the stack or bar that you wish to make the focus of the graph (in this example, the stack being included from is the Year Level Present Rate > 95% stack)



2. Upon right-clicking, the list of right click options appears:

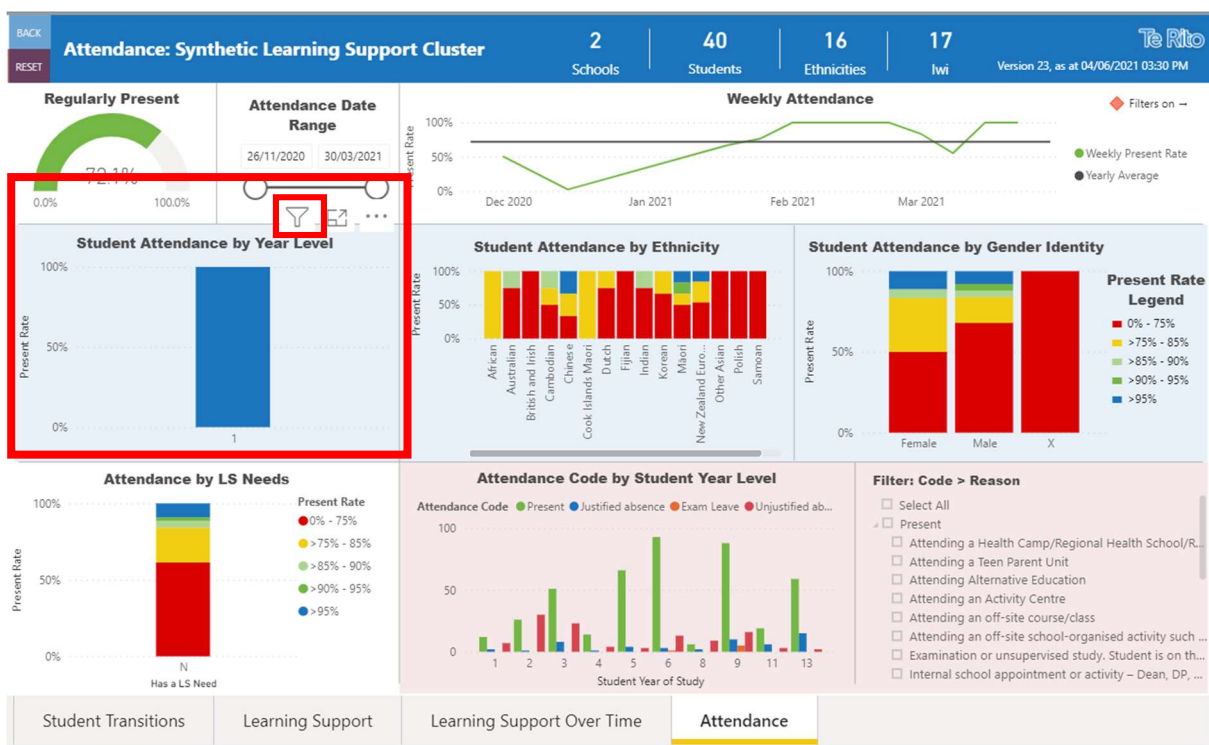
» Click on **Include**



3. As soon as you click Include, the graph will be refreshed with the Year Level Present Rate > 95% stack being the only dataset included.

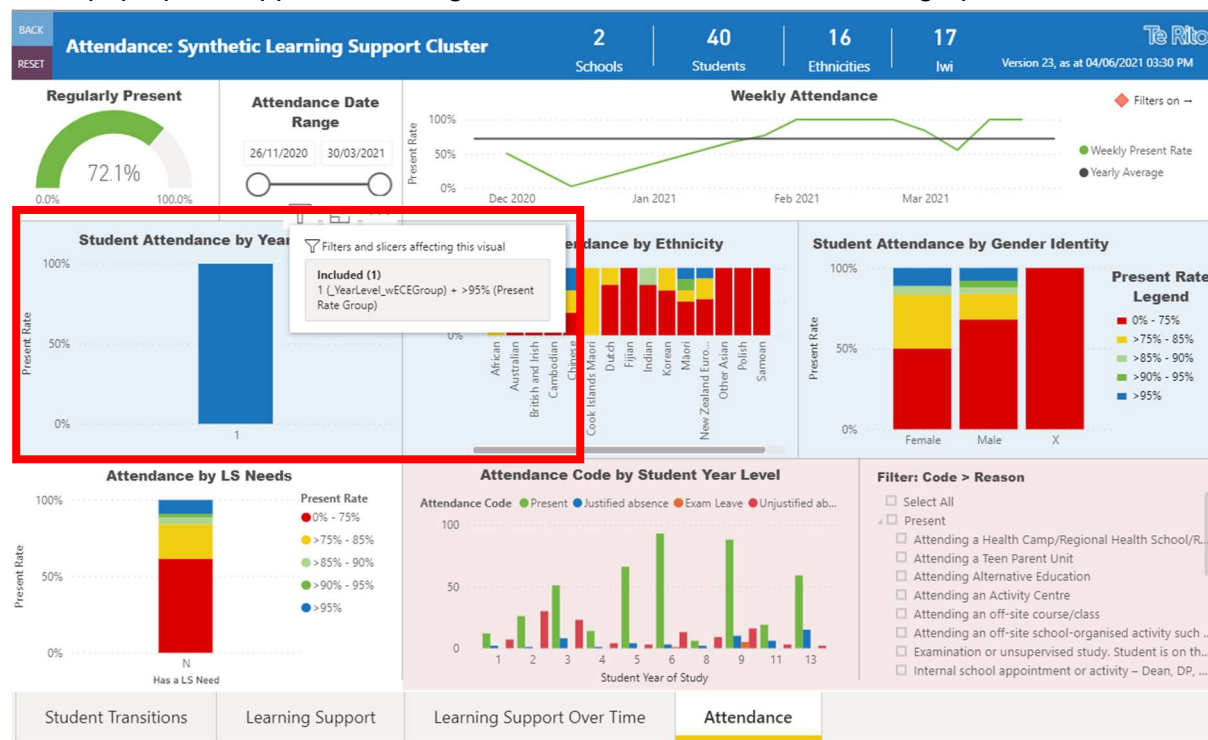
» Hover over the name of the graph until the filter icon appears

» Hover over the filter icon





4. A pop-up box appears showing the filters that are in effect for that graph.

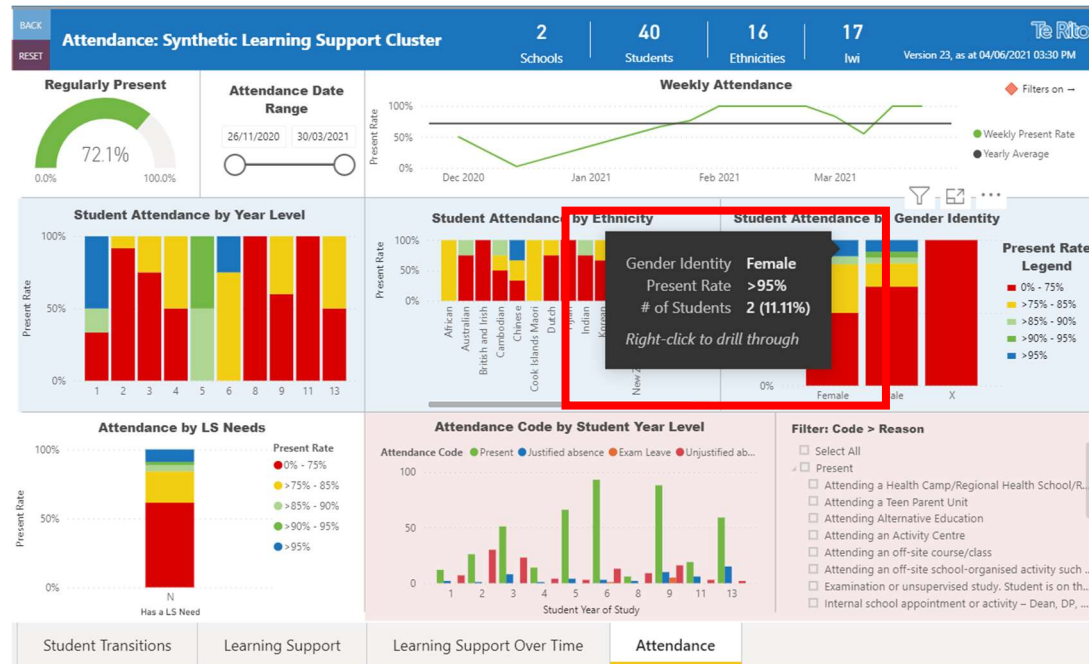


**Note:** Using the Include function will not change the numbers in the blue bar at the top of the dashboard.

# How to use the Exclude option to exclude a dataset from a graph

## Steps

- For any graph in a dashboard:
  - » Right click on the stack or bar that you wish to exclude from that graph (in this example, the stack being excluded from is the Female Present Rate > 95% stack)



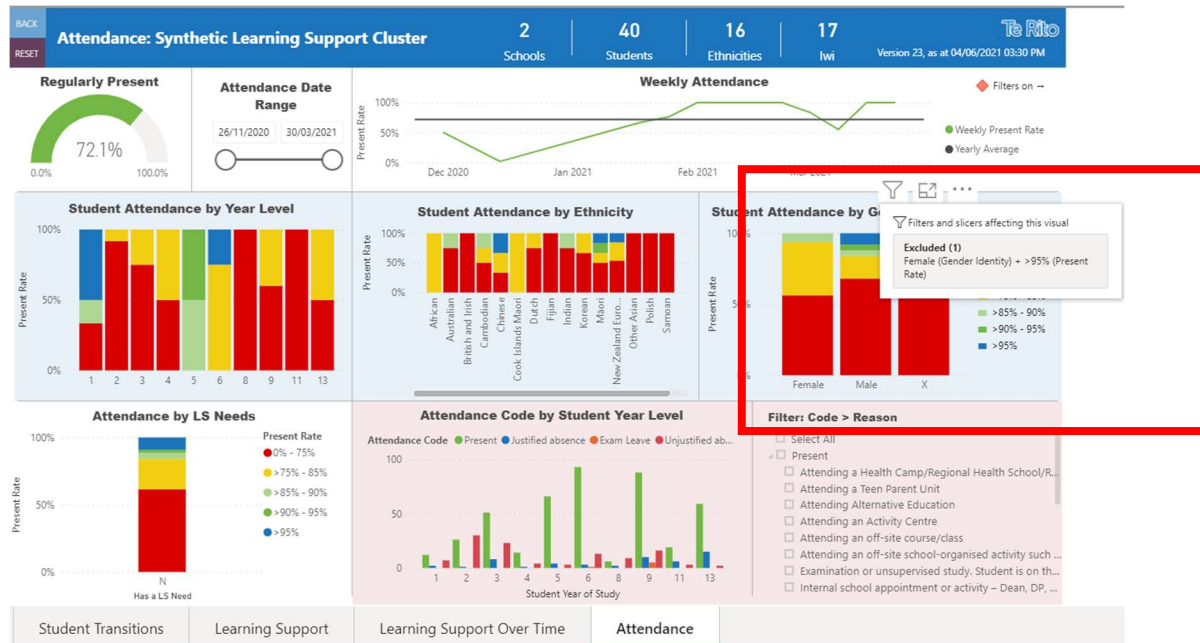
- Upon right-clicking, the list of right click options appears:



3. As soon as you click Exclude, the graph will be refreshed with the Female Present Rate > 95% stack removed.
  - » Hover over the name of the graph until the filter icon appears
  - » Hover over the filter icon



4. A pop-up box appears showing the filters that are in effect for that graph.



**Note:** Using the Exclude function will not change the numbers in the blue bar at the top of the dashboard.



# Showing data in a table

## How to use the Show as a table option

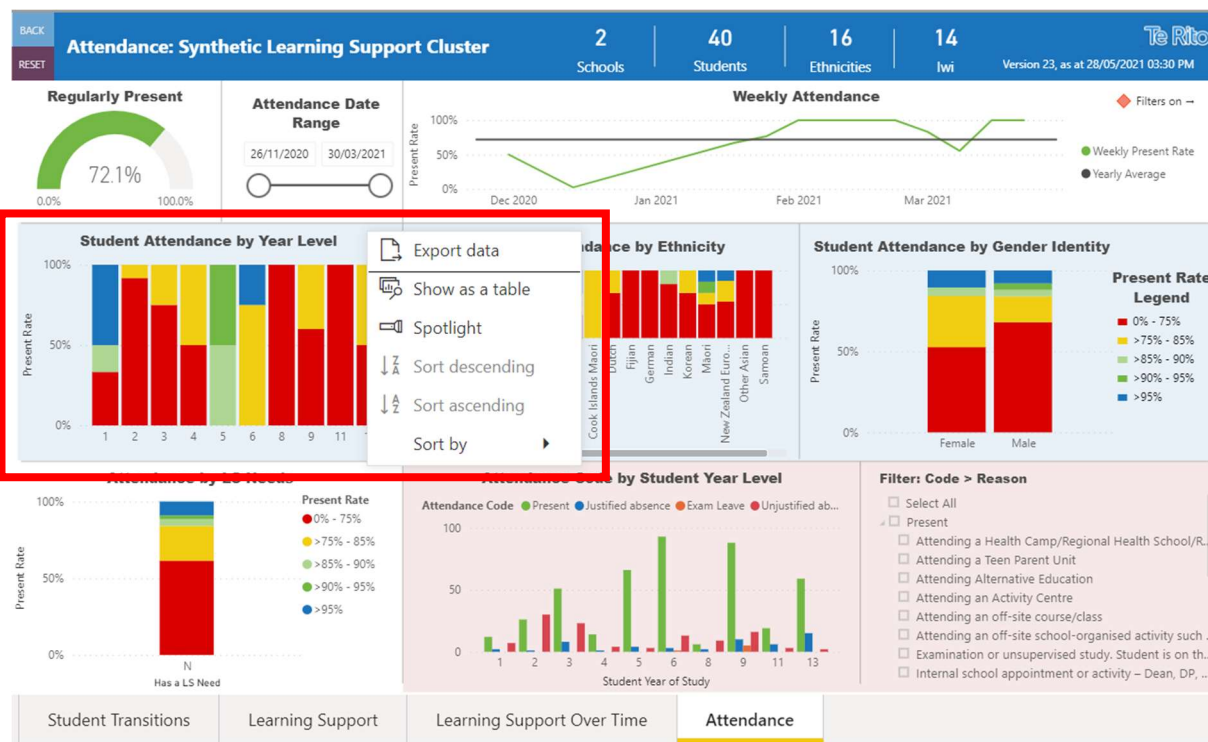
### Steps

1. For any of the stack or bar graphs in the Attendance Dashboard:
  - » Hover over the **name of the graph** until the three dots for More options appear.
  - » Click on the three dots (not on More options itself).

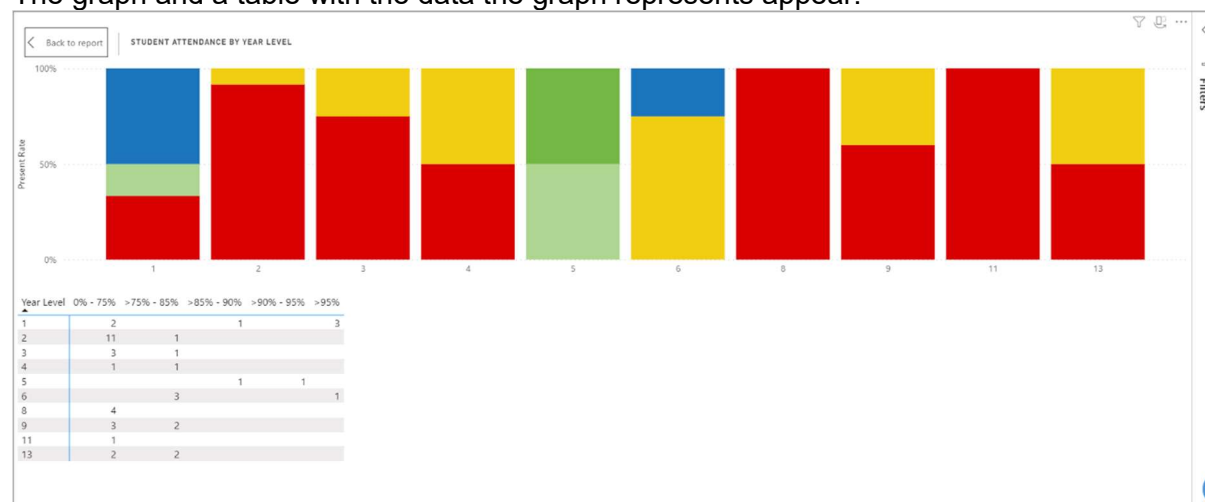


2. The options available for selection appear in a drop-down box.

» Click on Show as a table.



3. The graph and a table with the data the graph represents appear.



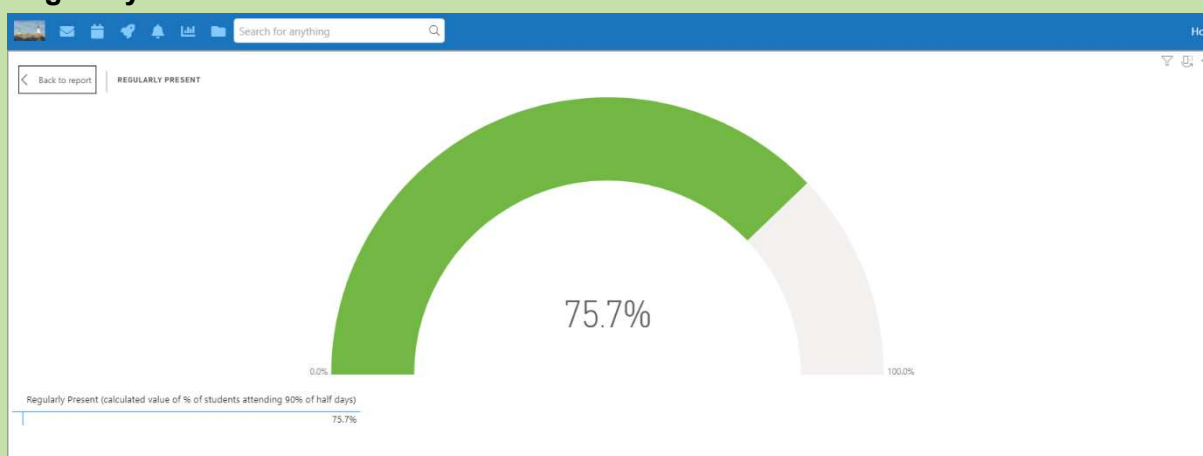
4. From here you can choose one of the options listed below (each of which has its own How-to guide)

- View filters, add, or remove filters
- Export data
- Sort by

If you decide not to use any of the above options, click on **< Back to report** to return to the main dashboard.

**Note:** Show as a table has slightly different views for the following graphs.

### Regularly Present



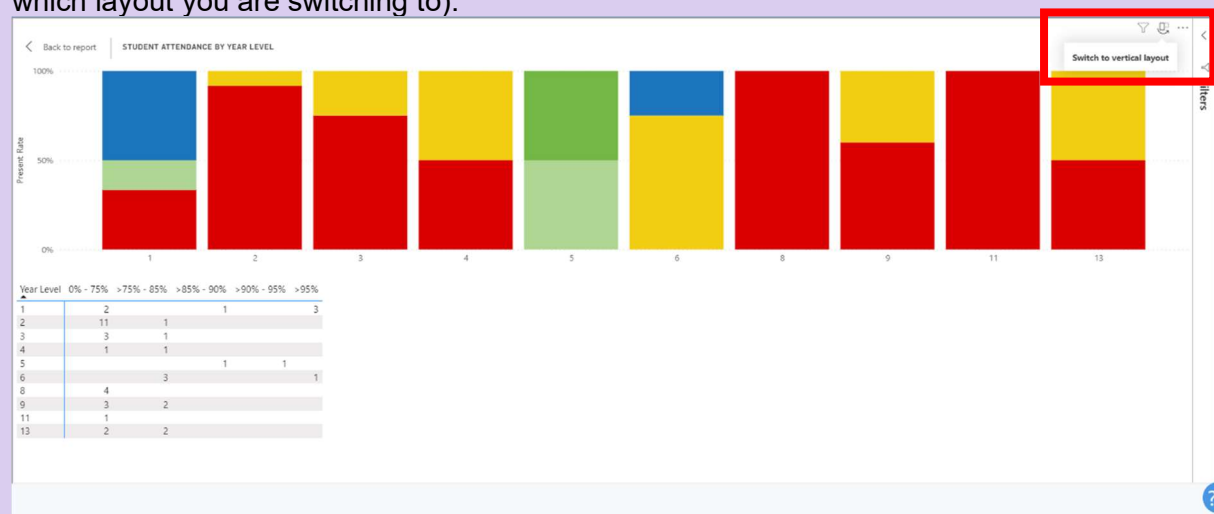
### Attendance Date Range



## Weekly Attendance



**Tip:** To switch from the horizontal layout to a vertical layout and vice versa, click on the second icon in the top right corner of the screen (if you hover before clicking it will show you which layout you are switching to).



Below is an example after switching to the vertical layout:





# How to use the Show data point as a table option

## Steps

- For any of the stack or bar graphs in the Attendance Dashboard:
  - » Right click on a stack or bar in the graph for the list of right click options to appear.
  - » Click on **Show data point as a table**.



- A more technical view of the attendance data behind the graph is shown.
  - » Click on **< Back to report** when you are ready to return to the dashboard.

Student_RefId	Provider_RefId	AttendanceTimeList_AttendanceTime_RefId	AttendanceTimeList_AttendanceTime_MeetingType	AttendanceTimeList_AttendanceTime_MeetingPeriodId
78d630cd-1e6c-3cb3-69c7-3de2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22075	SCH	0
78d630cd-1e6c-3cb3-69c7-3de2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22076	SCH	1
78d630cd-1e6c-3cb3-69c7-3de2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22077	SCH	2
78d630cd-1e6c-3cb3-69c7-3de2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22109	SCH	0
78d630cd-1e6c-3cb3-69c7-3de2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22110	SCH	1
78d630cd-1e6c-3cb3-69c7-3de2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22139	SCH	2
78d630cd-1e6c-3cb3-69c7-3de2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22140	SCH	3
78d630cd-1e6c-3cb3-69c7-3de2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22203	SCH	0
78d630cd-1e6c-3cb3-69c7-3de2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22204	SCH	1
78d630cd-1e6c-3cb3-69c7-3de2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22205	SCH	2
78d630cd-1e6c-3cb3-69c7-3de2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22206	SCH	3
78d630cd-1e6c-3cb3-69c7-3de2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22241	SCH	0
78d630cd-1e6c-3cb3-69c7-3de2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22242	SCH	1
78d630cd-1e6c-3cb3-69c7-3de2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22271	SCH	2
78d630cd-1e6c-3cb3-69c7-3de2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22272	SCH	3
78d630cd-1e6c-3cb3-69c7-3de2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22289	SCH	0
78d630cd-1e6c-3cb3-69c7-3de2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22290	SCH	1
78d630cd-1e6c-3cb3-69c7-3de2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22348	SCH	0
78d630cd-1e6c-3cb3-69c7-3de2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22349	SCH	1
7935ec2d-118f-31d6-69ef-bfe2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22069	SCH	0
7935ec2d-118f-31d6-69ef-bfe2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22070	SCH	1
7935ec2d-118f-31d6-69ef-bfe2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22071	SCH	2
7935ec2d-118f-31d6-69ef-bfe2de12c576	479cb668-2126-083d-6e76-2692ee12c576	30011_22105	SCH	1

AttendanceTimeList_AttendanceTime_Code	ProviderRefId-StudentRefId	AttendanceTimeList_AttendanceTime_Code_lu
P	479cb668-2126-083d-6e76-2692ee12c576-78d630cd-1e6c-3cb3-69c7-3de2de12c576	Present
T	479cb668-2126-083d-6e76-2692ee12c576-78d630cd-1e6c-3cb3-69c7-3de2de12c576	No information provided – truant (or throw-away explanation)
M	479cb668-2126-083d-6e76-2692ee12c576-78d630cd-1e6c-3cb3-69c7-3de2de12c576	Absent due to short-term illness/medical reasons
P	479cb668-2126-083d-6e76-2692ee12c576-78d630cd-1e6c-3cb3-69c7-3de2de12c576	Present
P	479cb668-2126-083d-6e76-2692ee12c576-78d630cd-1e6c-3cb3-69c7-3de2de12c576	Present
P	479cb668-2126-083d-6e76-2692ee12c576-78d630cd-1e6c-3cb3-69c7-3de2de12c576	Present
P	479cb668-2126-083d-6e76-2692ee12c576-78d630cd-1e6c-3cb3-69c7-3de2de12c576	Present
L	479cb668-2126-083d-6e76-2692ee12c576-78d630cd-1e6c-3cb3-69c7-3de2de12c576	Late to class
L	479cb668-2126-083d-6e76-2692ee12c576-78d630cd-1e6c-3cb3-69c7-3de2de12c576	Late to class
F	479cb668-2126-083d-6e76-2692ee12c576-78d630cd-1e6c-3cb3-69c7-3de2de12c576	Attending an off-site course/class
P	479cb668-2126-083d-6e76-2692ee12c576-78d630cd-1e6c-3cb3-69c7-3de2de12c576	Present
L	479cb668-2126-083d-6e76-2692ee12c576-78d630cd-1e6c-3cb3-69c7-3de2de12c576	Late to class
F	479cb668-2126-083d-6e76-2692ee12c576-78d630cd-1e6c-3cb3-69c7-3de2de12c576	Attending an off-site course/class
P	479cb668-2126-083d-6e76-2692ee12c576-78d630cd-1e6c-3cb3-69c7-3de2de12c576	Present
M	479cb668-2126-083d-6e76-2692ee12c576-78d630cd-1e6c-3cb3-69c7-3de2de12c576	Absent due to short-term illness/medical reasons
L	479cb668-2126-083d-6e76-2692ee12c576-78d630cd-1e6c-3cb3-69c7-3de2de12c576	Late to class
P	479cb668-2126-083d-6e76-2692ee12c576-78d630cd-1e6c-3cb3-69c7-3de2de12c576	Present
L	479cb668-2126-083d-6e76-2692ee12c576-78d630cd-1e6c-3cb3-69c7-3de2de12c576	Late to class
P	479cb668-2126-083d-6e76-2692ee12c576-78d630cd-1e6c-3cb3-69c7-3de2de12c576	Present
P	479cb668-2126-083d-6e76-2692ee12c576-7935ec2d-1f8f-3fd6-69ef-bfe2de12c576	Present
L	479cb668-2126-083d-6e76-2692ee12c576-7935ec2d-1f8f-3fd6-69ef-bfe2de12c576	Late to class
M	479cb668-2126-083d-6e76-2692ee12c576-7935ec2d-1f8f-3fd6-69ef-bfe2de12c576	Absent due to short-term illness/medical reasons
P	479cb668-2126-083d-6e76-2692ee12c576-7935ec2d-1f8f-3fd6-69ef-bfe2de12c576	Present

**Note:** The above is actually a single page with a scroll bar, but needed to be split into two screenshots to fit in this guide. The screenshot below shows what the screen will actually look like in this view.

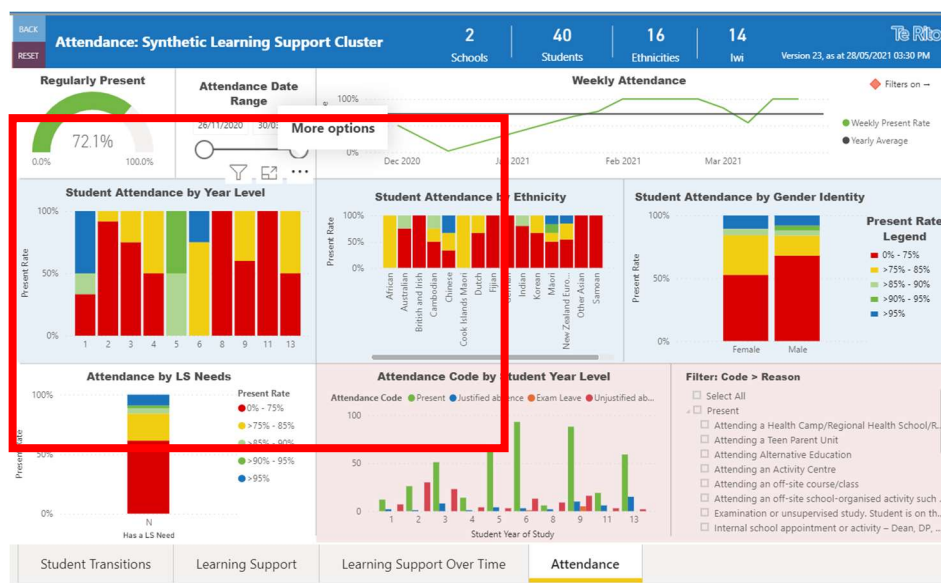
[illegible]

# Exporting Data

## How to use the Export data option via the main dashboard or Focus Mode

### Steps

1. To use the option from the main dashboard, for any of the stack or bar graphs in the dashboard:
  - » Hover over the **name of the graph** until the three dots for **More options** appear.
  - » Click on the three dots (not on **More options** itself).

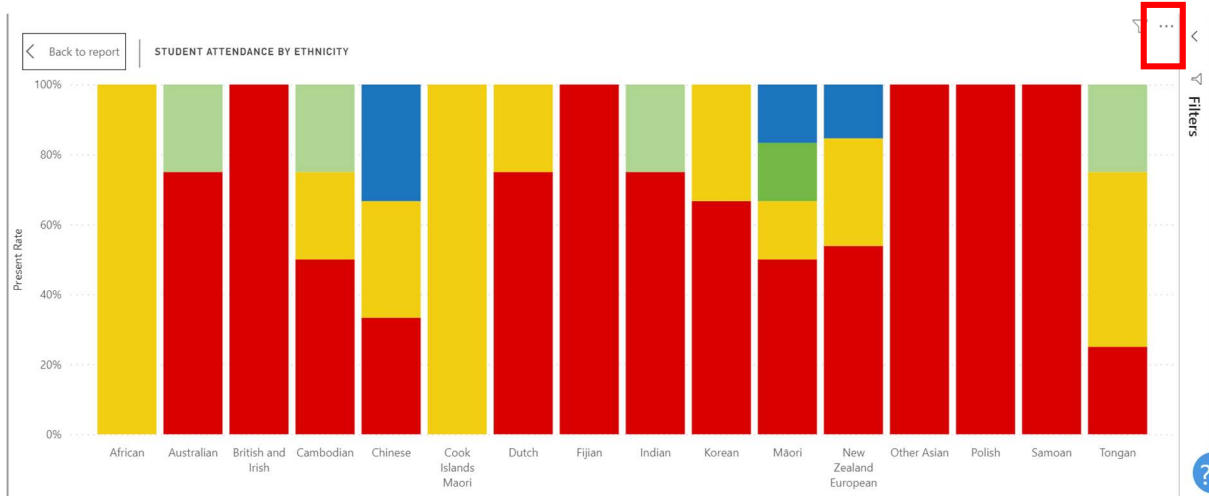


2. To use the option from Focus Mode, for any of the stack or bar graphs in the dashboard:
  - » Hover over the **name of the graph** until **Focus Mode** appears.
  - » Click on the Focus mode icon (not on **Focus Mode** itself)



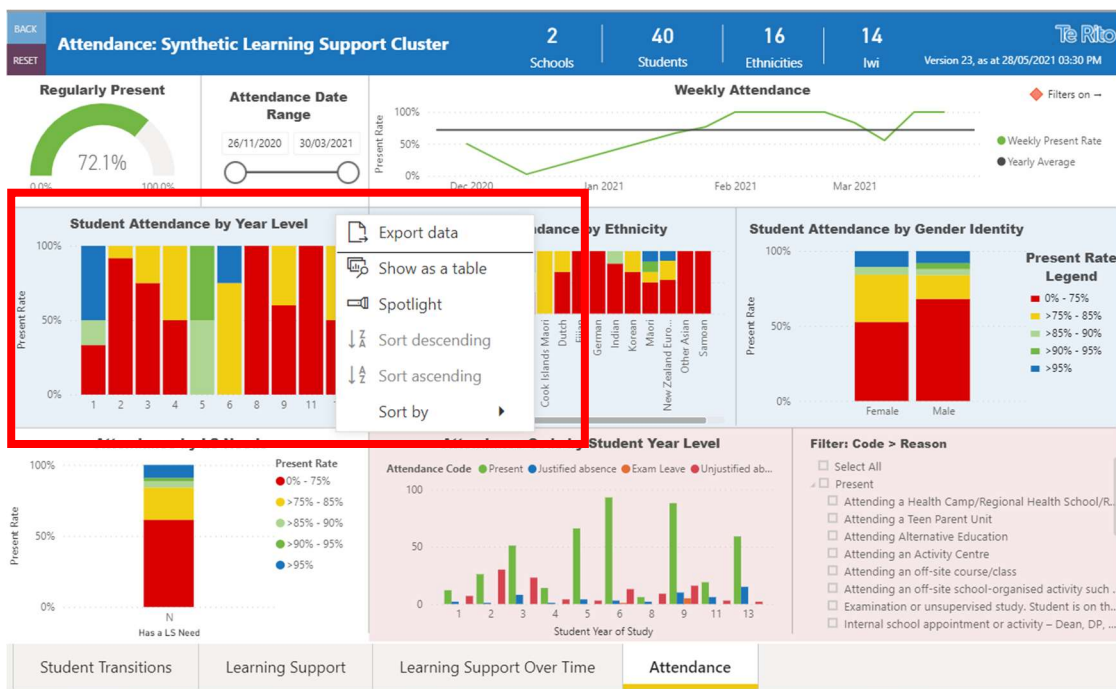
3. A full screen view of the graph appears.

» Click on the three dots in the top right corner

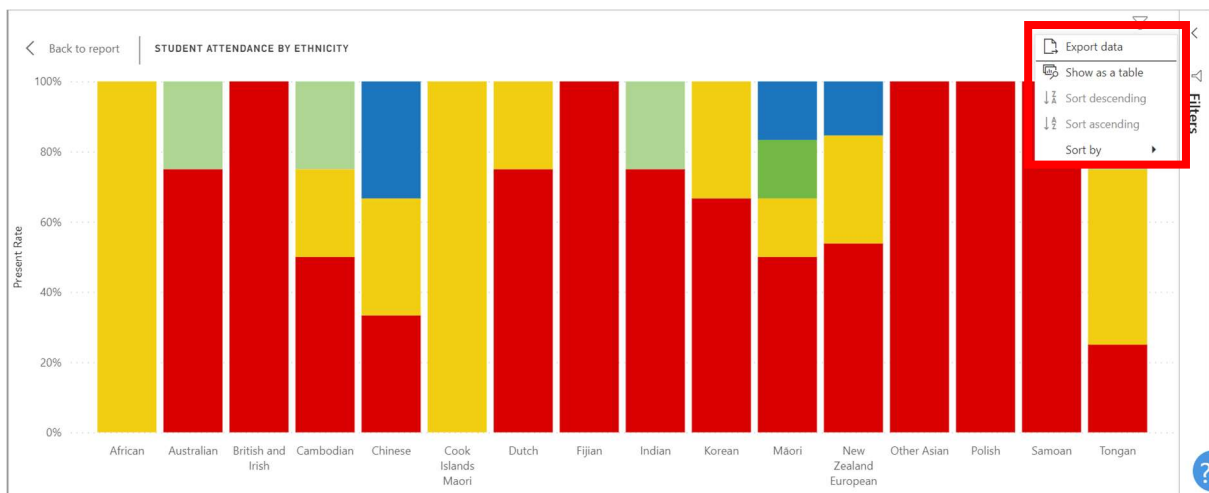


4. Whether you are using the main dashboard or focus mode, once you have clicked on the three dots, the options available for selection appear in a drop-down box.

» Click on Export data





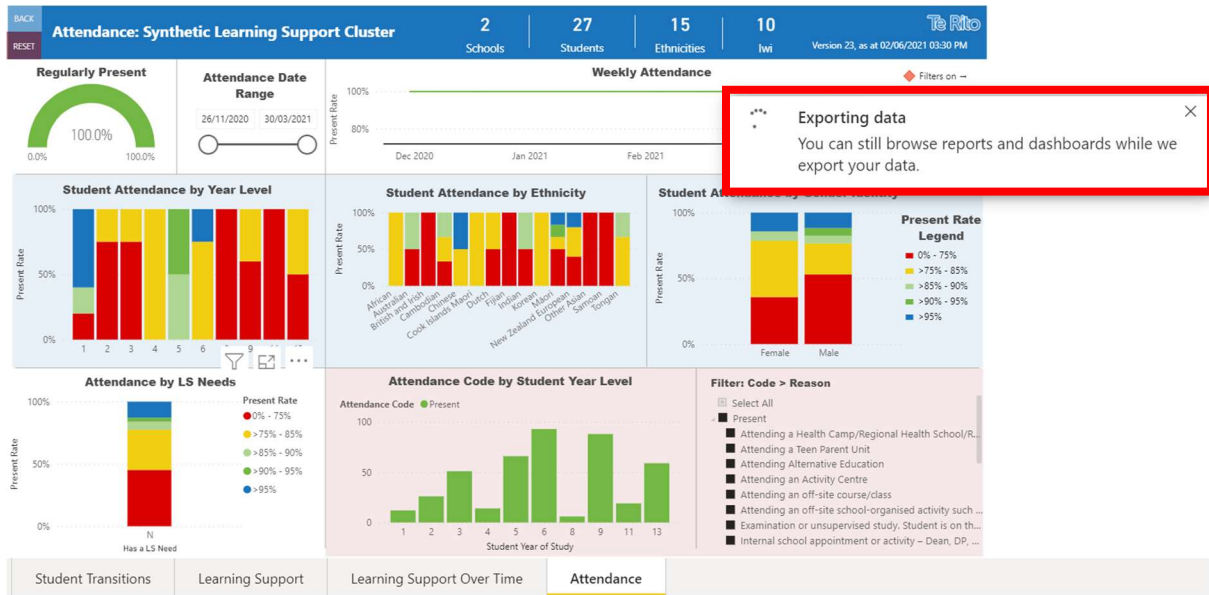


5. The **Export data** box appears.

- » If you prefer the default File format option of .xlsx, click the **Export** button
- » If you prefer a .csv file format, click on the drop-down under **File format** to select the .csv option and then click the **Export** button
- » Click **Cancel** if you decide not to export data and you will be returned to the dashboard

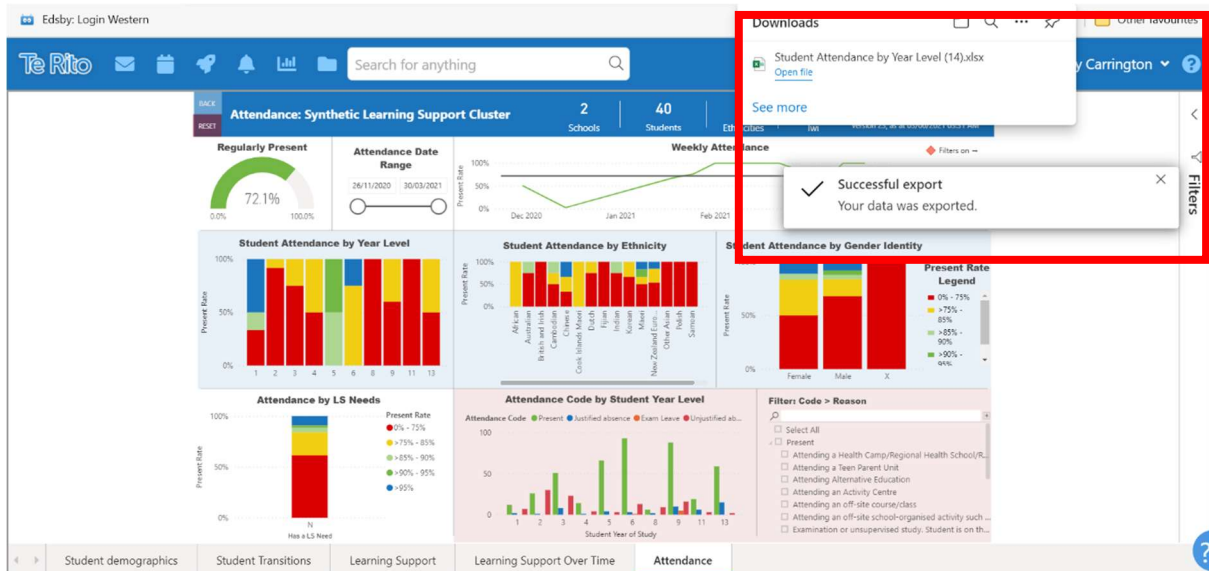


## 6. The **Exporting data** box appears.



## 7. The **Successful export** box and **Downloads** pop-up appear when the export has completed.

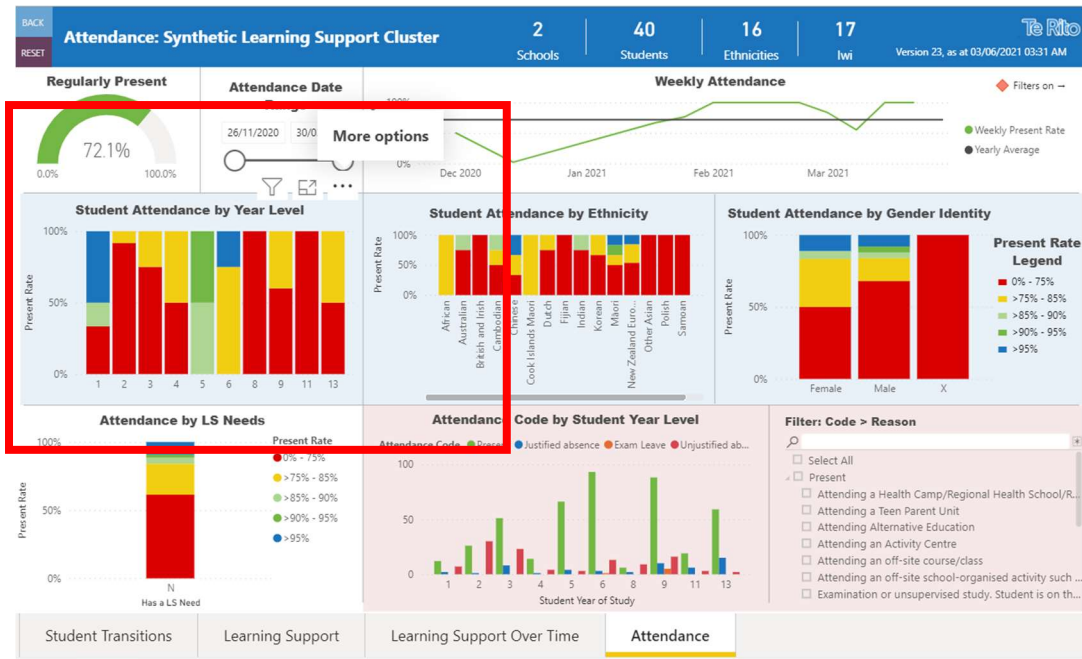
- » In the **Downloads** pop-up, click on the **Open File** link to be taken to Microsoft Excel, where standard Excel functions can be used.
- » Click anywhere on the dashboard or graph to return to the normal view



# How to use the Export data option via the Show as a table option

## Steps

- For any of the stack or bar graphs in the dashboard:
  - » Hover over the **name of the graph** until the three dots for **More options** appear.
  - » Click on the three dots (not on **More options** itself).

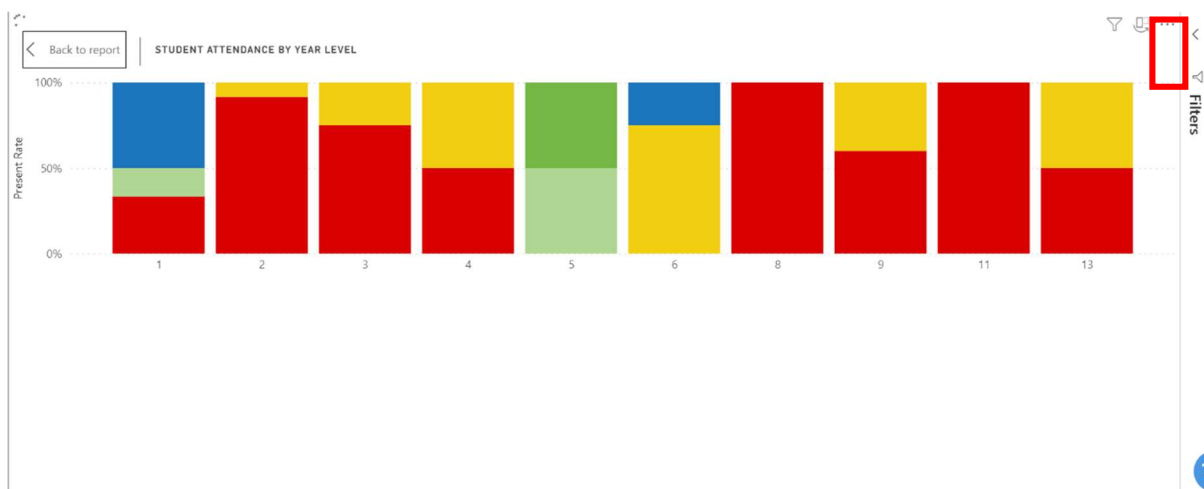


- The options available for selection appear in a drop-down box.

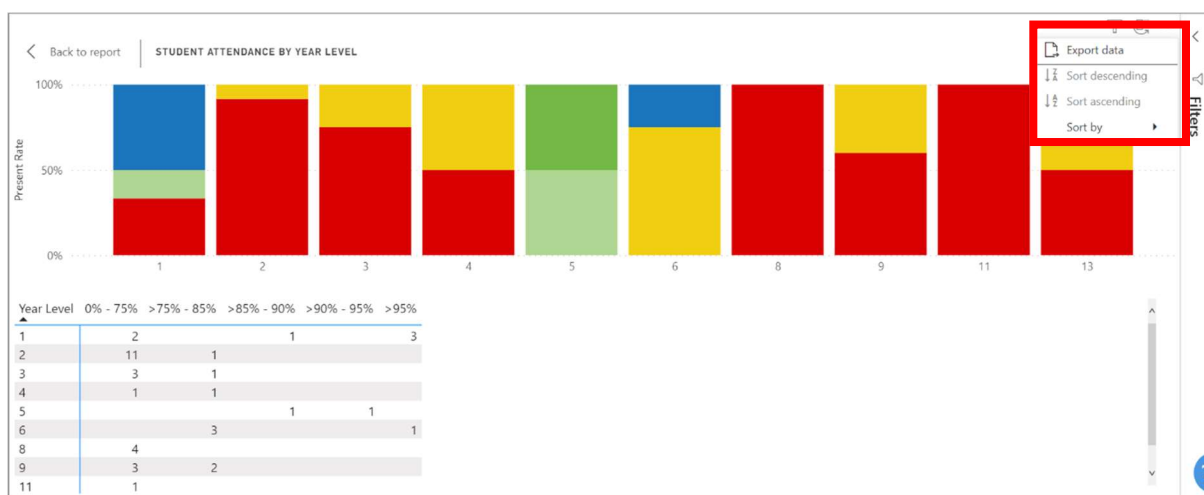
- » Click on **Show as a table**



3. A full screen view of the graph appears.
  - » Click on the **three dots** in the top right corner



4. The list of options appears.
  - » Click on Export data



5. The **Export data** box appears.

- » If you prefer the default File format option of .xlsx, click the **Export** button
- » If you prefer a .csv file format, click on the drop-down under **File format** to select the .csv option and then click the **Export** button
- » Click **Cancel** if you decide not to export data and you will be returned to the graph

Export data

Which data would you like to export?

☒ Summarized data

☐ Underlying data

File format:

.xlsx (Excel 150,000-row max)

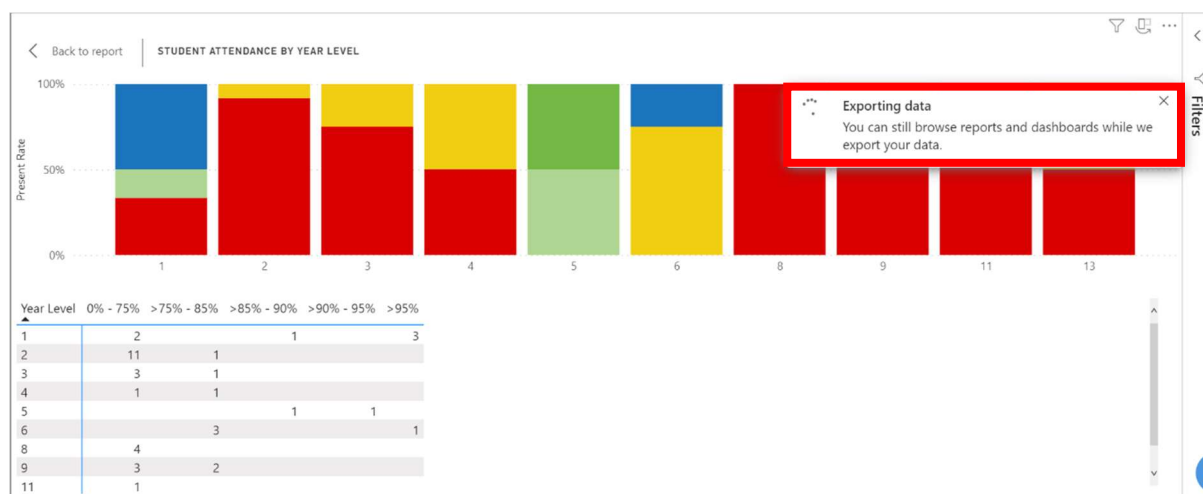
☐ Data exports with all applied filters.

☐ For large data models, only a limited number of rows can be exported. [Learn more](#)

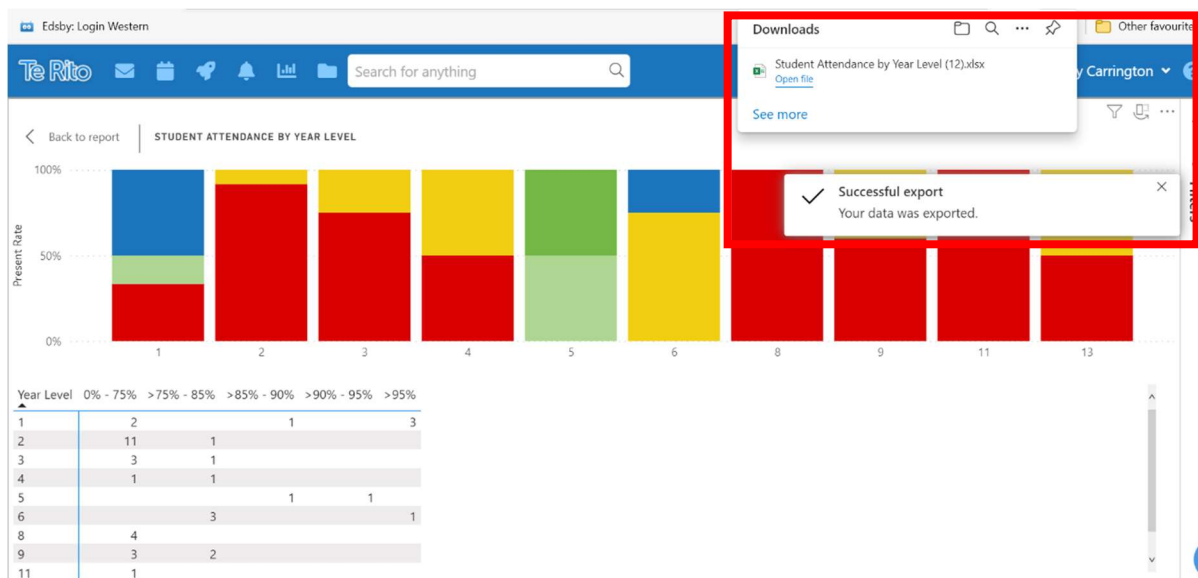
Export Cancel

Year Level	0% - 75%	>75% - 85%	>85% - 90%	>90% - 95%	>95%
1	2			1	
2	11	1			
3	3	1			
4	1	1			
5				1	
6			3		
8	4				
9	3	2			
11	1				

6. The **Exporting data** box appears.



7. The **Successful export** box and **Downloads** pop-up appear when your request has been processed.
- » In the **Downloads** pop-up, click on the **Open File** link to be taken to Microsoft Excel, where standard Excel functions can be used.
  - » Click anywhere on the graph to return to the normal view





# Drilling through to another dashboard

## How to use the Drill through option

### Steps

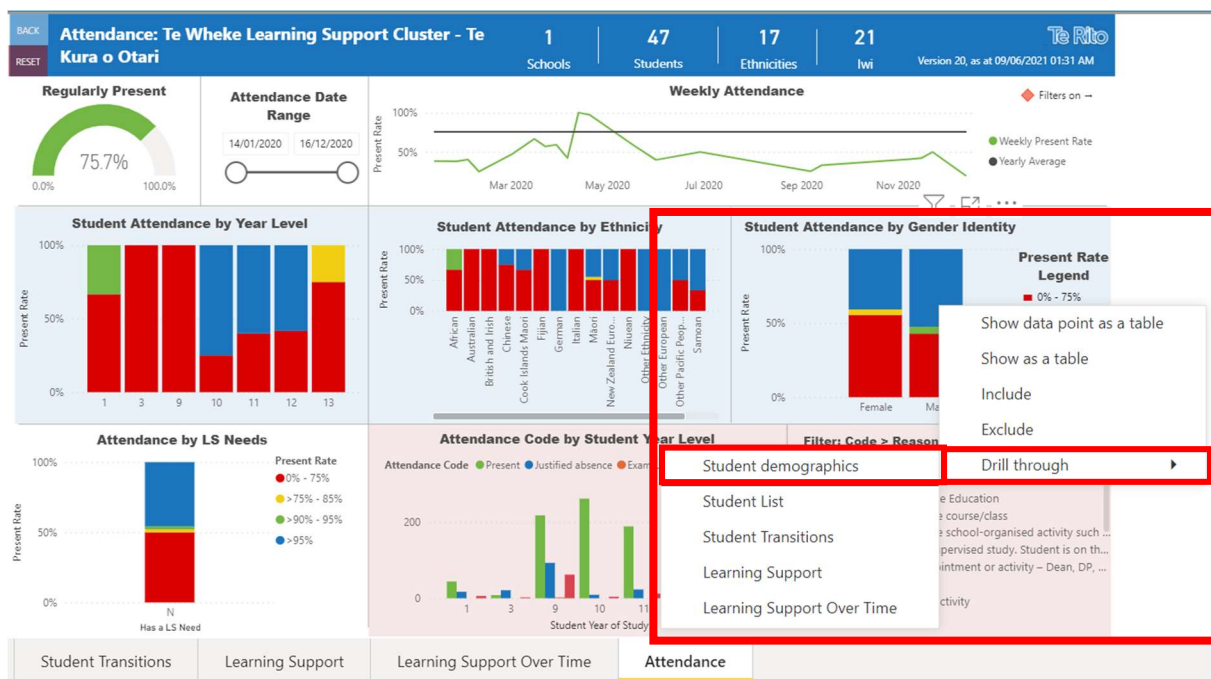
1. For any graph in the Attendance dashboard:
  - » Right click on the **stack or bar** that is the data point you wish to see more information about in another of the Te Rito dashboards (in this example, the stack being drilled through from is the **Male Present Rate % > 95%** stack)



- Upon right-clicking, the list of right click options appears:
  - » Hover over Drill through

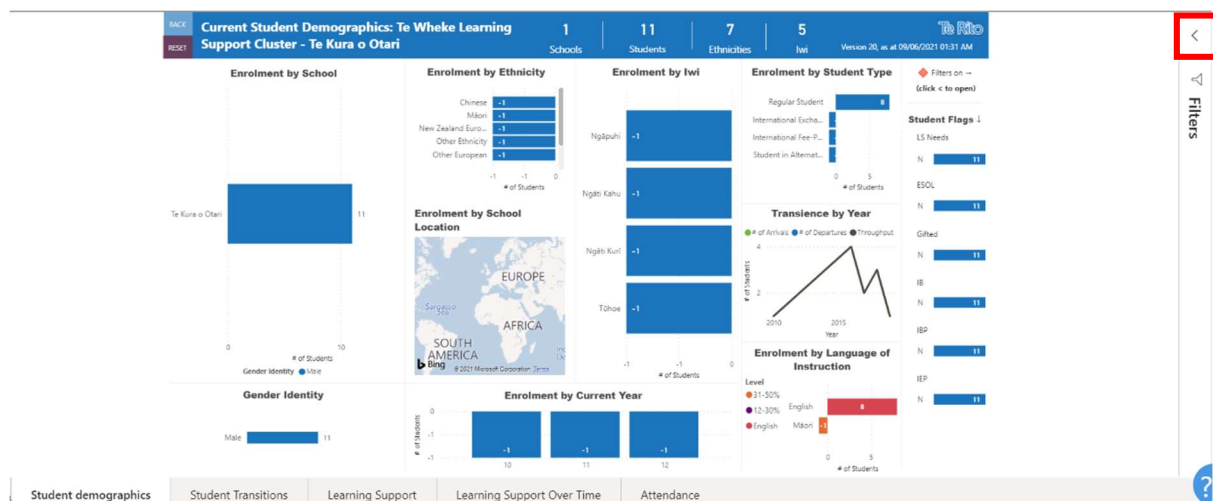


- The list of **Drill through** options appears:
  - » Click on the name of the dashboard you wish to drill through to (in this example, we are using **Student demographics**)



- You are taken to the dashboard you chose to drill through to (in this example it was Student demographics).

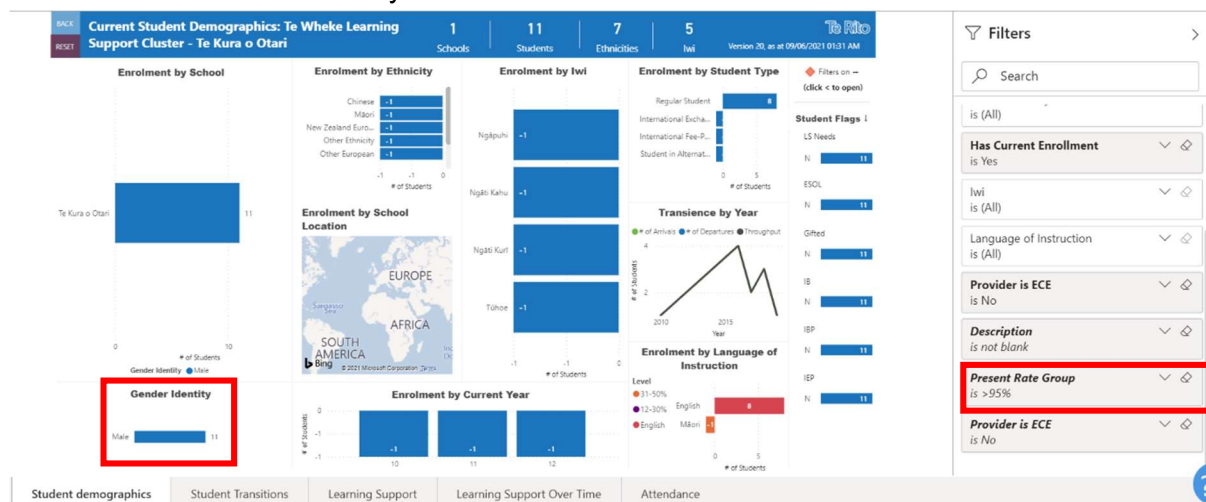
» Click on the arrow to expand the **Filters** bar



- The filters in effect for the **Student demographics dashboard** are shown in the expanded Filters bar. You may need to use the scroll bar to see them all, depending on how many default filters the dashboard has.

» The following have been carried through from the Student Attendance by Gender Identity graph in the Attendance Dashboard to the Student demographics dashboard:

- Present Rate % is > 95% (this was the stack drilled through from)
- Gender Identity is Male



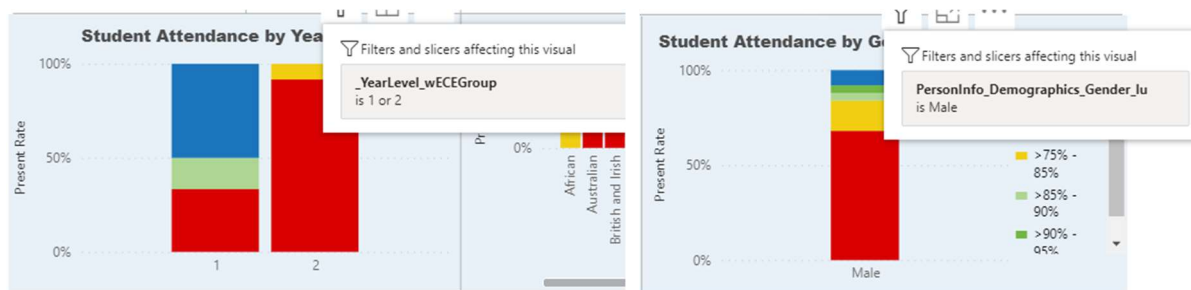
## How to use the Drill through option with filters applied to a graph

### Starting point for the steps in this example

The scenario covered in this guide is intended to demonstrate how the **Present Rate %** for a graph, as well as **any filters applied to that same graph**, will influence the data included in the dashboard being you are drilling through to.

The starting point for this guide is where filters have already been applied to the **Student Attendance by Year Level** and **Student Attendance by Gender Identity** graphs.

Student Attendance by Year Level is filtered to Year Level 1 and 2 only, and Student Attendance by Gender Identity is by Male only.

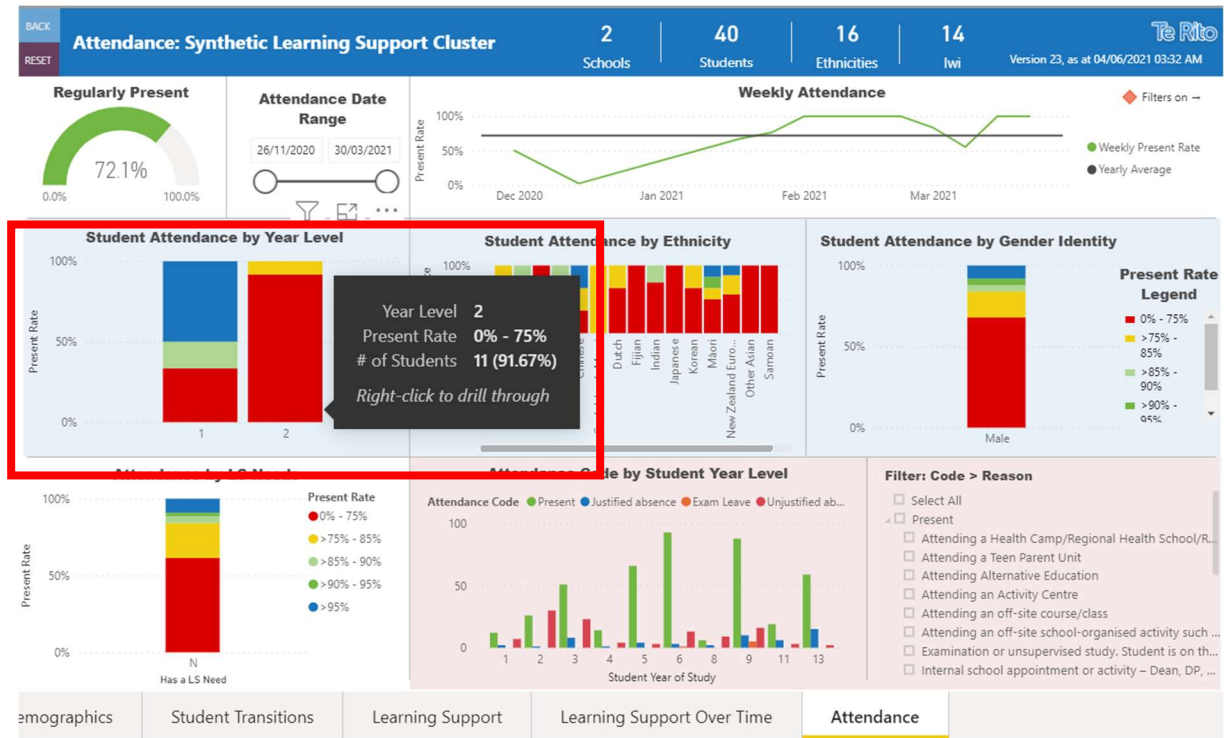


For instructions on how to apply a filter to an individual graph in any of the Te Rito dashboard, refer to the **Te Rito Dashboards; Dashboard Controls How To** guide [\[insert link here\]](#).

**Note:** You can use the **Drill through** option without filters on any of the graphs in the Attendance Dashboard. Where this is the case, it is the **Present Rate %** that acts like a filter.

## Steps

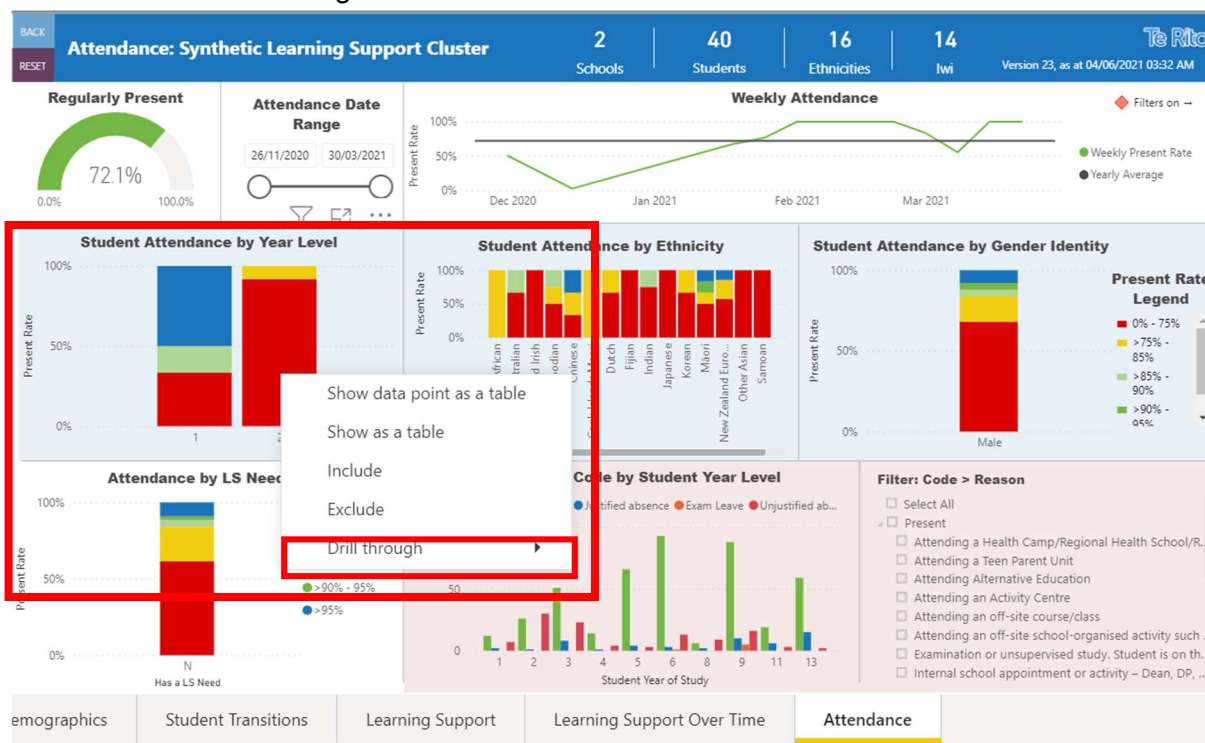
- For any graph in the Attendance Dashboard:
  - » Right click on the stack or bar that is the data point you wish to see more information about in another of the Te Rito dashboards (in this example, the stack being drilled through from is the Present Rate % > 0 – 75% stack)





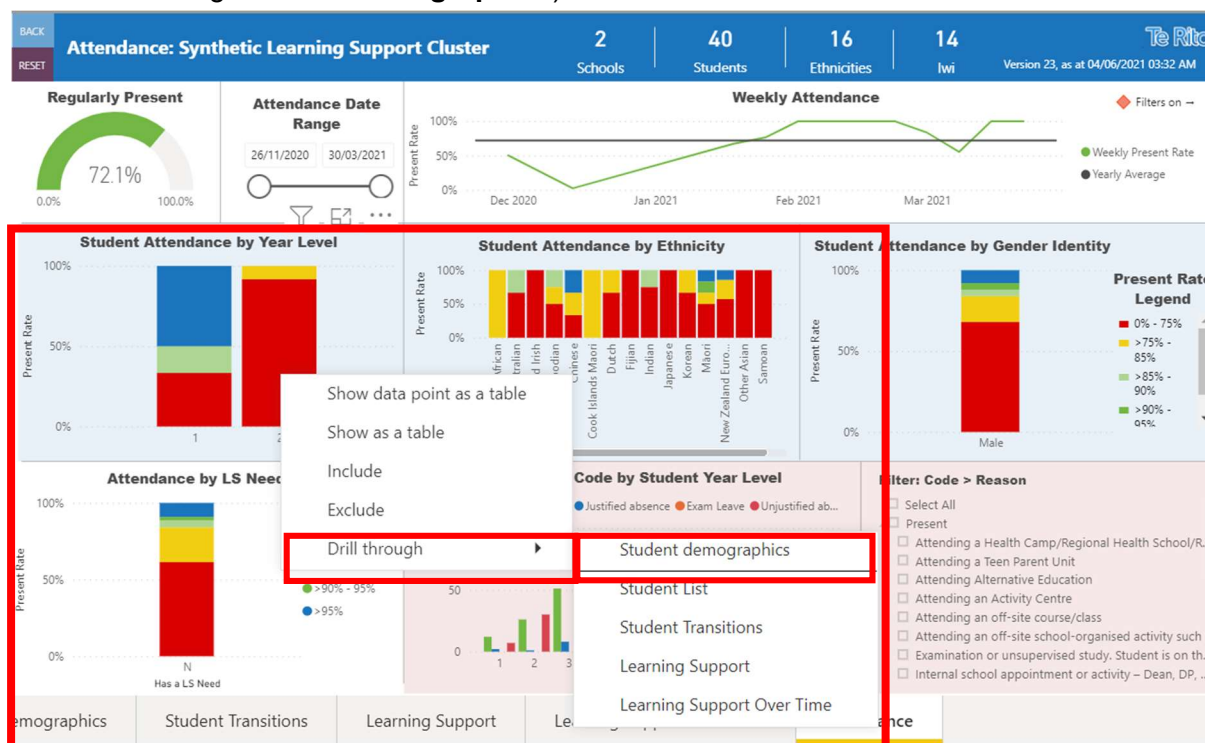
2. Upon right-clicking, the list of right click options appears:

» Hover over Drill through



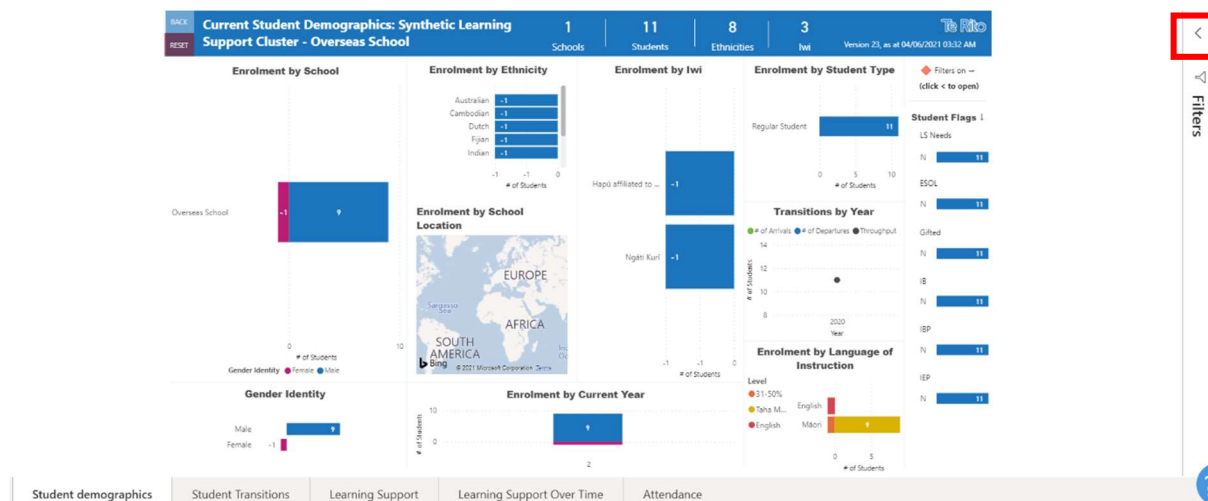
3. The list of **Drill through** options appears:

» Click on the name of the dashboard you wish to drill through to (in this example, we are using **Student demographics**)



- You are taken to the dashboard you chose to drill through to (in this example it was Student demographics).

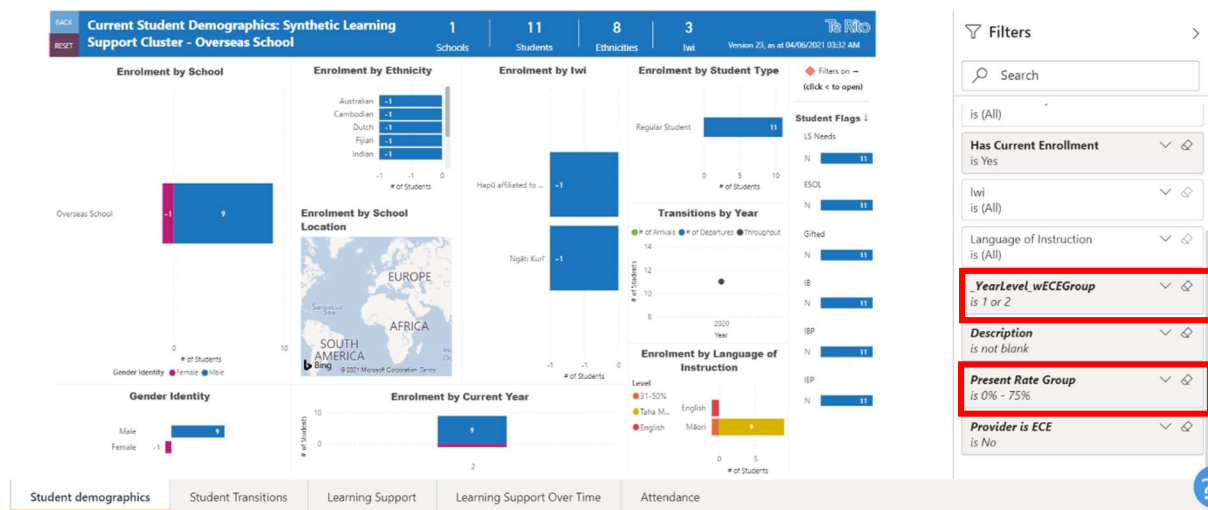
» Click on the arrow to expand the **Filters** bar



- The filters in effect for the **Student demographics dashboard** are shown in the expanded Filters bar. You may need to use the scroll bar to see them all, depending on how many default filters the dashboard has.

» The following have been carried through from the Student Attendance by Year Level graph in the Attendance Dashboard to the Student demographics dashboard:

- Present Rate % is 0 – 75% (this was the stack drilled through from)
- Year Level is 1 or 2 (this is the filter that was in effect for the graph)

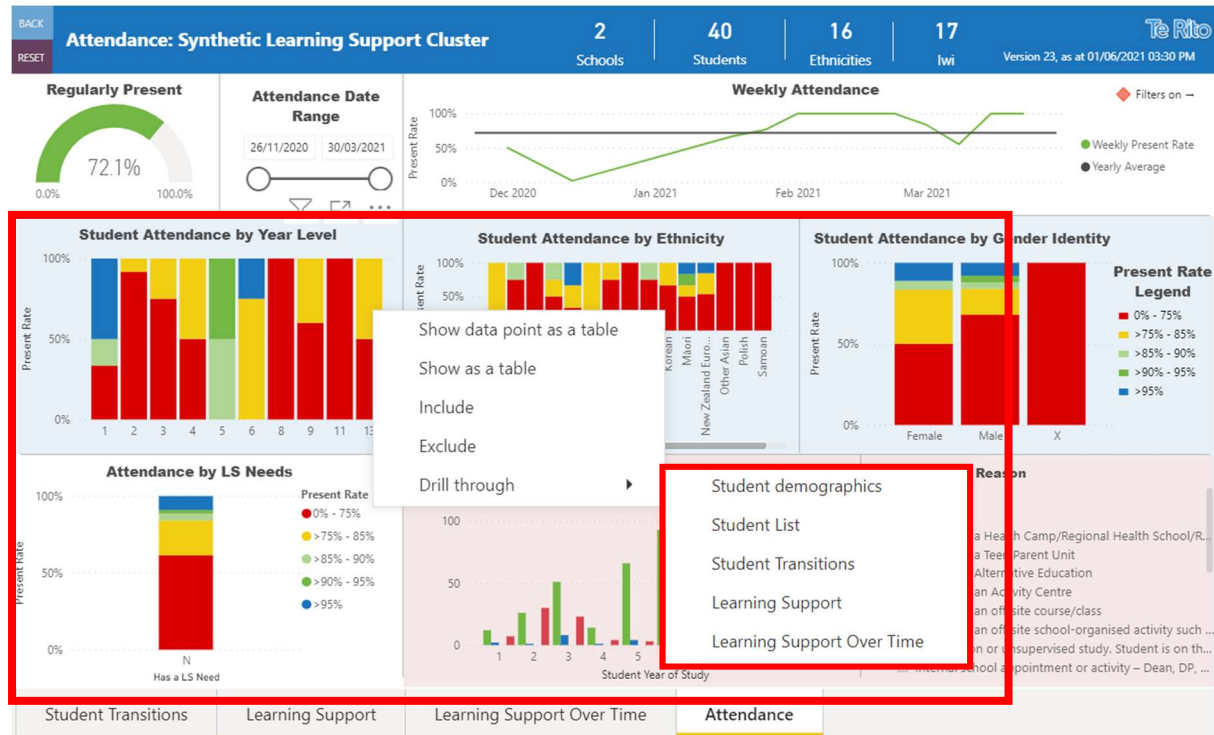


**Note:** If the **Year Level is 1 or 2** filter was not in effect in the Student Attendance by Year Level graph, it would just be the **Present Rate %** that would have been carried through. All filters applied to the graph you are drilling through from will carry over to the new dashboard. No other filters will though.

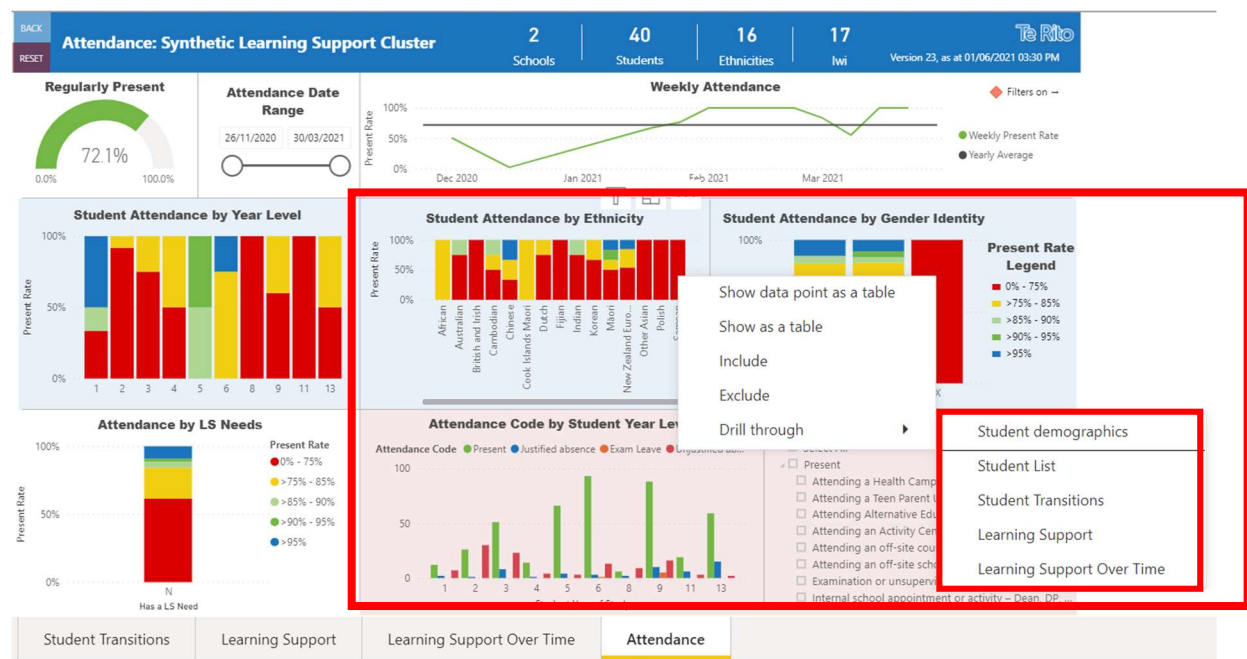
## Additional information – Drill through options per graph

This section shows the Drill through options per Attendance Dashboard graph.

### Student Attendance by Year level

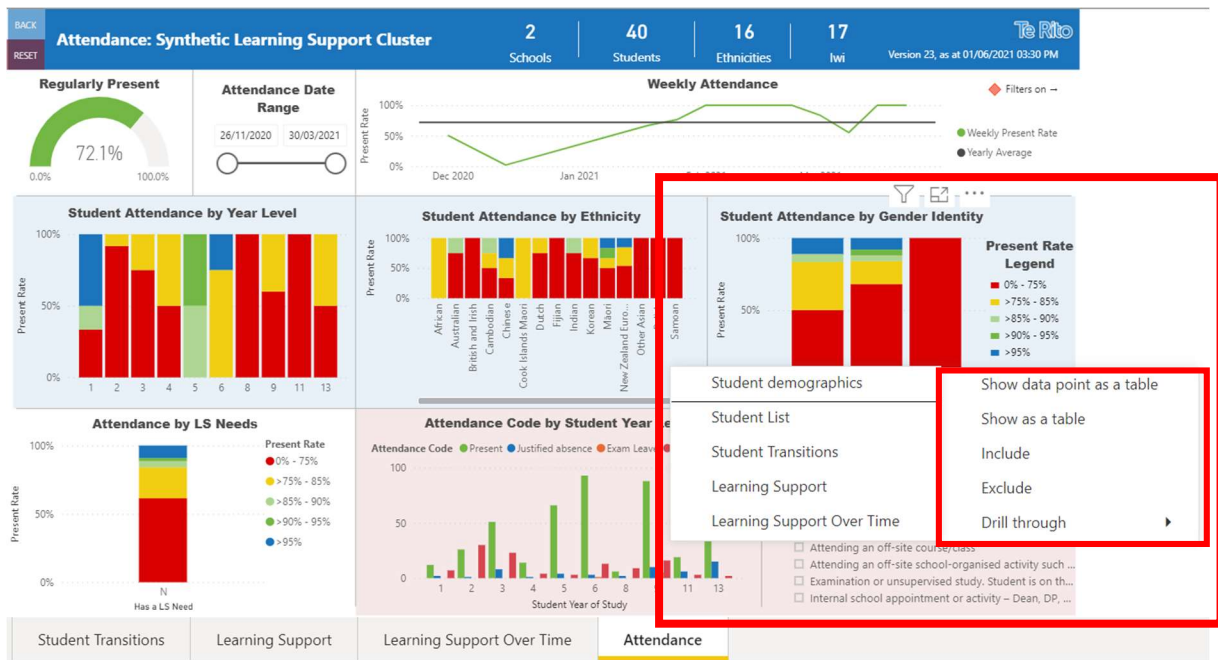


### Student Attendance by Ethnicity

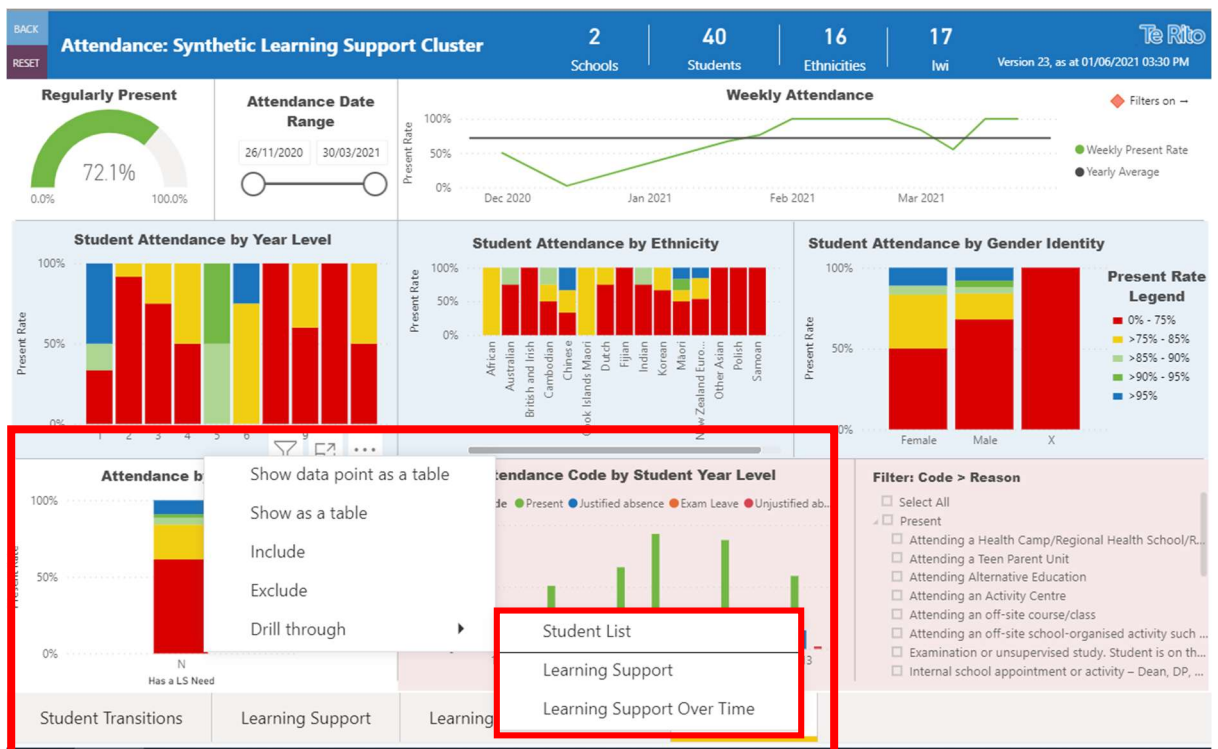




## Student Attendance by Gender identity



## Attendance by Learning support needs



## Attendance code by Student year level

