Exporting Student Attendance in AlaskaJobs

ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

> Class lists can be exporting into Excel, Word, or PDF fillable documents for easy record keeping and data verification.

Step 1: On the navigation menu, select Manager Adult Education

Manage WOTC Applications

Manage Adult Education >

Manage Follow-Up
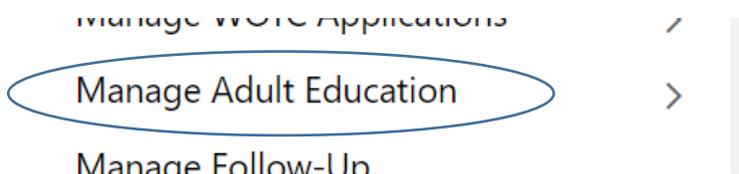
Step 2: Then select "Manage Class Attendance"

∨ **Manage Classes**

Create / Edit Classes

Manage Class Transfers

Manage Class Attendance
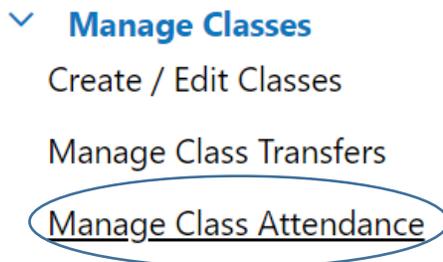
Step 3: Fill in the Grantee, District, and other search features that will help you locate your class. Then select "Filter"

Filter Options

Class Description:	
Grantee:	Southeast Regional Resource Center ▾
*District:	Southeast Regional Adult Education Program ▾
County/Borough/Parish:	Juneau, City and Borough ▾
Learning Center:	Juneau ▾
Type:	None Selected ▾
Status:	Active ▾
Class Date:	**(mm/dd/yyyy)** Today

[Filter | Reset Filter(s)]

Step 4: Find the class you would like to generate the class list for and push "Select"

District	Grantee	County/Borough/Parish	Learning Center	Class Description	Class Type	Action
Southeast Regional Adult Education Program	Southeast Regional Resource Center	Juneau, City and Borough	Juneau	242 - What's Up?	AAE Pre-Secondary Education	Select
Southeast Regional Adult Education Program	Southeast Regional Resource Center	Juneau, City and Borough	Juneau	243 - 1:1 Tutoring ABE	AAE Pre-Secondary Education	Select

Step 5: Lists are generated by Face to Face or Distance Education as attendance must be keep separate.

Attendance only displays weeks between the Start and End dates of the class. Enter attendance as Hours.Minutes (.00-.59)

Attendance Type: Face to Face

Step 6: After selecting the class and attendance type, at the bottom right side of the screen select the "Export Attendance" button.

Previous Week   Next Week
Save Attendance   Class Roster

Return to Programs Tab

Export: Attendance

Step 7: Attendance records may be exported in Excel, Word or PDF. Student Names, State ID Numbers, and weekly class schedules are available.

Export: Attendance

Excel
Word
PDF

Example:

Attendance Search Results

The table below shows the details for Face to Face attendance.

Student Name	State ID	Sunday 01/10/2021 No Class	Monday 01/11/2021 9:00 AM - 4:30 PM	Tuesday 01/12/2021 9:00 AM - 4:30 PM	Wednesday 01/13/2021 9:00 AM - 4:30 PM	Thursday 01/14/2021 9:00 AM - 4:30 PM	Friday 01/15/2021 9:00 AM - 4:30 PM	Saturday 01/16/2021 No Class
Student Name	123456	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Student Name	987654	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Student Name	555666	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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