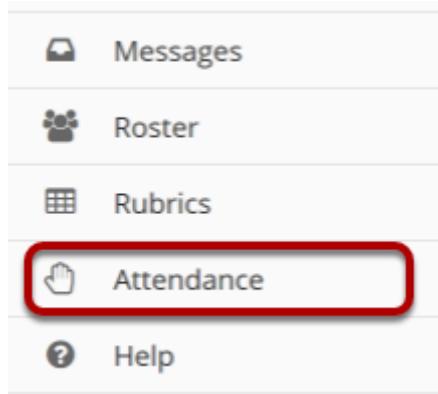


How do I print sign-in and attendance sheets?

Go to Attendance.



Select an Attendance Item by clicking on the name link.

ATTENDANCE

[Link](#)

[? Help](#)

[Add](#) [Attendance](#) [Attendance By Student](#) [Grading](#) [Settings](#) [Import/Export](#)

Take Attendance

Click on the **Take Attendance Now** button to immediately take attendance. Click on a link below to take attendance for an existing event.


[Take Attendance Now](#)

Attendance Item	Actions	Date	Present	Absent	Excused	Late	Left Early
Attendance	Actions	4/27/20 2:49 PM	2	0	1	0	0
Attendance Test	Actions	4/25/20 4:17 PM	2	0	0	0	0
Class 01	Actions	4/24/20 9:00 AM	2	0	0	0	0

From the Take Attendance landing page, click on the printer icon.

ATTENDANCE Link Help





Add Attendance Attendance By Student Grading Settings Import/Export

Attendance 4/27/20 2:49 PM 

Take Attendance

View

Mark displayed students as

Student Photo	Student Name	Present	Absent	Excused	Late	Left Early	Comments
	Benton, Kirk (demostudent08)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Hart, Vanessa (demostudent02)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

In the pop-up box, select the group that you would like to print.

Print Sign-In or Attendance Sheet

Item Name Attendance

Item Date 4/27/20 2:49 PM

Group

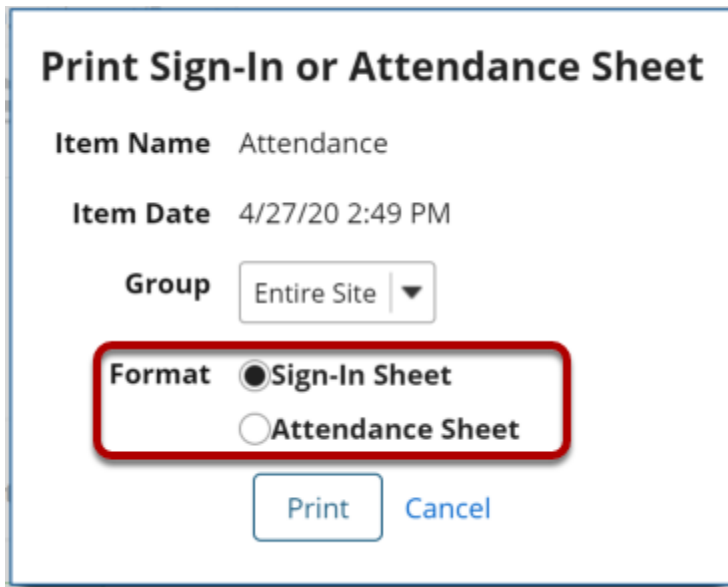
Format

Group-1 Sheet

Group-2 ncel

Group-3

Select whether you'd like to print a Sign-In or Attendance Sheet.



Print Sign-In or Attendance Sheet

Item Name Attendance

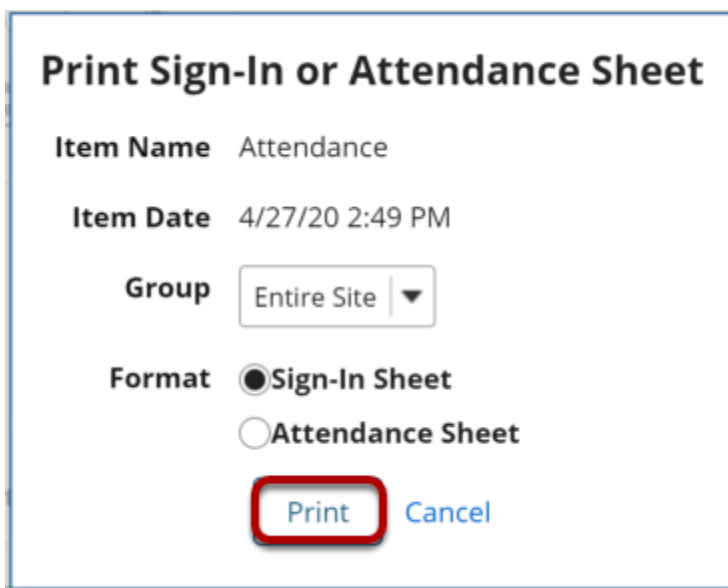
Item Date 4/27/20 2:49 PM

Group Entire Site ▼

Format Sign-In Sheet
 Attendance Sheet

Print Cancel

Click the Print button.



Print Sign-In or Attendance Sheet

Item Name Attendance

Item Date 4/27/20 2:49 PM

Group Entire Site ▼

Format Sign-In Sheet
 Attendance Sheet

Print Cancel

Select the document.

The screenshot shows the Sakai LMS interface. The top navigation bar includes the Sakai logo, a 'View Site As:' dropdown, and user profile icons. Below the navigation bar, there are breadcrumb links: Home > Demo 123 12 F20 > Oceanography > TTT 001 001 F20. The main content area is titled 'ATTENDANCE' and includes a sub-menu with options: Add, Attendance, Attendance By Student, Grading, Settings, and Import/Export. The current page is 'Attendance 4/27/20 2:49 PM'. Below this, there is a 'Take Attendance' section with a 'View' dropdown set to 'Entire Site' and a 'Mark displayed students as' dropdown set to 'Choose One'. A table displays attendance data for one student:

Student Photo	Student Name	Present	Absent	Excused	Late	Left Early	Com
KB	Benton, Kirk (demostudent08)	✓	✗	○	⊕	➡	

At the bottom of the browser window, a download bar shows a file named 'Attendance-signin.pdf' with a red box highlighting it.

The PDF will appear at the bottom of your web browser. It can also be found in your Downloads folder.

View the Attendance Sign-In Sheet.

The screenshot shows a PDF document titled 'Sign-In Sheet - Demo 123 12 F20'. The document contains the following text and table:

Sign-In Sheet - Demo 123 12 F20
Attendance (Mon, Apr 27, 2020 2:49 PM)

Student Name	Signature
Benton, Kirk	
Hart, Vanessa	
Hemmings, Jack	
Mackenzie, Nathan	
North, Theresa	
Peterson, Cameron	
Stevens, Blake	
Sutherland, Ella	

Or view the Attendance Sheet.

Attendance-attendance.pdf 1 / 1

Attendance Sheet - Demo 123 12 F20

Attendance (Mon, Apr 27, 2020 2:49 PM)

Student Name	Pres	Abse	Excu	Late	Left
Benton, Kirk (demostudent08)					
Hart, Vanessa (demostudent02)					
Hemmings, Jack (demostudent06)					
Mackenzie, Nathan (demostudent05)					
North, Theresa (demostudent04)					
Peterson, Cameron (demostudent07)					
Stevens, Blake (demostudent09)					
Sutherland, Ella (demostudent03)					