

ReportWriter

Creating a generic attendance log with no student name at the top.

To create a generic Attendance Log (no specific student name) for all students on your ES Roster, do the following:

1. Log into ReportWriter
2. Click on File and New Student
3. Click on the ASSIGN tab.
4. Click on the LOG button.
5. Under Report Title, click on Attendance Roll Sheet
6. Make sure the proper signatures that must appear are checked and the correct Learning Period is checked. You can create a roll sheet for the remainder of the year by choosing all remaining LP's.
7. Click Print. You will open a Pdf. If all looks good, print this off.
8. Click on FILE and CLOSE. **DO NOT SAVE THIS STUDENT!**

If your name (teacher name) is not showing on the report, choose #8 above and go to Tools, Teacher Info, and enter your last name, first name, and teacher # or NA. Then repeat steps 1 through 8.