

## WTA – Reports

Student ID	Student Name	Check/Reset	Time in Minute			
			60	60	25	60
000-00-1438	<a href="#">Markus, Firend</a>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000-00-0000	<a href="#">Meyer, Joel</a>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000-00-1388	<a href="#">Meyer, Kiljoy</a>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000-00-1390	<a href="#">Obama, Barack</a>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
509-19-3406	<a href="#">Pabalate, Arneil</a>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
550-67-6770	<a href="#">Poon, Paul</a>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
557-62-7376	<a href="#">Reyes, Teresa V</a>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
007-28-6520	<a href="#">Test, Joel</a>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
002-09-8526	<a href="#">Z, Z Zeus</a>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Student count per hour</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

[\[All\]](#) [\[A-E\]](#) [\[F-J\]](#) [\[K-O\]](#) [\[P-T\]](#) [\[U-Z\]](#)

Substitute:

### Additional Options:

[Set/View Student Goals](#)

[Print Sign-In Sheet \(daily\)](#)

[Print Sign-In Sheet \(next 8 meetings\)](#)

[Print Sign-In Sheet \(weekly\)](#)

[Print Manual Attend. Sheet \(weekly\)](#)

[Print Sign-In Sheet \(weekly; blank template\)](#)

[Print Att. Report \(weekly; display absent students\)](#)



The reports that you will use most often are on the bottom left corner of your Take Attendance screen. The ones you are most likely to use are the Sign In sheets and the Attendance Report. Simply select the link for the item that you want to print and you will see your selection open in a new window.

### Print the Weekly Attendance Report

When you have taken attendance for a class for a full week, you will print a Weekly Attendance Report. It is always the bottom link on your Take Attendance Screen.

- Make sure you are on a date within the correct week
- Select the Print Att. Report link. This will open the attendance report in a separate window.
- Print the report, sign and date on both the top and the bottom of the report. The report may be more than one page if you have a large roster.
- You will see checks for the time that your students attended. Make sure it looks correct to you. If there are no check marks, you may be in the incorrect week or you may not have remembered to click Save Changes.
- If you need to make changes, close the report, go back to the Take Attendance screen, make any changes that you need to make, click Save Changes and select the link to run the Attendance Report again.
- Finally, hand the report in according to your school's rules.

