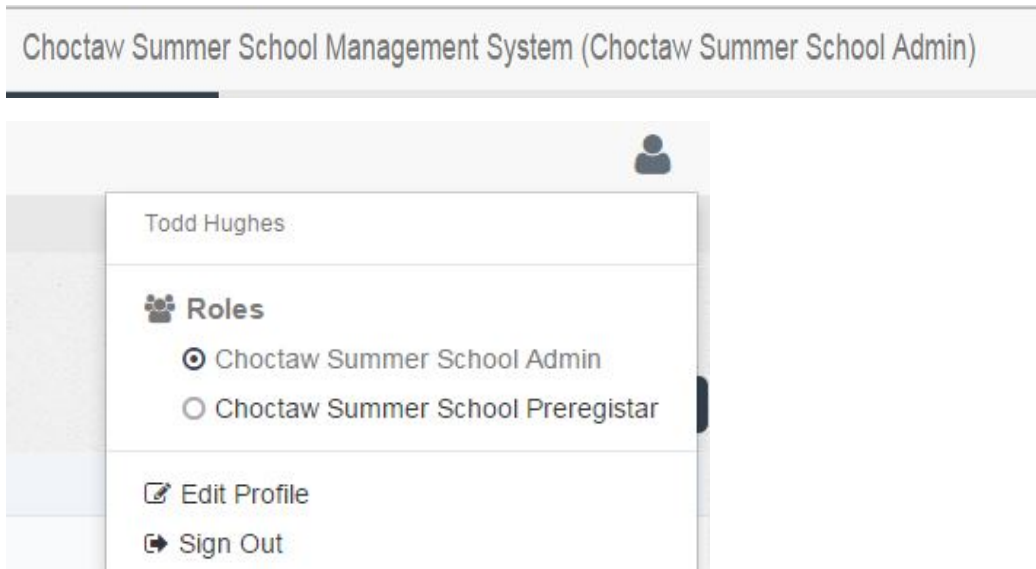
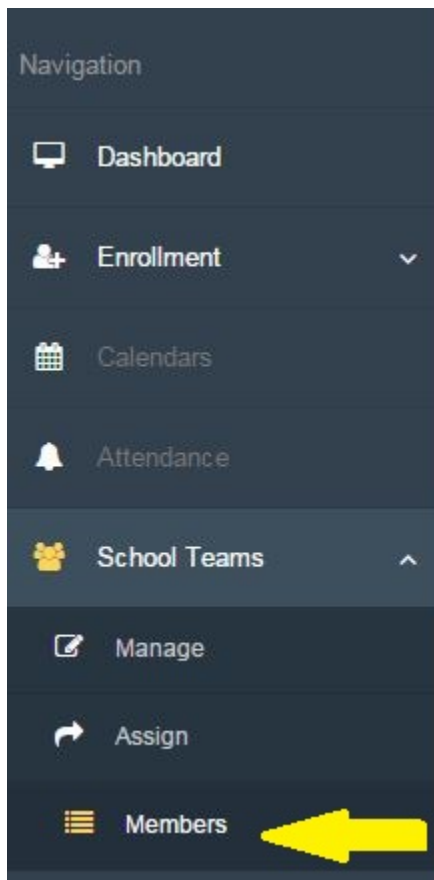


Exporting Student Attendance Spreadsheet

Step 1. Select the Admin role if unable to see “School Teams” in the control bar. The role is visible at the top of the page.



Step 2. Expand the “School Teams” option in the control bar and choose the “Members” option.



Step 3. Click the “Export Attendance Scoresheet” icon located to the far right of the team you wish to export. This export contains a column for each day of the week.

Team Code	Team Name	Team Description	Members	
J12	JUNIOR		13	  
BPNDGN	PITTSBURGH		9	  
SW1	WRESTLE		13	  

Step 4. Depending on the web browser, (Internet Explorer, Firefox, Chrome, etc...) as well as the specific user settings of that browser, the behavior of choosing the export will vary. You may need to ask school IT personnel for help in downloading and saving these files in a known location on your PC. Alternatively, you may call Assistant Director Jackie Barr at (800) 522-6170, ext. 4128 for assistance. Once the spreadsheet has been exported, it can be printed and given to the teacher to mark attendance. At the end of the week the secretary should collect attendance sheets and mark attendance in the summer learning student management system.