# How to use Scout to check completeness of attendance data

To check the completeness of your school's attendance data you can view attendance data in Scout. Scout updates every night so any changes made in your attendance marking system can be viewed the following day.
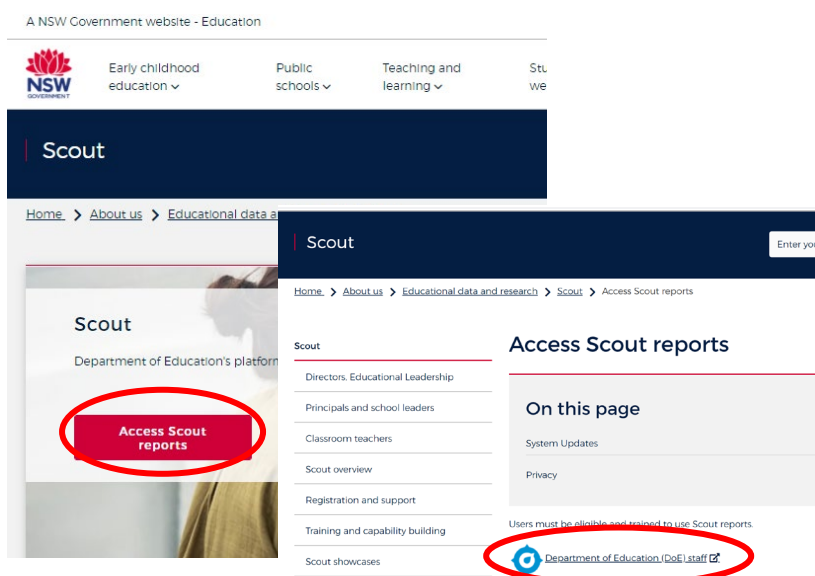
Accessing Scout

The Scout intranet page is accessible via the staff portal and here:
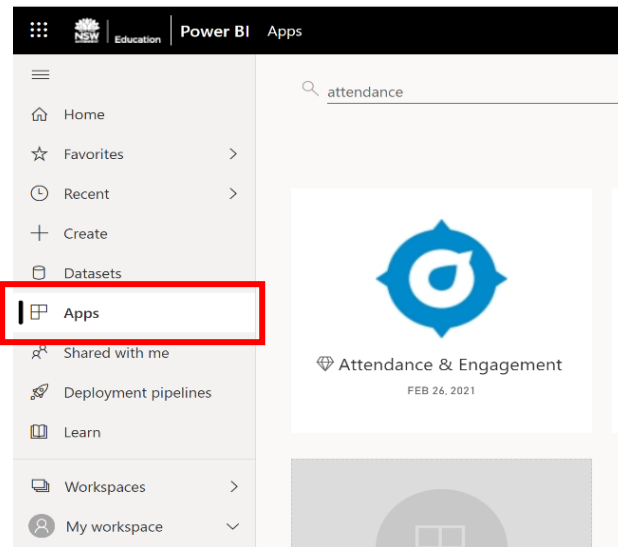https://education.nsw.gov.au/about-us/educational-data/scout
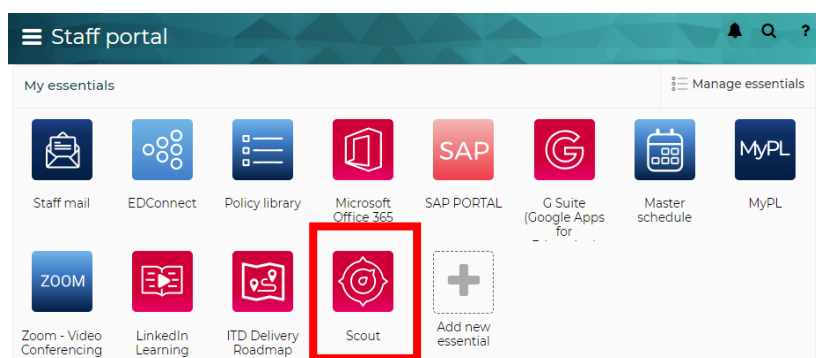
- Click on **Access Scout reports**
- Scroll down the page and click on **Department of Education (DoE) staff**

- In Scout, select **Apps** from ribbon on left hand side of the screen
- Then select **Attendance & Engagement** App

Checking data completeness in Scout

You can check data completeness by selecting the **School Data Completeness** sub-option under the **Attendance Data Completeness** option**.**
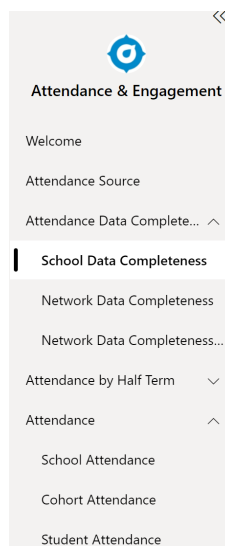
This shows the number of missing days, which means the number of days where data has not transferred correctly from ebs: central or third-party system.

13101
Enroled Days (excl Shared & Exempt days)

85
Missing Days

99.35%
Data Completeness

Missing Attendance Capture for Student Enrolled Days

Scholastic Year	Friday, 29 January 2021	Monday, 1 February 2021	Tuesday, 2 February 2021	Wednesday, 3 February 2021	Thursday, 4 February 2021	Friday, 5 February 2021	Monday, 8 February 2021	Tu
⊞ Kindergarten	0	0	4	4	4	4	4	
⊞ Year 1	1	1	1	1	1	1	1	
⊞ Year 2	0	0	0	0	0	0	0	
⊞ Year 3	0	0	0	0	0	0	0	
⊞ Year 4	1	1	1	1	1	1	1	
⊞ Year 5	0	0	0	0	0	0	0	
⊞ Year 6	0	0	0	0	0	0	0	
Total	2	2	6	6	6	6	6	

- The table shows whether attendance data is missing for each day and defaults to showing subtotals at the scholastic year level.

- '0' indicates that data is complete on a given day.

- Figures >0 mean that data is missing for one or more students. In the table above there were four Kindergarten students without attendance data each day from 2 February to 8 February 2021.

- Blank (no entry) means that data is not needed i.e. there were no students enrolled on that particular day.

- You can see individual students in each scholastic year by clicking on the plus sign in the square box next to the scholastic year.

- You can scroll to the far right of the table to see the total amount of missing data for each scholastic year.

- You can filter on a specific scholastic year by selecting scholastic year from the drop-down list above the table.

- If there is missing data, check your attendance marking system (e.g. ebs: central, Sentral, Millennium, Compass, Momentum) to ensure dates with incomplete attendance shown in **School Data Completeness** have all rolls marked and all rolls submitted.

Checking school level attendance data in Scout

In the **Attendance & Engagement** app select one of the **Attendance** options from the list displayed on the left-hand side of screen.

School Attendance

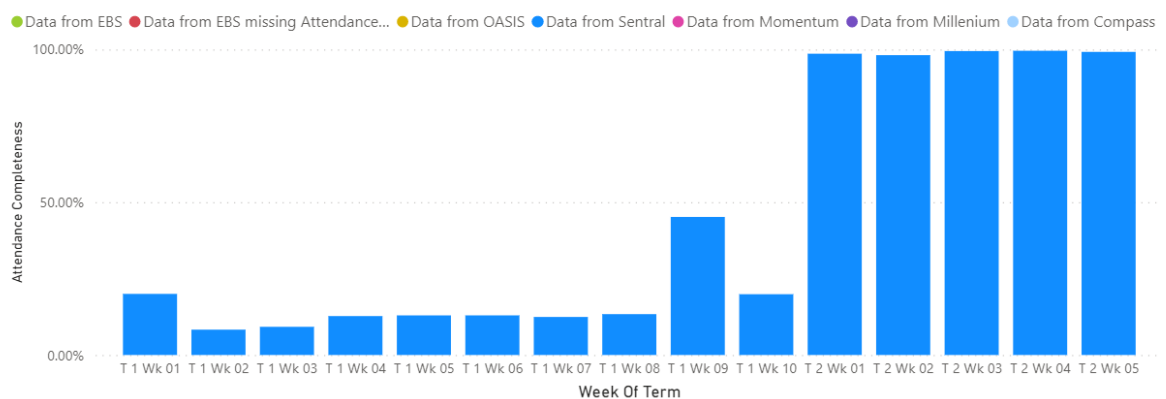**School Attendance** allows you to view the school's attendance as a whole. The graph at the bottom of screen shows you where data comes from (ebs: central, Sentral, Millennium etc.) and shows data completeness for each week of term. You can use the filters at the left side to filter to Year group or Term if needed.

- Select **School Attendance** from the selections displayed on left hand side.
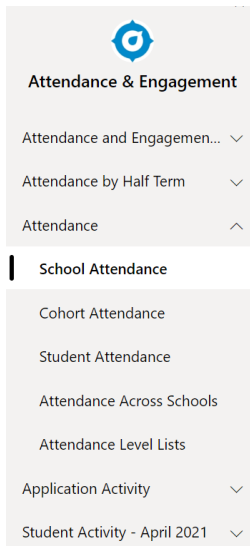
- **School Attendance Summary** shows your school's overall attendance data and its completeness.

- Further down the screen **Attendance Completeness by Calendar Date** shows which weeks have missing attendance data.

Attendance Completeness by Calendar Date

● Data from EBS ● Data from EBS missing Attendance... ● Data from OASIS ● Data from Sentral ● Data from Momentum ● Data from Millenium ● Data from Compass

- If there is missing data check your attendance marking system (e.g. ebs: central, Sentral, Millennium, Compass, Momentum) to ensure weeks with incomplete attendance shown in **Attendance Completeness by Calendar Date** have all rolls marked and all rolls submitted.

Note: You can also view attendance data by **Scholastic Year and Week of Term** to identify scholastic years with missing attendance data.

Attendance Rate by Scholastic Year and Week of Term

Scholastic Year ● Pre-School ● Kindergarten ● Year 1 ● Year 2 ● Year 3 ● Year 4 ● Year 5 ● Year 6
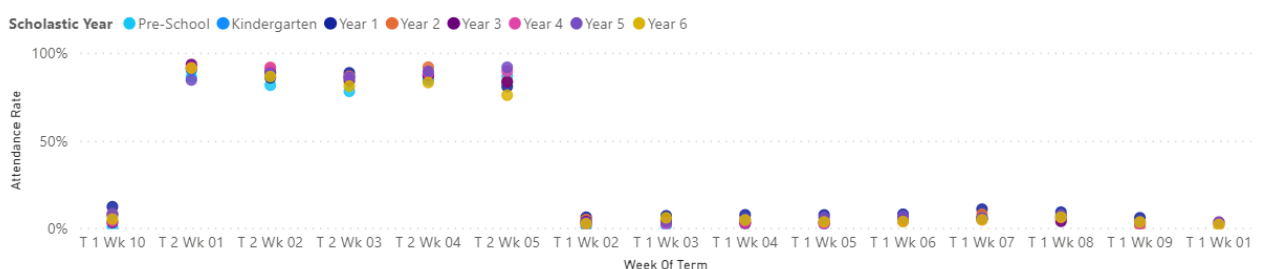
# Cohort Attendance

Cohort Attendance allows you to view attendance data for a specific cohort.

- Use the filters on the left to filter on specific Year and Term. This may be useful to identify attendance data missing e.g. for the first day of Term for a specific scholastic year who started after other years, or Year 12 exam week.

Student Attendance

Student Attendance allows you to view individual student attendance. Find a student by using the filters on the left and typing the student name or SRN. Scroll down to see student's attendance for each day displayed towards the bottom of the page.

- Select **Student Attendance** from the selections displayed on left hand side.
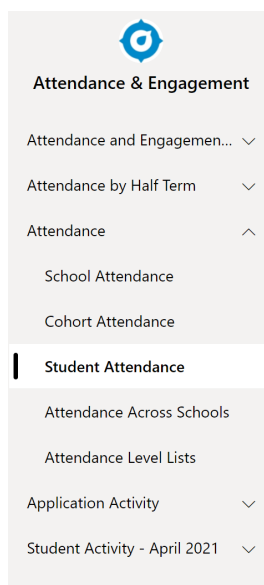
- Using the filters search for the student
  - by scholastic year, Aboriginality or gender
  - by entering the student's name or SRN

- Select the required student from the selections displayed in the drop-down list under **Student Name**.

Step 1: Select a group ⟍ ⬚ ⌐ ··· d t

School Name

| All | ⌄ |

Scholastic Year

| All | ⌄ |

Student Name

| All | ⌄ |

Aboriginality

| All | ⌄ |

Gender

| All | ⌄ |

Year

| 2021 | ⌄ |

Semester

| Semester 1 | ⌄ |

Term

| All | ⌄ |

- Student snapshot will be displayed for the selected student.
- The student snapshot shows
  - Enrolled days
  - Attendance rate
  - Attendance data completeness

Example 1: Student with complete attendance data.

Example 2: Student with missing attendance data.
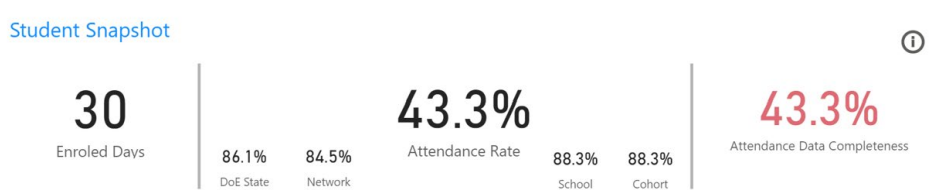
- Further down the screen **Student Attendance Details** shows which days attendance is not marked. If the cell is blank, this indicates no data has come across from ebs: central or third-party system for the student. Blank cells can also indicate a student was not enrolled on these days, or days are special days (e.g. staff development days) or public holidays.

Example 1:

Student Attendance Details

Week Of Term	Term Week Start Date	Monday	Tuesday	Wednesday	Thursday	Friday
T 1 Wk 01	1/29/2021					
T 1 Wk 02	2/1/2021					
T 1 Wk 03	2/8/2021					
T 1 Wk 04	2/15/2021					
T 1 Wk 05	2/22/2021					
T 1 Wk 06	3/1/2021					
T 1 Wk 07	3/8/2021	Present	Present	Present	Present	Present
T 1 Wk 08	3/15/2021	Present	Present	Present	Present	Present
T 1 Wk 09	3/22/2021	Present	Present	Present	Leave	Present
T 1 Wk 10	3/29/2021	Present	Present	Present	Present	
T 2 Wk 01	4/20/2021		Present	Present	Present	Present
T 2 Wk 02	4/26/2021	Present	Present	Present	Present	Present
T 2 Wk 03	5/3/2021	Present	Present	Present	Present	Present
T 2 Wk 04	5/10/2021	Present	Present	Present	Present	Present
T 2 Wk 05	5/17/2021	Present	Present	Present	Present	Present
T 2 Wk 06	5/24/2021	Present	Present	Present	Present	Present
T 2 Wk 07	5/31/2021	Present	Present	Unjustified	Present	Present
T 2 Wk 08	6/7/2021	Present	Present	Present	Present	Present
T 2 Wk 09	6/15/2021		Present	Present	Present	Present
T 2 Wk 10	6/21/2021	Present	Present	Present	Present	Present

Example 2:

Student Attendance Details

Week Of Term	Term Week Start Date	Monday	Tuesday	Wednesday	Thursday	Friday
T 1 Wk 02	2/1/2021	Present	Present	Present	Present	Present
T 1 Wk 03	2/8/2021	Present	Present	Present	Present	Present
T 1 Wk 04	2/15/2021	Present	Present	Present	Sick	Sick
T 1 Wk 05	2/22/2021	Present	Present	Present	Present	Unjustified 00:13
T 1 Wk 06	3/1/2021	Present	Present	Present	Present	Present
T 1 Wk 07	3/8/2021	Present	Present	Present	Present	Present
T 1 Wk 08	3/15/2021	Present	Present	Present	Present	Present
T 1 Wk 09	3/22/2021	Present	Present	Present	Present	Present
T 1 Wk 10	3/29/2021	Present	Present	Present	Sick	
T 2 Wk 01	4/20/2021		Present	Present	Present	Present
T 2 Wk 02	4/26/2021	Present	Present	Present	Present	Present
T 2 Wk 03	5/3/2021	Present	Present	Present	Present	Present
T 2 Wk 04	5/10/2021	Present	Present	Present	Present	Present
T 2 Wk 05	5/17/2021	Present	Present	Present	Present	Present
T 2 Wk 06	5/24/2021	Present	Present	Present	Present	Sick
T 2 Wk 07	5/31/2021	Present	Present	Present	Present	Present
T 2 Wk 08	6/7/2021	Present	Present	Present	Present	Present
T 2 Wk 09	6/15/2021		Present	Present	Present	Present
T 2 Wk 10	6/21/2021	Present	Present	Present	Present	Sick

- Check your attendance marking system (e.g. ebs: central, Sentral, Millennium, Compass, Momentum) to ensure days with missing attendance in **Student Attendance Details** have attendance marked and that rolls are submitted.

Need more help?

If you require further assistance with Scout please review training materials provided on Scout webpage or contact Scout support on scout.support@det.nsw.edu.au.