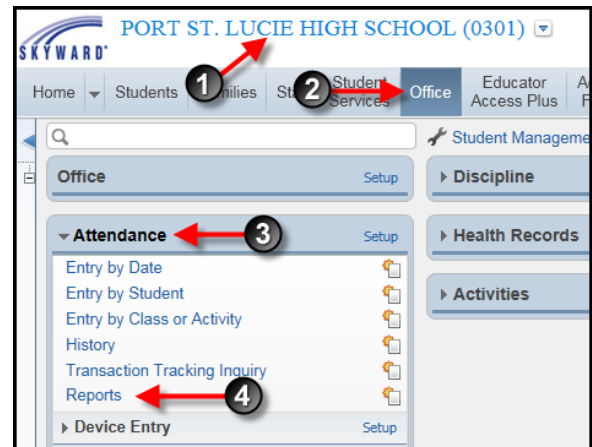


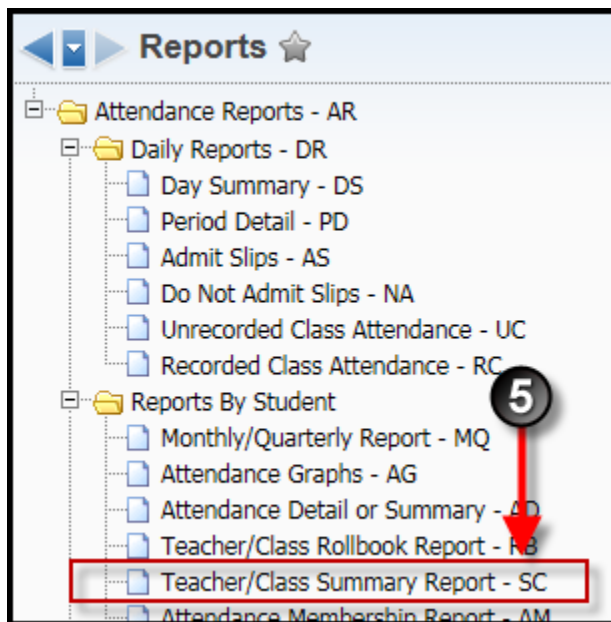
Printing Class Rosters for a Specific Date

This document will provide directions for printing class rosters for a specific date for purposes of roster verification.

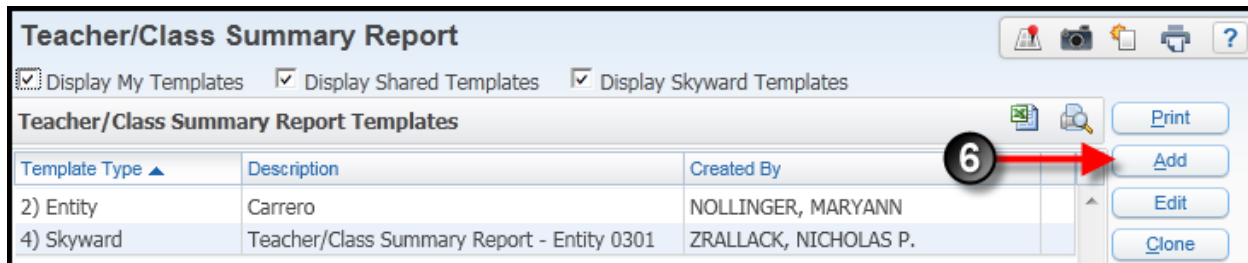
1. Within Skyward Student Management, verify your school is selected.
2. Click “Office”.
3. Expand “Attendance”.
4. Click “Reports”.



5. Click “Teacher/Class Summary Report - SC” from the report list.



6. Create a new template by clicking “Add”.



Template Settings

* Template Description: 16

Share this template with other users in entity 0301
 Print Greenbar

Report Ranges

Dates

* Enter date range: 8

Low: Friday High: Friday
 Default to 4 week date range

Classes

Teacher: High
 Course/Class:
 Period: 01 07
 Term: 00 99

* [Select classes:](#)

Students

* Student Key: High
 Grade/Grad Yr: 9999 0000

Include all student types
 Include all schools
 Include all calendars

* Select absence types: 12

Student Status

Active
 Inactive
 Both 15

Selected Classes

Teacher	Class	Terms	Period
	7960010A/01	1-4	04
ALEUSMAR000	1200700SV/03	1-4	03
ALEUSMAR000	2003340S/03	1-4	04
ALEUSMAR000	7980110/01	1-4	01
ALEUSMAR000	7980110/03	1-4	02

100 records displayed

Sort Options

Teacher
 Class

Report Options

Use scheduling days
 Page break by Class
 Print absence types legend
 Print non-absence data
 Print signature line
 Print multiple meets as one class

7. Enter a **“Template Description”** such as the date for verification.
8. Enter the verification date in the **“Low”** and **“High”** fields.
9. Click the **“Select classes:”** link.

Class Selection

Views: Filters: 11

Select*	Teacher*	Class*	Terms*	Period*	Status*
<input checked="" type="checkbox"/>		7960010A/01	1-4	04	Active
<input checked="" type="checkbox"/>	ALESZROB000	7900030/74	1-4	01	Active
<input checked="" type="checkbox"/>	ALEUSMAR000	2003340S/03	1-4	04	Active
<input checked="" type="checkbox"/>	ALEUSMAR000	7980110/01	1-4	01	Active
<input checked="" type="checkbox"/>	ALEUSMAR000	7980110/03	1-4	02	Active

10

10. Click the **“Select All Classes”** button.
11. Click **“Save”**.
12. Click the **“Absence types”** button.
13. Use the **“Add All”** buttons to move the absence types for each section into the selected type boxes.
14. Click **“Save”**.
15. Set the **“Sort Options”** and **“Report Options”**.
16. Click **“Save and Print”**.

Absence Type Selection

Available Excused Types

Available Unexcused Types

Available Tardy Types

Available Other Types

Selected Excused Types

Selected Unexcused Types

Selected Tardy Types

Selected Other Types

13

14

Save

Exit

Add All

Add

Remove

Remove All

E - Excused Absence

O - Out-of-School Suspension

U - Unexcused Absence

1 - Unexcused Tardy

2 - Unexc Abs-due to # of Tardies

T - Excused Tardy

C - Clinic

G - Guidance

H - Hospital/Homebound Out of Cnty

I - In-School Suspension

M - Hospital/Homebound In County

P - PLACED

R - Project Rock