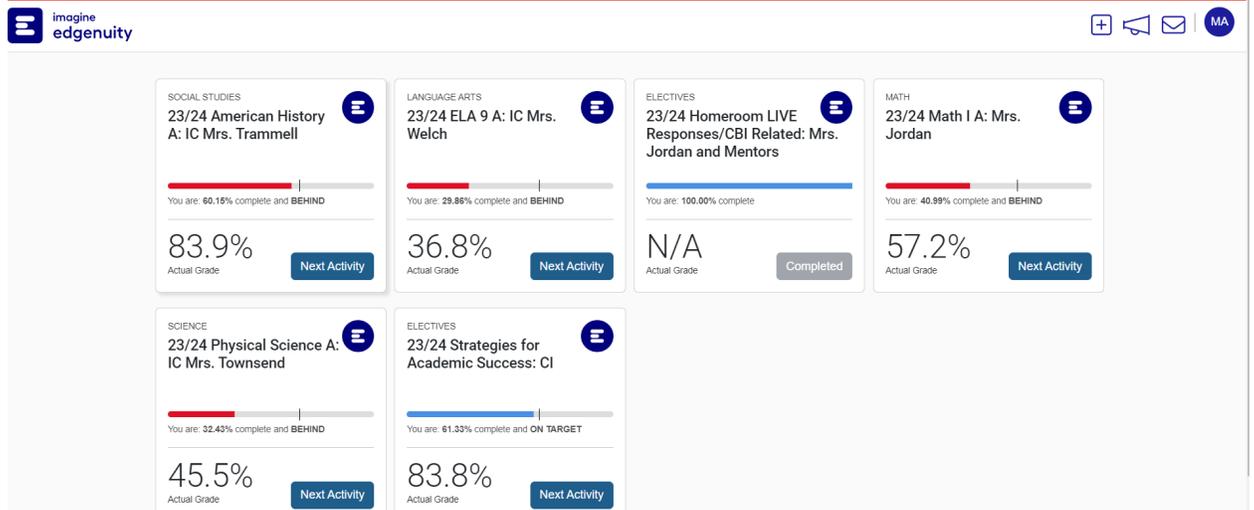


## Checking Your Student's Attendance Time:

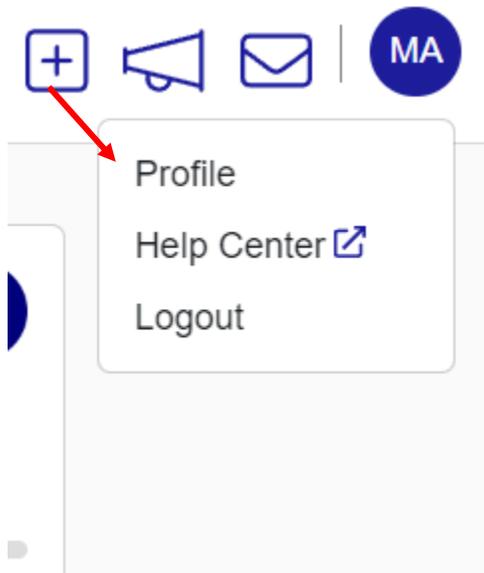
1. Have your student log in to their Edgenuity account. You should see their home screen showing all their courses, and the BIG percent is their current grade. In this example, we can see this student is BEHIND in almost everything, and they are failing 3 of their 5 classes.



The screenshot shows the Edgenuity student dashboard. At the top left is the 'imagine edgenuity' logo. At the top right are icons for a plus sign, a megaphone, an envelope, and a purple circle with 'MA' inside. A red arrow points to this purple circle. Below the navigation bar are six course cards, each with a progress bar and a 'Next Activity' button. The courses and their completion percentages are:

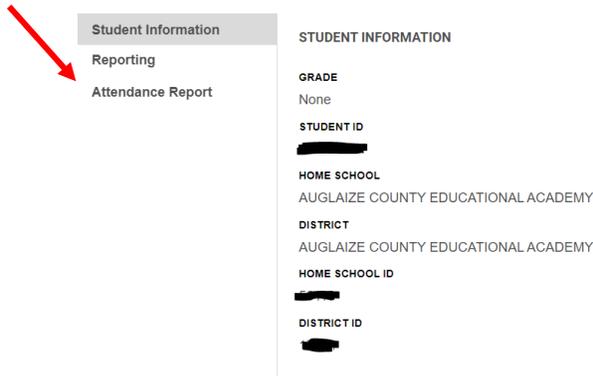
Course	Completion %	Status
SOCIAL STUDIES: 23/24 American History A: IC Mrs. Trammell	83.9%	BEHIND
LANGUAGE ARTS: 23/24 ELA 9 A: IC Mrs. Welch	36.8%	BEHIND
ELECTIVES: 23/24 Homeroom LIVE Responses/CBI Related: Mrs. Jordan and Mentors	N/A	Completed
MATH: 23/24 Math I A: Mrs. Jordan	57.2%	BEHIND
SCIENCE: 23/24 Physical Science A: IC Mrs. Townsend	45.5%	BEHIND
ELECTIVES: 23/24 Strategies for Academic Success: CI	83.8%	ON TARGET

2. To get to ATTENDANCE, click on the purple circle in the upper right corner of the screen. See the arrow ABOVE. You should then get the dropdown menu shown below. Click on PROFILE.



The screenshot shows the dropdown menu that appears when the user profile icon is clicked. The menu contains three options: 'Profile', 'Help Center' (with an external link icon), and 'Logout'. A red arrow points to the 'Profile' option.

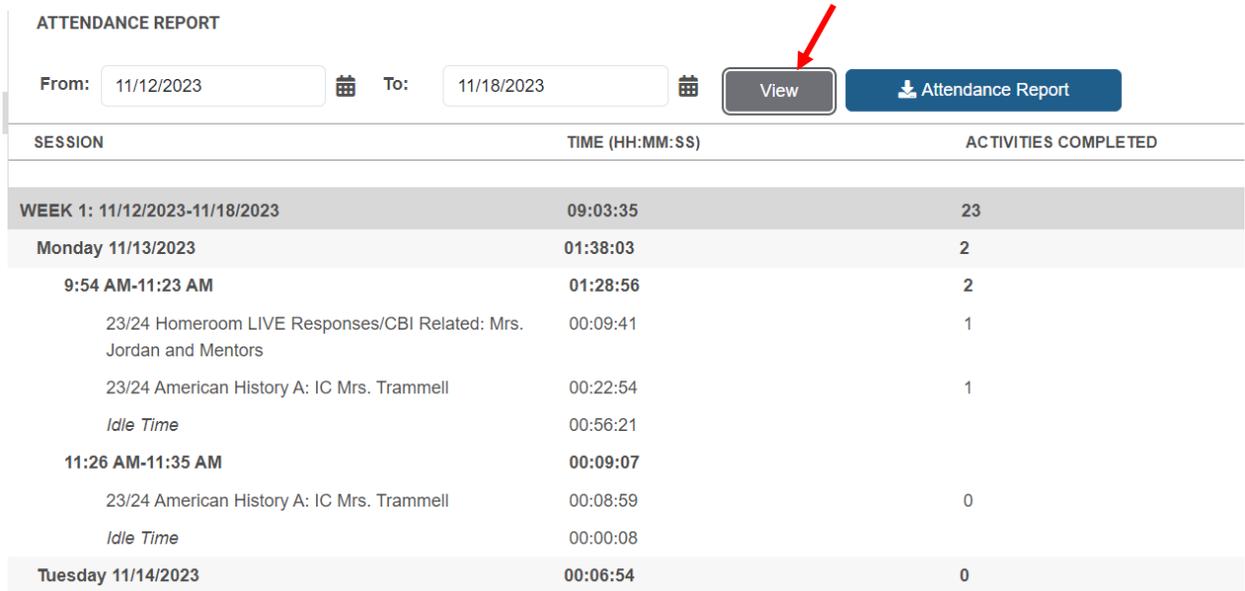
- On the next screen, shown below, click on Attendance Report on the left hand side of the screen.



The screenshot shows a sidebar menu on the left with three options: 'Student Information' (highlighted), 'Reporting', and 'Attendance Report'. A red arrow points to 'Attendance Report'. The main content area is titled 'STUDENT INFORMATION' and lists the following details:

- GRADE: None
- STUDENT ID: [REDACTED]
- HOME SCHOOL: AUGLAIZE COUNTY EDUCATIONAL ACADEMY
- DISTRICT: AUGLAIZE COUNTY EDUCATIONAL ACADEMY
- HOME SCHOOL ID: [REDACTED]
- DISTRICT ID: [REDACTED]

- At this point, you can set the dates and examine exactly what your student has been doing:



The screenshot shows the 'ATTENDANCE REPORT' interface. At the top, there are date selection fields: 'From: 11/12/2023' and 'To: 11/18/2023'. To the right of these fields are two buttons: 'View' (highlighted with a red arrow) and 'Attendance Report' (with a download icon). Below the date fields is a table with the following columns: 'SESSION', 'TIME (HH:MM:SS)', and 'ACTIVITIES COMPLETED'.

SESSION	TIME (HH:MM:SS)	ACTIVITIES COMPLETED
<b>WEEK 1: 11/12/2023-11/18/2023</b>	<b>09:03:35</b>	<b>23</b>
<b>Monday 11/13/2023</b>	<b>01:38:03</b>	<b>2</b>
9:54 AM-11:23 AM	01:28:56	2
23/24 Homeroom LIVE Responses/CBI Related: Mrs. Jordan and Mentors	00:09:41	1
23/24 American History A: IC Mrs. Trammell	00:22:54	1
Idle Time	00:56:21	
11:26 AM-11:35 AM	00:09:07	
23/24 American History A: IC Mrs. Trammell	00:08:59	0
Idle Time	00:00:08	
<b>Tuesday 11/14/2023</b>	<b>00:06:54</b>	<b>0</b>

On this particular report, I set the dates to look at THE CURRENT week and hit VIEW – I’ve only displayed Monday and Tuesday here (but the screen shows Monday – Friday). I can see that this student only did 1 hr. and 38 minutes of school on Monday, and they only completed 2 activities. On Tuesday, they only logged in for 6 minutes and 54 seconds and did NO WORK. For the entire week (in the dark highlight bar), I can see they only have 9 hr. and 3 minutes, and they have done 23 activities. Unfortunately, this is an all too common problem. DAILY, full time students should be logging at least 6 hours of schooling with around 10 – 20 activities done each day (depending on the day). It is FRIDAY when I am looking at this report, and this student has only done the equivalent of about 1.5 – 2 days of school for the week. This leads to students being BEHIND and FAILING. It also leads to TRUANCY.

- If your student is in the CBI Work program, and is therefore allowed to work reduced hours in Edgenuity, feel free to reach out and ask what numbers you should be seeing. Their PROGRESS should be ON TRACK, even if they are working a job.