

Class Attendance - Excel Format

Minnesota Literacy Co. Home | digitalliteracy. GCFLearnFree LAN Website Minnesota Adult Basic Marcs/MNABE login

Marshall GUZA, STEPHANIE Active: 7/1/2016 11/29/2016 Go

Under the Classes Tab

1. Select Sub-Site –Example: Marshall
2. Select Instructor - Example: Guza, Stephanie
3. Active: 7/1/2016 (beginning date of the current school year) to current date
4. GO

[Reset](#) **Classes**

ID	Name	T1 Days	T1 Sta	T1 End	Staff
5178	ESL CS	MTWR	4:30 PM	8:30 PM	GUZA, STEPHANIE
5199	ESL/Civics CS	MTWR	4:30 PM	8:30 PM	GUZA, STEPHANIE
5174	SKILLS TUTOR PROXY CS	MTWRFS	6:00 AM	6:15 AM	GUZA, STEPHANIE

Pages: 1 - 1 (3 items) [1] All

1. Select the class by clicking on the Name of the class

sid Home Person Search Students Classes Staff

[5178] ESL CS

Marshall, City Side

Summary Attendance Assessment Messages Curriculum

Jul 1, 2016 - Apr 30, 2025

Mon, Tue, Wed, Thu
4:30 PM - 8:30 PM

Edit

Ro

Tea

[Printable Attend Sheet](#)
[Sign In Sheet](#)

1. Under the shaded schedule box locate the "**Printable Attend Sheet**" and select it.

jennifer56264 - Yahoo M x Class Summary x https://sid.mnabe.org/Re x

https://sid.mnabe.org/Reports/reportviewer.aspx?report=PrintAttendSheet&ScheduleID=5178

Apps Southwest Minnesota State Bank of Taunton Win Calendar Jimmy John's Hy-vee ad SkillsTutor Log

Start Date Last Week Print Birthdate True False View Report

1 of 2 ? Find | Next

5178 ESL CS, GUZA, STEPHANIE

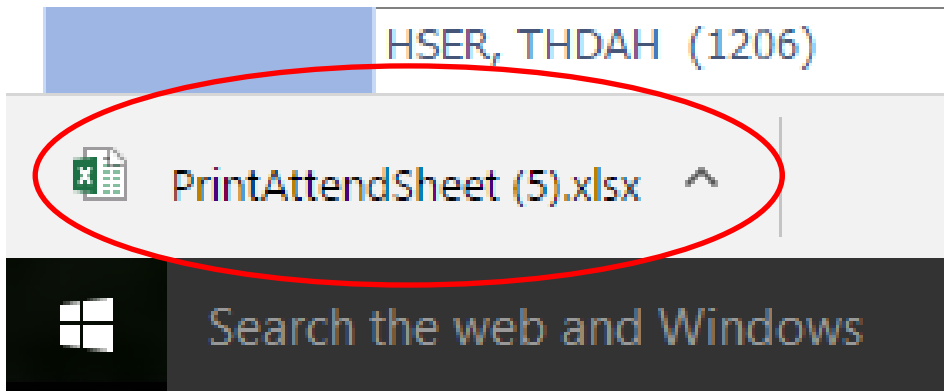
Marshall, City Side

4:30 PM-8:30 PM MTWR, 07/01/2016-04/30/2025

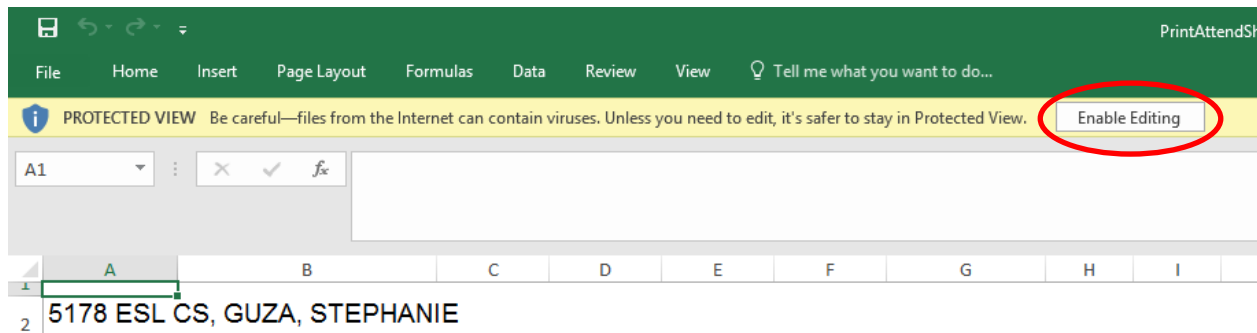
PDF
Excel
Word

		11/21/16 Monday	11/22/16 Tuesday	11/23/16 Wednesday	11/24/16 Thursday
Person Type	Name				
Student	Abdi, Abdikadir I (522)				
	ABDI-ABDIRAHMAN, BATULA (2907)				

1. Click on the disk to get the pull down menu.
2. Select **Excel**.



1. The Excel form will be downloaded to your computer.
2. Select it to open it.



1. Click to *Enable Editing*
2. The list is now an Excel document.
3. Do a *Save As* and save it to keep it on your computer.
4. It is now ready to record your attendance.
5. When it is complete, simply attach it to an email to Dawn.

Notes:

- You will need to repeat this process for each of your classes.
- For new students: add them and their hours at the bottom of the list. Once we get the intake for the student and get it input, they will show up on the next weeks attendance list.
- If you have any questions, please email Jennifer