

STEP-BY-STEP INSTRUCTIONS ON “HOW TO PRINT OUT TEACHER SIGN-OFF SHEETS”

After Logging into ISIS

- Click on Reports
- Click on Teacher
- Click on Teacher’s Sign-Off

The following areas should appear on the screen. Complete them as follows:

- As of Date: Click on the calendar and select the Monday date of the previous week.
- Course-Section(s) click on all
- Period(s) click on all
- Report Options click on Merger Roster
- Click on Generate Report

Once report appears:

- Click on PDF (on the menu bar)
- Click on the “printer” (on the menu bar)

Verify, sign and place your sign-off sheets in my box.