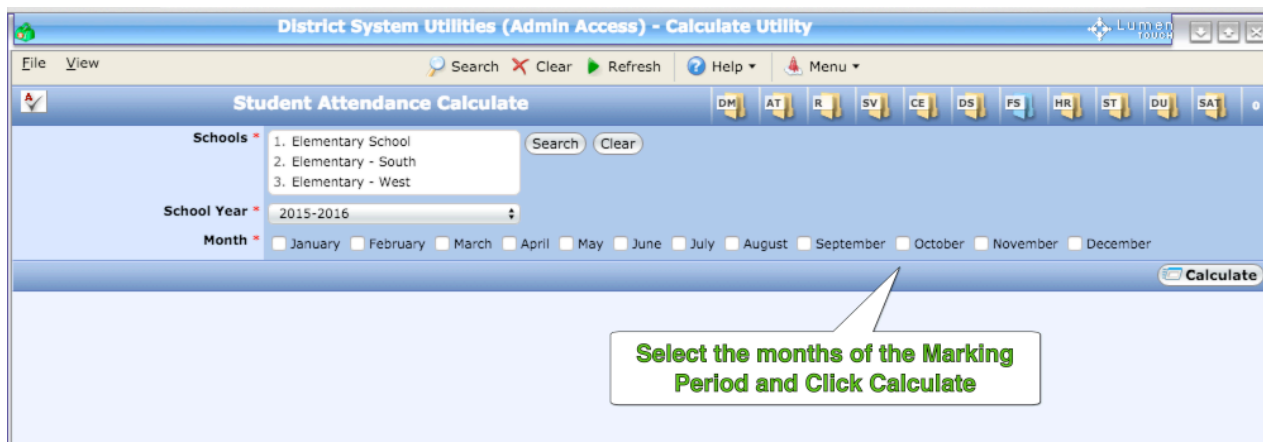


## Calculate Attendance

If printing the Attendance on the Report card, it would be good to calculate the months included in the Marking Period. Therefore any changes to past attendance will be calculated correctly.

EzStart -> Lumen Touch - District Admin -> District System Utilities -> District System Utilities -> Calculate Utility

Select the months of the Marking Period and Click Calculate. The job will be scheduled in the Job Queue. You will be notified when it's completed.



The screenshot shows the 'Student Attendance Calculate' web application. The title bar reads 'District System Utilities (Admin Access) - Calculate Utility'. The interface includes a search bar with 'Search', 'Clear', and 'Refresh' buttons, and a 'Help' and 'Menu' dropdown. Below the search bar, there are tabs for 'DM', 'AT', 'R', 'SV', 'CE', 'DS', 'FS', 'HR', 'ST', 'DU', and 'SAT'. The main content area has three sections: 'Schools' with a list containing '1. Elementary School', '2. Elementary - South', and '3. Elementary - West', and 'Search' and 'Clear' buttons; 'School Year' with a dropdown menu set to '2015-2016'; and 'Month' with checkboxes for 'January', 'February', 'March', 'April', 'May', 'June', 'July', 'August', 'September', 'October', 'November', and 'December'. A 'Calculate' button is located at the bottom right of the form. A callout box with a white background and a black border points to the 'Calculate' button, containing the text: 'Select the months of the Marking Period and Click Calculate'.