



District Admin Attendance Dashboard User Guide

Introduction

Welcome to the **District Admin Attendance Dashboard**. This dashboard provides a clear, real-time view of tutoring attendance, student participation, and overall program performance across your district.

It is designed to help you quickly understand trends, identify areas of opportunity, and make informed decisions to support student success.

Accessing the Dashboard

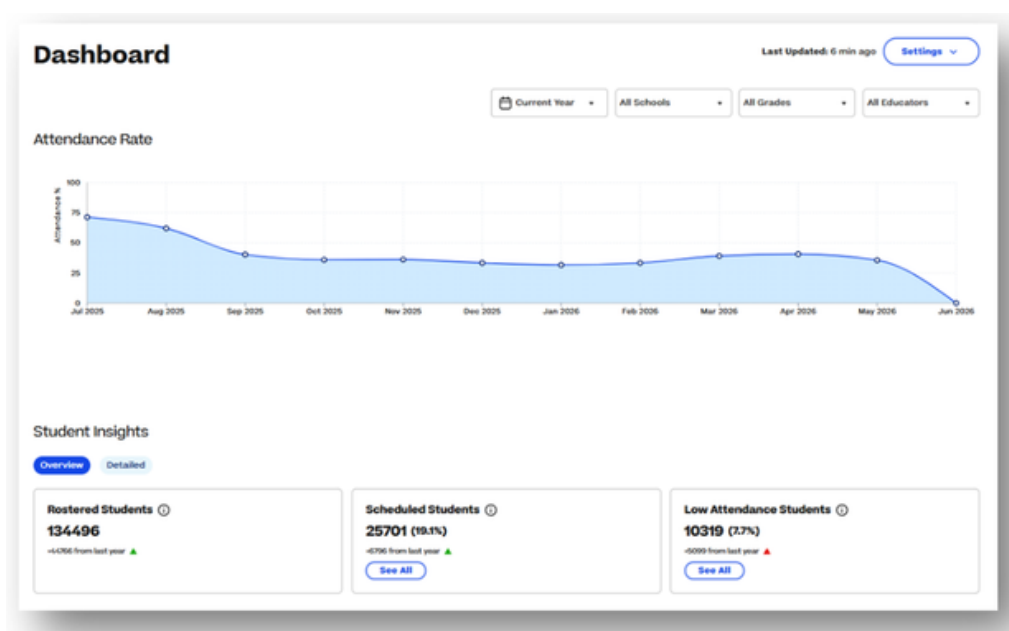
The Dashboard is available to **District Admin** users and can be accessed:

- Upon login (default landing page)
- By selecting **“Dashboard”** from the navigation menu

Dashboard Overview

The Dashboard is organized into several key sections:

- **Attendance Trend Chart** – Track attendance over time
- **Global Filters** – Customize the data you’re viewing
- **Student Insights (Overview)** – High-level metrics and summaries
- **Student Insights (Detailed)** – Student-level data and filtering options





Attendance Trend Chart

The **Attendance Rate line chart** shows how student attendance changes over time.

Key Features

- Displays attendance trends by day, week, or month
- Attendance is shown as a percentage (0–100%)
- Hover over points to view detailed data for specific dates
- Indicates whether attendance is improving or declining over time

How Attendance is Calculated

- Each student's attendance rate is calculated individually
- The overall rate is the average of all student attendance rates

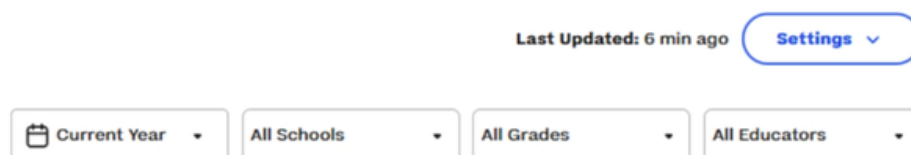
Global Filters

Filters at the top of the page allow you to adjust what data is displayed across the entire dashboard.

Available Filters

- **Timeframe:** Last Year, Last 30 Days, Last 4 weeks, Last Week
- **Schools:** View all schools or select a specific one
- **Grades:** Filter by grade level
- **Educators:** View sessions associated with a specific educator

All filters work together—your selections will update all charts and data simultaneously.



Student Insights — Overview

The **Overview tab** provides a high-level snapshot of student participation.

Key Metrics

Rostered Students

- Total number of active students in your district
- Includes only currently active students



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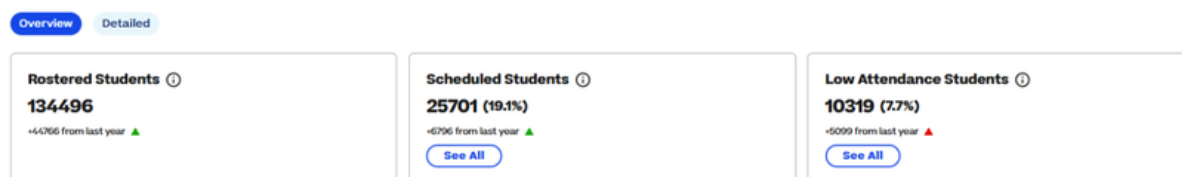
Scheduled Students

- Number of students scheduled for upcoming sessions
- Includes a percentage showing how many rostered students are scheduled

Low Attendance Students

- Students whose attendance falls below the defined threshold
- Help identify students who may need additional support

Student Insights



School Performance Table

A table displays data for each school in your district, including:

- Total sessions scheduled
- Total sessions completed
- Attendance rate

Attendance rates are color-coded to help quickly identify performance levels.

School	Scheduled Sessions ⓘ	Completed	Attendance Rate ▲
A.M. Davis ES	100	98	61.8%
Academy 360	-----	-----	-----
AI Tutoring	-----	-----	-----
Alabama Destinations Career Academy	1245	5101	16.28%
Alabama Virtual Academy	3367	12922	20.38%
Alberta Smith ES	377	363	76.58%
Alhambra High School	-----	-----	-----
Arizona Virtual Academy	1688	3677	41.57%



Student Insights — Detailed

The **Detailed tab** provides a deeper look at student-level data.

Student Table Includes

- Student name and email
- Number of scheduled sessions
- Number of completed sessions
- Number of sessions attended
- Individual attendance percentage

Additional Features

- Search: Quickly find students by name or email
- Filters: Narrow results by subject or attendance level
- Low Attendance Toggle: View only students below the attendance threshold

Student Insights

Overview Detailed

All Students (134496)

Export

Search students

Low Attendance Only

All Subjects

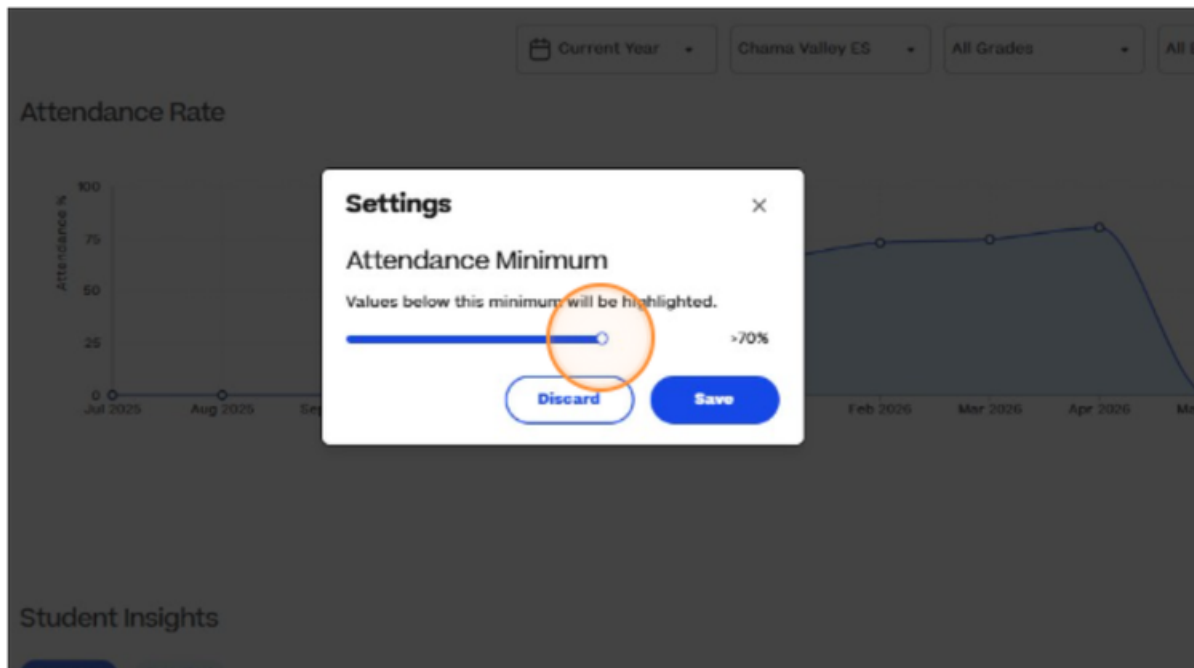
First Name	Last Name	Email	Scheduled	Completed	Attended	Attendance %
Aabrey	Ingram	4023261@ccpsnet.net	----	----	----	----
Aaden	Caballero	aadenc3056@tvahallsville.org	----	----	----	----
Aaden	Ford	aadenf9452@tvahallsville.org	----	----	----	----

Attendance Settings

You can define what qualifies as “low attendance” by adjusting the **Attendance Minimum** under the Settings drop-down in the upper-right corner.

Key Details

- Default setting: 70%
- Adjustable in increments
- Updates all relevant metrics and indicators across the dashboard



Exporting Data

You can download student data directly from the Detailed view.

Export Options

- **Current View:** Downloads data based on your selected filters
- **All Data:** Downloads the complete dataset

Files are exported in Excel format for easy sharing and analysis. Downloads can be accessed through the **Download Hub**, available via the left-hand navigation menu.



Student Insights

Overview Detailed

All Students (36)

Q Search students

Low Attendance Only Off

All Subjects

First Name	Last Name	Email	Scheduled	Completed	Attended	Attendance %
Addilyn	Redwine-Trejo	addilynnredwine-trejo...	90	69	60	87%
Amaya	Aguilar	amayaaguilar@chama...	91	74	58	78%
Apollo	Orta	apolloorta@chamasc...	46	26	18	69%

Settings Tips for Success

- Use filters to focus on specific schools, grades, or time periods
- Monitor low attendance regularly to proactively support students
- Review attendance trends over time to better understand student participation

Getting Help

If you have questions or need support:

- Reach out to your Customer Success Manager
- Contact the support team at: successteam@tutoring.k12.com

Share Feedback

We value your feedback.

- Share feedback at any time by clicking the “Share Feedback” button.
- Use the feedback tool to report issues, suggest enhancements, or share ideas that can help improve the dashboard experience.

