HOW TO PRINT WEEKLY ATTENDANCE REPORT

ELEMENTARY
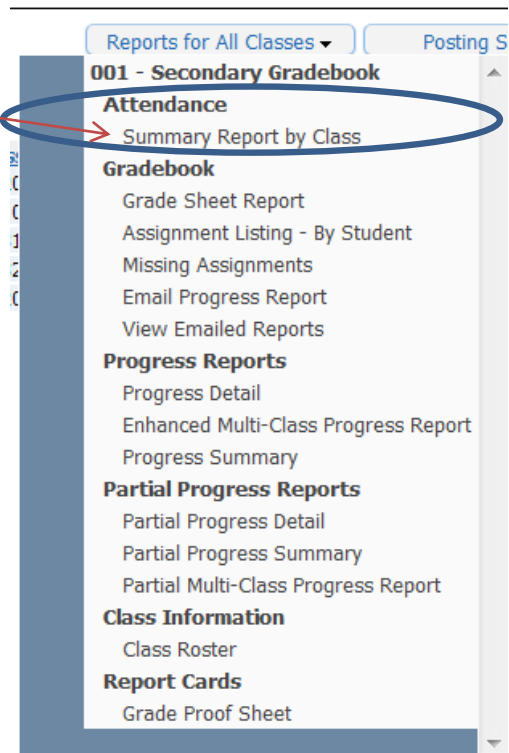
Open your grade book

Click on REPORTS FOR ALL CLASSES

◄ ▼ ► **My Gradebook**

Current Year Classes **Prior Years Classes**

Reports for All Classes ▼   Posting Status ▼
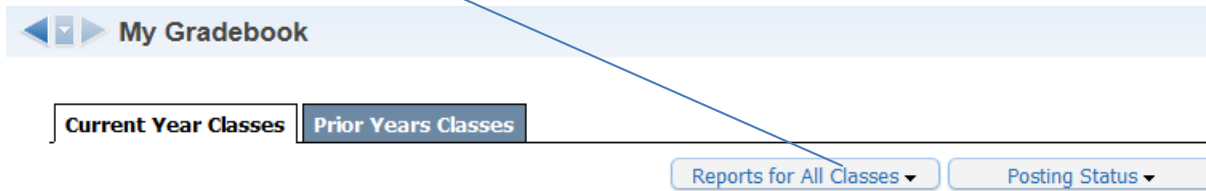
Show All Classes | Show Grades Posted Message

Reports for All Classes ▼   Posting S

CLICK ON

SUMMARY REPORT BY CLASS

001 - Secondary Gradebook
Attendance
Summary Report by Class
Gradebook
Grade Sheet Report
Assignment Listing - By Student
Missing Assignments
Email Progress Report
View Emailed Reports
Progress Reports
Progress Detail
Enhanced Multi-Class Progress Report
Progress Summary
Partial Progress Reports
Partial Progress Detail
Partial Progress Summary
Partial Multi-Class Progress Report
Class Information
Class Roster
Report Cards
Grade Proof Sheet

Report Templates

My Print Queue ◀ Back

All Classes - J⬛⬛⬛⬛⬛⬛
Report: Attendance Summary by Class

Seq #	Report Template Name
10	Weekly Attendance
900	Curr Term

Print

Add a new Template ⟵ CLICK ADD

Rename Template

Modify parameters of Template

Delete Template

Clone Template

Select Different Classes

Give the Report a Title

Report Templates

My Print Queue ◀ Ba...

Add a new Report Template for the Attendance Summary by Class Report.

Click Save

Sequence #: 20

Report Template Name: WEEKLY ATTENDANCE REPORT

Save

Back

Choose your parameters and Click Save

Attendance Summary by Class

Attendance Summary Report By Class for
20 - WEEKLY ATTENDANCE REPORT

Report Ranges
☐ Display Attendance for Term
   Current Term : 03/25/2013 - 05/03/2013 ▾

If you want to print for a range of dates click here

☑ Display Attendance for Date Range
   Start: ▦▾ | Apr ▾ | 15 ▾ | ◄ 2013 ► **Mon, Apr 15 2013**
   End: ▦▾ | Apr ▾ | 19 ▾ | ◄ 2013 ► **Fri, Apr 19 2013**

Choose the dates of the week you are printing

[Absence Types]

Options
Id Display:
◉ Student ID
○ Internal ID
○ Name Key
○ None

☑ Print for Class Scheduled Days
☐ Show Entered Attendance Only
☐ Print multiple meets as one class

Click on Select Different Classes if you need to choose your Attendance Period (Elementary)

Skyward Educator Access Plus - Mozilla Firefox (Private Browsing)

🔒 https://skyward.crosbyisd.org/scripts/wsisa.dll/WService=wsEAtrain/seprpt50.w

Report Templates   🖨 My Print Queue ◄ Back

All Classes - RACHEL LEDVINA
Report: **Attendance Summary by Class**

Seq #	Report Template Name
10	weekly report
20	WEEKLY ATTENDANCE REPORT
900	Curr Term

[Print]
[Add a new Template]
[Rename Template]
[Modify parameters of Template]
[Delete Template]
[Clone Template]
[Select Different Classes]

Only Select your "Attendance Period" (Elementary)

Only Select your "Attendance Period" (Elementary)

Class Selection

Class List for RACHEL LEDVINA
For 01/04/13 - 03/08/13

Click

	Terms	Period	Class	Description
☐	1 - 4	1	6120 / 01	LANG ARTS R
☐	1 - 4	1	6121 / 01	READING R
☐	1 - 4	1	6420 / 01	SOC STUDIES R
☐	1 - 4	2	6120 / 02	LANG ARTS R
☐	1 - 4	2	6121 / 02	READING R
☐	1 - 4	2	6420 / 02	SOC STUDIES R
☐	1 - 4	3	6120 / 13	LANG ARTS R
☐	1 - 4	3	6121 / 13	READING R
☐	1 - 4	3	6420 / 13	SOC STUDIES R
☑	1 - 4	8	ATTEN6 / 01	6th Attendance Period

Select All   Clear All

Print
Back

1soatr32.p 03-2   Drew Intermediate School   04/24/13   Page:1
05.13.02.00.00-10.2   Attendance Summary Report by Class   3:30 PM

Course: 6th Attendance   Section: 01   Starting Date: 04/15/2013
Teacher: LEDVINA, RACHEL   Period: 08   Ending Date: 04/19/2013

04/15/2013   - TOTALS -

Student ID	Student Name	M	T	W	T	F																	EXC	UNX	TDY	OTH
42651		+	+	+	+	+																		0	0	0	0
33922		+	+	+	+	+																		0	0	0	0
34100		+	+	+	+	+																		0	0	0	0
32212		+	+	+	+	+																		0	0	0	0
35383		+	+	+	+	+																		0	0	0	0
34207		+	+	+	+	+																		0	0	0	0
37395		+	+	+	+	+																		0	0	0	0
37556		+	+	+	+	+																		0	0	0	0
34124		U	+	+	+	+																		0	1	0	0
35917		A	A	+	+	+																		0	0	0	2
36075		+	+	+	+	+																		0	0	0	0
35233		+	+	+	+	+																		0	0	0	0
42193		+	+	+	+	+																		0	0	0	0
40852		+	+	+	+	+																		0	0	0	0
40730		+	+	+	+	+																		0	0	0	0
33924		+	+	+	+	+																		0	0	0	0
35287		+	+	+	+	+																		0	0	0	0
33518		+	+	+	+	+																		0	0	0	0
35289		+	+	+	+	+																		0	0	0	0
42209		+	+	+	+	+																		0	0	0	0
36247		+	+	+	+	+																		0	0	0	0
42827		-	+	+	+	+																		0	0	0	0
35300		+	+	+	+	+																		0	0	0	0
42446		+	+	+	+	+																		0	0	0	0
34963		+	+	+	+	+																		0	0	0	0
33930		+	+	+	+	+																		0	0	0	0

+ = Present   - = Not Enrolled   * = No School   (Space) = Class Doesn't Meet

A = OTHER   E = EXCUSED   T = TARDY   U = UNEXCUSED