

General End User Guide

**7.2.20 Pastoral Care → Absence Analysis**



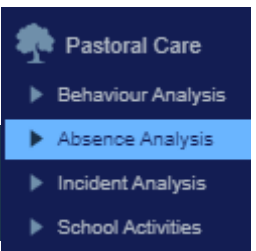
# TrackOne

S T U D I O

This document will assist you in navigating through the Learning Analytics Suite as both an Administrator, and as a set user type with fewer permissions enabled in their setup, ie. Staff or Student. Please carefully review all instructions set out in the Help Documentation made available.

If you require further expansion or assistance at any point in the document, please do not hesitate to contact TrackOne Studio Support through the Help Desk by sending an email to [helpdesk@trackonestudio.com](mailto:helpdesk@trackonestudio.com).

## Absence Analysis



The second tab on the menu bar is **Absence Analysis**. This identifies students within a cohort based on their recorded absences.

**Demonstration School Learning Analytics Suite** (TrackOneAdmin) ([Sign Out](#))

▶ Student Absence Search ▶ Student Progressive Absences

Student Absence Search **1** [Manage Absence Groups](#) **6**

Year: Year 11 Show: All Absences Type: All Absence Types

Reason: All Absence Reasons

Additional Filter Options **2**  
Selected Filters: Exclude non-current students: Y;

Find students who have been absent 5 **3** or more times between 23-Sep-2019 **4** and 06-Dec-2019

[Search](#)

Year Group	Student Id	Surname	Given Names	#
11	<a href="#">S847849</a>	Mccabe	Luke	9
11	<a href="#">S886175</a>	Nash	Dexter	9
11	<a href="#">S622365</a>	Bazell	Nathan	8
11	<a href="#">S247111</a>	Oddy	Paige	8
11	<a href="#">S934241</a>	Peet	Faith	8
11	<a href="#">S764367</a>	Turner	Liam	7

1. Select the cohort and absence category.
2. It is important to note that the default filter setting is to exclude non-current students. (To change this setting, open the **Additional Filter Options** menu using the '+' icon).
3. Select the minimum number of absences to be used when returning results.
4. Select the start and end date to be used when returning results.
5. Clicking on an individual student's ID will produce additional absentee information below.

# Student Progressive Absences

The second tab on the blue horizontal menu bar is **Student Progressive Absences**. This identifies students within a cohort and illustrates their weekly attendance over a Semester or Term.

**Demonstration School Learning Analytics Suite** (TrackOneAdmin) (Sign Out)

► Student Absence Search ► **Student Progressive Absences**

Progressive Absence Report [Manage Absence Groups](#)

Year:  Class Semester:  Subjects:

Additional Filter Options   
No filters selected.

Student Details					Attendance	Total (Days : 86)	Week 1 (Starting: 16-Jul-2019 Days : 4)		Week 2 (Starting: 22-Jul-2019 Days : 2)		Week 3 (Starting: 29-Jul-2019 Days : 5)		Week 4 (Starting: 05-Aug-2019 Days : 5)		Week 5 (Starting: 12-Aug-2019 Days : 4)		Week 6 (Starting: 19-Aug-2019 Days : 4)
Code	Given Name	Family Name	House	%	Absent from School	Late for School	Absent from School	Late for School	Absent from School	Late for School	Absent from School	Late for School	Absent from School	Late for School	Absent from School	Late for School	Absent from School
<a href="#">S117557</a>	Grace	Anstey	RU	98.84%	1	1	0	1	0	0	0	0	0	0	0	0	0
<a href="#">S179959</a>	Theo	Ridgman	PE	100%	0	0	0	0	0	0	0	0	0	0	0	0	0
<a href="#">S187253</a>	Gregson	MA		95.35%	4	1	0	1	0	0	4	0	0	0	0	0	0
<a href="#">S188965</a>	James	Dransfield	MA	100%	0	0	0	0	0	0	0	0	0	0	0	0	0
<a href="#">S217148</a>	Jack	Glover.	SH	100%	0	0	0	0	0	0	0	0	0	0	0	0	0
<a href="#">S218172</a>	Florence	Marshall	ST	97.67%	2	2	0	0	0	0	0	1	0	0	0	0	1
<a href="#">S224611</a>	Seth	Burnham	PE	100%	0	0	0	0	0	0	0	0	0	0	0	0	0
<a href="#">S235216</a>	Florence	Kochmann	MA	100%	0	0	0	0	0	0	0	0	0	0	0	0	0
<a href="#">S235544</a>	Thomas	Adatschi	MA	96.51%	3	2	0	0	1	0	1	0	1	0	0	0	0
<a href="#">S247675</a>	Finlay	Paulin	MA	100%	0	0	0	0	0	0	0	0	0	0	0	0	0
<a href="#">S257144</a>	Lily	Thomsen	MA	95.35%	4	18	1	2	0	1	0	2	0	3	3	1	0

7. Select the cohort, semester and subject (All Subjects can be selected).
8. Select the blue **Find** button.
9. The results are displayed in a table with 'at risk' results colour coded.
10. Select the criteria to be used when returning results.
11. Clicking on an individual student's ID will produce their transcript below the table.
12. These results may be exported out into Excel.