AB6 Extracting student attendance data file for a Ministry of Education Survey

musac

Student attendance survey data required by the Ministry of Education is extracted to a file which can be submitted to the Ministry through the Student Data Portal following the steps below.

- 1 Log into AB6 as an administrator.
- 2 Click the 'Reporting' button.
- 3 Click 'Summaries & Analysis'.
- 4 Choose 'Biennial Attendance Survey'.
- 5 Click in the From field and click 'Term 2 Start'.

- 3	Compliance Reporting			23
R	Biennial Attendance Survey			
ac.co.r		Biennial Attendance Survey		2
	Compliance Reporting Biennial Attendance Survey	From 22/04/2013 To 12/07/2013		
œ				
2		Absences		
37 •		July 2013 Mon Tue Wed Thu Fri Satt Sur Term 1 Start		
		24 25 26 27 28 50 27 1 2 3 4 5 6 7 8 9 10 11 7 10 11 4 15 16 17 18 19 20 21		
†		22 23 24 25 26 27 28 Termidiate Termidiate 29 30 31 Termidiate		
?		12/07/2013 School is open		
		OX Cence		
		Generate	Close	

- 6 Click 'OK'.
- 7 Click in the To field and click 'Term 2 End'.
- 8 Click OK.

Report should be for 10 days				
i	The end date should be 10 open school days from the start date for this report, which should be 6/05/2013. Do you want to use the 10-day period? Click Yes to substitute the recommended end date. Click No to continue with your selected date.			
	<u>Y</u> es <u>N</u> o			

10 Click 'Generate'.



11 After a short period of time the data table will display on screen and simultaneously save a file (with a '.csv' extension) into the \AB\Exports folder. The message below displays.



12 This file XXXX_DDMMYY_att.csv (where XXXX is your MoE number and DDMMYY is the file creation date) can then be submitted to the MoE through the Student Data Portal.

