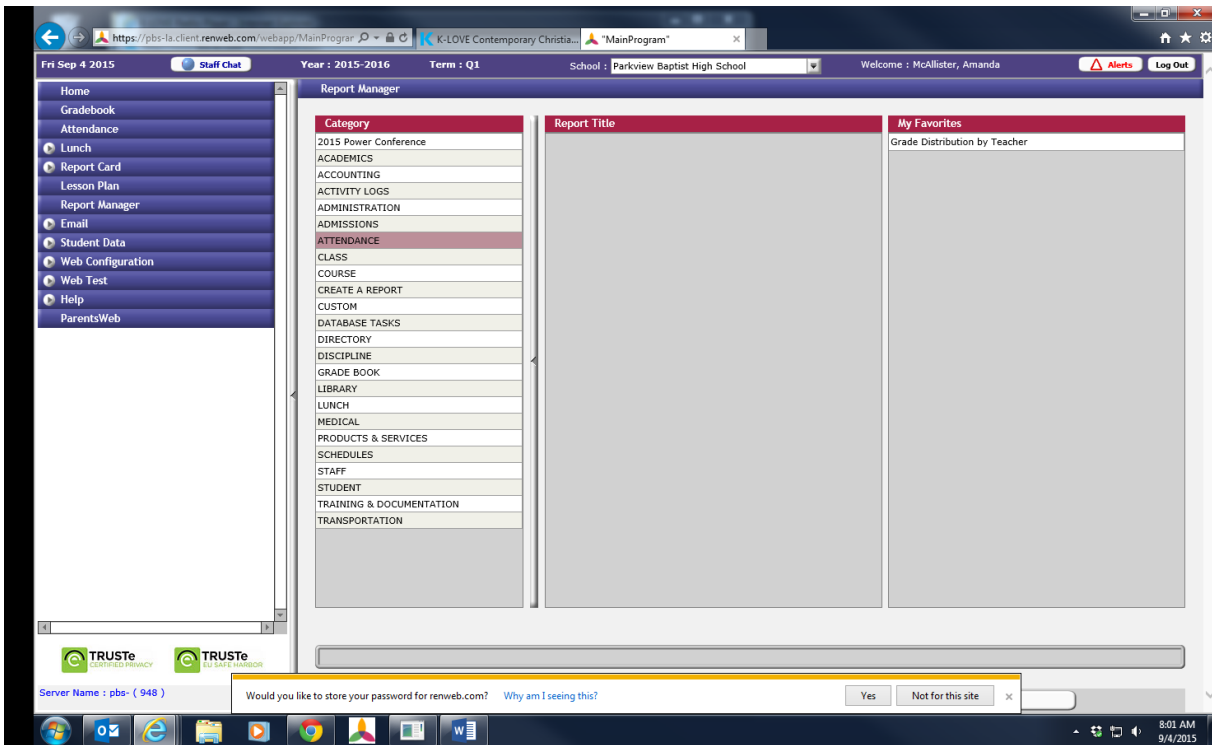
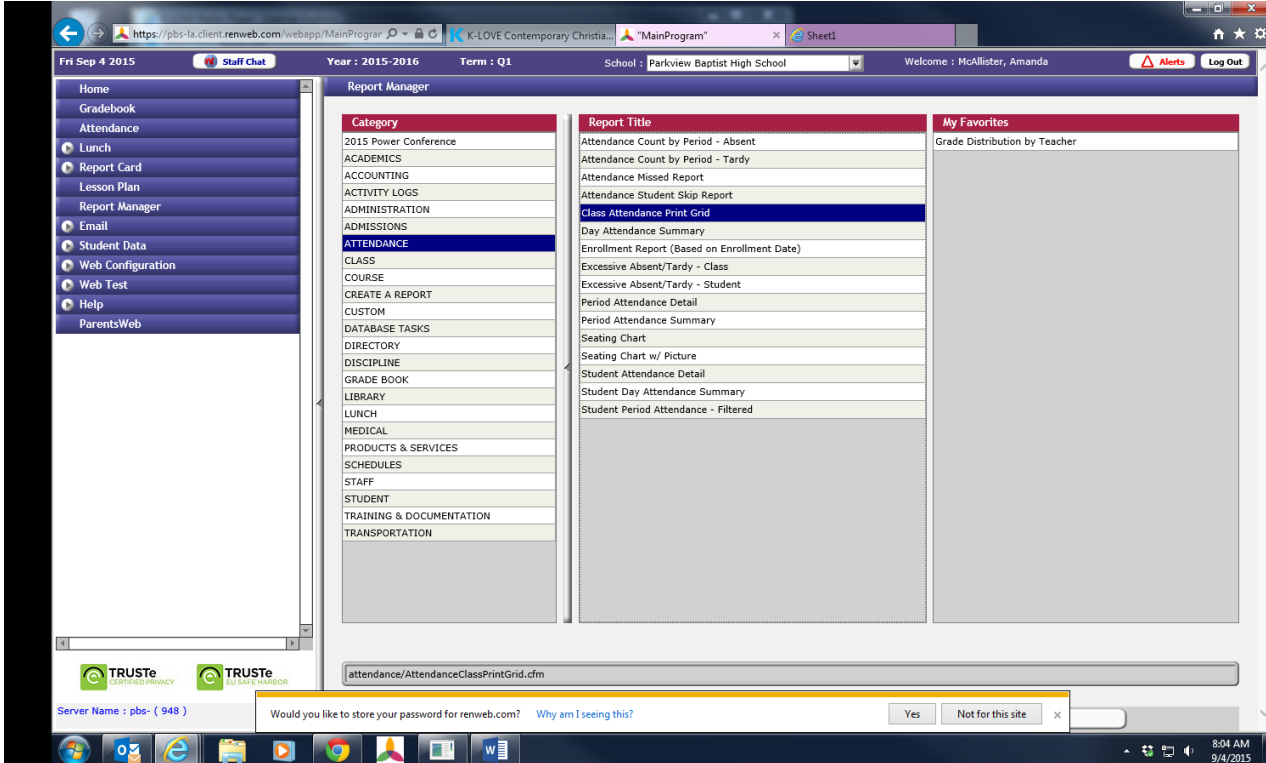


RenWeb Printing Monthly Attendance Instructions

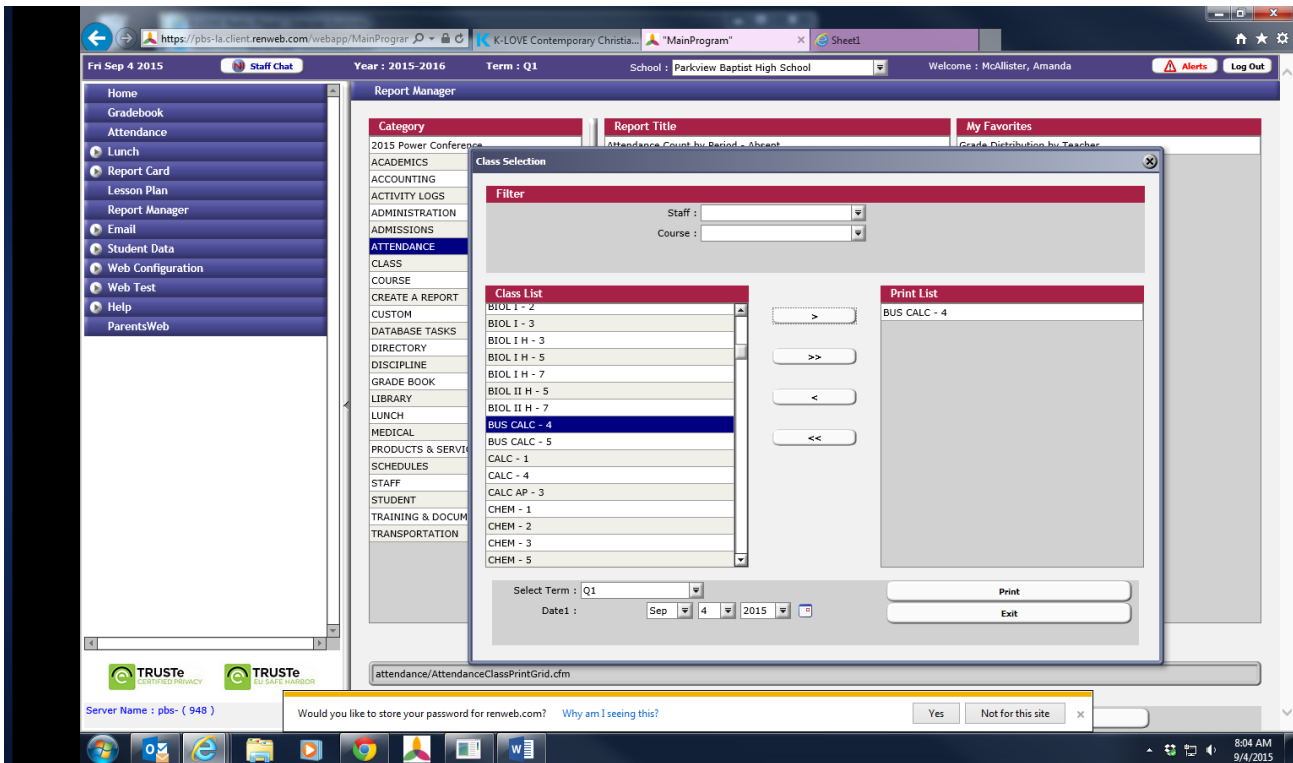
Select Report Manager from the side bar menu



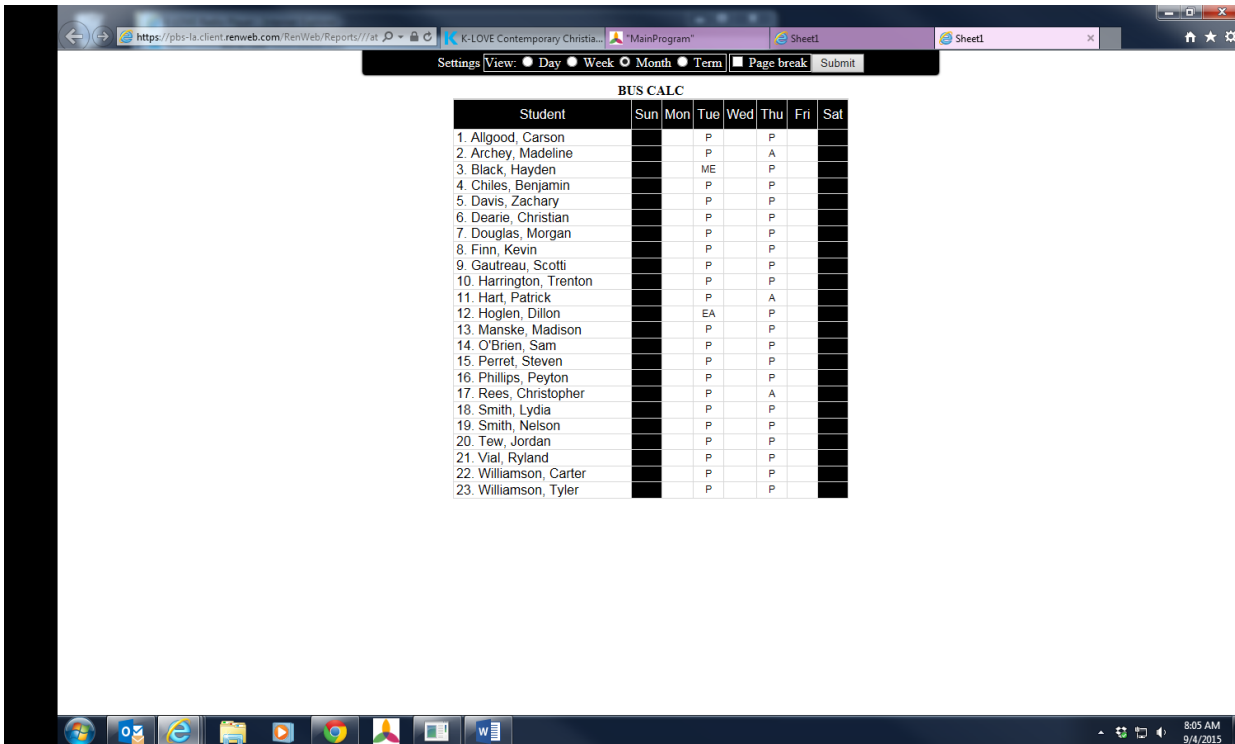
Then Select Attendance



Select "Class Attendance Print Grid"



Move your classes over then select Print. (On this screen you can change the dates)



Then change to Month and press submit

Student	Sep 1	Sep 2	Sep 3	Sep 4	Sep 5	Sep 6	Sep 7	Sep 8	Sep 9	Sep 10	Sep 11	Sep 12	Sep 13	Sep 14	Sep 15	Sep 16	Sep 17	Sep 18	Sep 19	Sep 20	Sep 21	Sep 22	Sep 23	Sep 24	Sep 25	Sep 26	Sep 27	Sep 28	Sep 29	Sep 30
1. Allgood, Carson	P		P																											
2. Archey, Madeline	P		A																											
3. Black, Hayden	ME		P																											
4. Chiles, Benjamin	P		P																											
5. Davis, Zachary	P		P																											
6. Dearie, Christian	P		P																											
7. Douglas, Morgan	P		P																											
8. Finn, Kevin	P		P																											
9. Gautreau, Scotti	P		P																											
10. Harrington, Trenton	P		P																											
11. Hart, Patrick	P		A																											
12. Hoglen, Dillon	EA		P																											
13. Manske, Madison	P		P																											
14. O'Brien, Sam	P		P																											
15. Perret, Steven	P		P																											
16. Phillips, Peyton	P		P																											
17. Rees, Christopher	P		A																											
18. Smith, Lydia	P		P																											
19. Smith, Nelson	P		P																											
20. Tew, Jordan	P		P																											
21. Vial, Ryland	P		P																											
22. Williamson, Carter	P		P																											
23. Williamson, Tyler	P		P																											

On the screen before you select PRINT is where you can change the dates.

We want to print (or save as) a PDF by month and save these reports.

Save files as:

15AUG_SheltonM

16JAN_SheltonJ