How to Record Attendance in EZ Reports

With signed and completed class rosters, we record class attendance in EZ Reports to account for all present students for each In-School Program. This task should be done on a weekly basis by the Program Coordinator and Teacher Fellows, so the Program Manager can finalize and submit monthly attendance.

Log in to EZ Reports: ezreports.org/california2526/

- Email: is@oceandi.org
- Password: Oceandi4255!

Select sites and choose which school the attendance will be entered for

- Click "Attendance" icon OR "Attendance" > "Record Attendance" from side bar menu
- Select Date as noted on Roster Coversheet
  - All programs from that date will appear
- Click "Record Att" icon for specific teacher/program
  - Roster will appear
- Click "Check All" box and unselect an absent students indicated on physical copy
- Save and repeat process for all sessions
- Return inputted attendance and roster sheets to Program Coordinator

Troubleshooting

- Attendance cannot be recorded for classes that have not been "Enrolled" in a session
  - Take note of which classes that have not been "Enrolled" in a session and inform Program Coordinator

Missing Rosters

- In the event that rosters are missing or incomplete, we reference the Trip Lead for that session.
  - Take note of which teacher, school, grade, date & program is missing or incomplete and inform the Program Coordinator with noted information

OCEAN DISCOVERY INSTITUTE: IN-SCHOOL PROGRAMS

I, _____, agree that I taught the _____ on _____

(Instructor name) (IS Lesson) (Date)

and did not collect or submit attendance from the SDUSD teacher: _____.

Sorry!!!

_____ _____

Signature Date