

Contact Tracing – Activities: Workflow using RealTime Reports

Below is a suggested workflow that schools can use to generate **Contact Tracing** data associated to a single student based on involvement in **Activities** for a specific Date Range.

1. From the **Start Page** use the **Select Student by Hand** function to select the student for which you need to generate a list of students enrolled in the same classes.
2. Access the **RealTime Reports** Dashboard from the **Level Data Apps** section of the **Start Page**.
3. Click on the **Contact Tracing - Activities** Report.
4. From the Prefilter, select the **Attendance Date Range** (From/To Date), for which you need to return results.
5. The **Current Selection** should be set to the (1) student you selected from the **Start Page**.
6. Click **Run**.
7. Once the report loads you will see a list of all students associated to the same activities as the selected student. The report data will include:
 - a. Student Name, School, Student Number and Grade level
 - b. Activity
 - c. Calculated Attendance value for each date (Present, Absent, Partial)
 - d. Contact Data for Primary Contact
8. Use the filters on the left to narrow results if needed.

Examples:

 - a. Attendance Value – Filter to only students considered present by selecting the appropriate Attendance Value equal to a Present Status.
 - b. Activity – Select Activity/Activities in which the student participated on the selected dates.
9. Click **Export** to export the data and open in MS Excel.
10. Click **Make Current Student Selection** to make the selected students available on the **Start Page** if you are using a messaging system and want to generate a message to send to contacts.