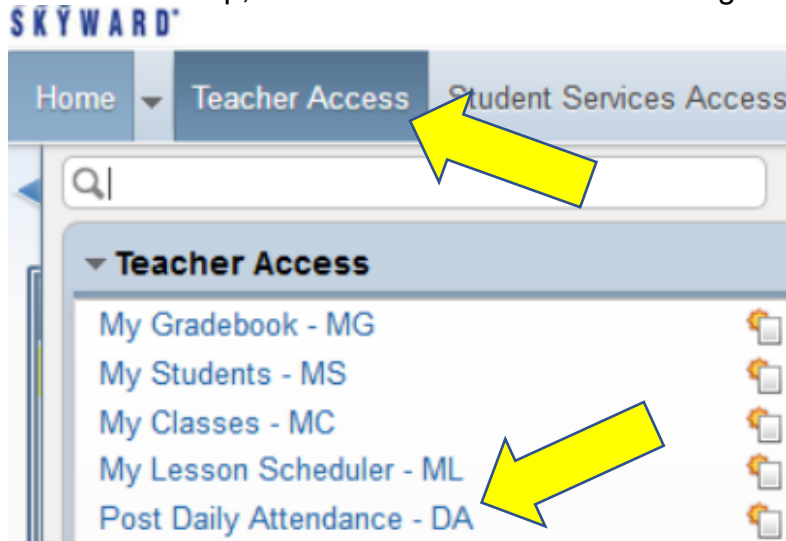


Submitting Daily Attendance - Skyward

1. Go to <https://sis-sumner.tnk12.gov/scripts/wsisa.dll/WService=wsSUMStu/seplog01.w> and log in using your Active Directory Credentials.
2. At the top, Click "Teacher Access" and navigate to "Post Daily Attendance."



3. Find the class for which you are taking attendance and click "By Name."

MTWRF ALG1S1 / 1-1 Algebra I S1 **By Name** | By Seating Chart | Assign Seats

4. Mark students that are absent/tardy and click "Save" to post attendance.

**On this page, you can also click "Print Class Roster." This will bring up a Roster that can be used for when you have a sub, etc.

Take Attendance for **Friday, November 3, 2017**

Hot Lunch Option A?

[us Weeks Attendance](#) | [View Class Summary](#) | [Hide Survey Questions](#) | [Print Class Roster](#)

Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	Lunch Count		Absent Count	Tardy Count	Period 1	Period 2	Period 3
								Default blanks to:						
Abbescr	Trembley	12	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>							
Andersenscr	Martha O	10	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>							
Coninescr	Adolph H	09	400	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>							
Coxscr	Rebecca	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>							
Cruzscr	Terry T	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>							
Floresscr	Raymond N	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>							
Hughesscr	Jean G	09	400	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>							

5. You will receive confirmation that your attendance has been submitted.

MTWRF ALG1 / 01 Algebra 1 [By Name](#) | [By Seating Chart](#) | [Assign Seats](#)

Attendance Taken: 8:04 AM by Jacob Knesescr