Incomplete Portal Attendance Report

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The *Executive Dashboard* displays an alert for**Classes with Incomplete Staff Portal Attendance (yesterday)**.

This alert is regarding the previous day's classes (*yesterday)*. With this you can address any attendance that was not completed by the instructor while it is still fresh in their minds! Use the link in the alert to go to the **Incomplete Portal Attendance report** for the previous day.

Use the*Portal Msg* link to create a login message that will display on the*My News* page when the instructor next logs in to their Portal.

If you are set up for**text messaging** in Jackrabbit you will also see a link to send a text to the instructor.

To look at a range of dates the Incomplete Portal Attendance report can be generated from the *Reports* menu, in the*Staff Portal* section. Several other search criteria are also available to select which classes you want to look at including: Location, Class Date (from and through), Class Start and End

Time, Category 1, Staff, and Room.