

Contact Tracing – Class Enrolments: Workflow using RealTime Reports

Below is a suggested workflow that schools can use to generate **Contact Tracing** data associated to class enrollments for a single student 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 – Class Enrollments** 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 enrolled in classes with the selected student. The report data will include:
 - a. Student Name, School, Student Number and Grade level
 - b. Course Name, Period the class meets
 - c. Seating Chart Rank (if the teacher has created a Seating Chart in PowerTeacher)
 - d. Attendance code for each date (including Default Present codes)
 - e. Contact Data for Primary Contact
 - f. Teacher and Co-Teacher names and contact data
8. Use the filters on the left to narrow results if needed.

Examples:

 - a. Attendance Code – Filter to only students marked present by selecting the appropriate Attendance Codes equal to a Present Status.
 - b. Seating Chart Rank – Use the range filter to identify students closest to the selected student.
 - i. The Selected Student will have a value of 1.
 - ii. If no seating chart is used or a student is not included in a seating chart those students will have a value of 0
 - iii. Remaining students will be ranked from 2 up, with 2 being the closes in proximity to the selected student.
 - c. Course – Select the desired course(s) to filter to just the students in the selected course.
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.