

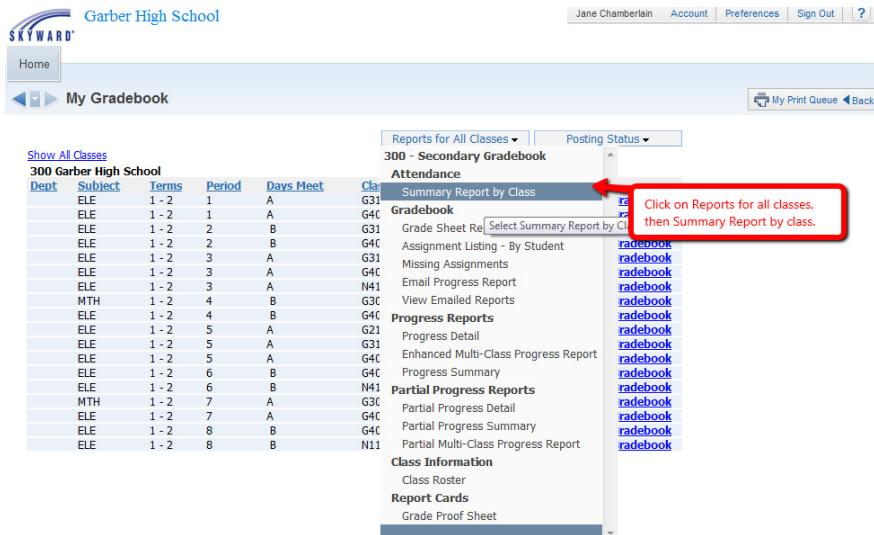


Printing Weekly Attendance Reports

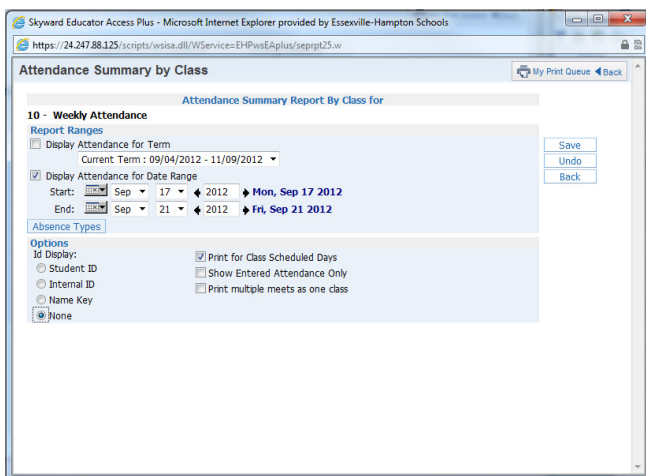
Skyward

Printing Weekly Attendance Reports

1. Login to your skyward account.
2. In EA+, select My Gradebook.
3. Click on the dropdown called Reports for All Classes and select "Attendance, Summary Report by Class".



4. A window called Report Templates will appear. Click on "Add a new template".
5. Name the template "Weekly Attendance" and click Save.
6. In the template details, do the following:
 - a. Check the box for "Display attendance for date range".
 - b. Enter the start and end dates for the designated week.
 - c. Under options, select "None".
 - d. Click the Save button to save the template.



7. Select Print. The report will run and then you will be able to select "Display Report"
8. Print all pages.
9. To print additional weeks, highlight the report you just created and select Modify Template. Change the dates and print.