

TAC Attendance

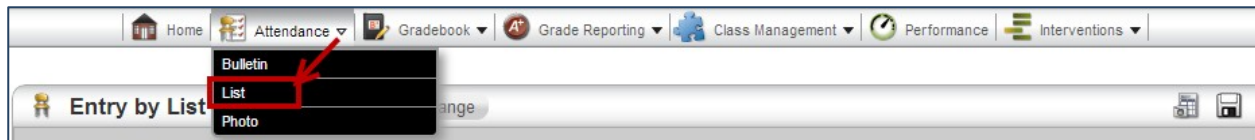
From the Home Page

My Classes				
View: Current RC Run				
Period	Course	Attendance	Grade	Issues
Building: 232 - Wilson High School				
	Primary Homeroom			
2	World History 2 (HWH402-2)			
3	World History 2 (HWH402-7)			
4	Student Assistant (YSA400-77)			
	World History 2 (HWH402-9)			
5	World History 2 (HWH402-5)			
6	US History 2 (HUS402-8)			

Click one time to mark all students present. Check indicates attendance was taken.

Click on chair to open attendance page for class.

Attendance Entry by List



Step 1: Office staff pre-enters attendance information based upon parent phone calls or other communication.

Step 2: Classroom teachers enter attendance in Teacher Access Center.

Teachers Grades 6-12 will take attendance within the first 10 minutes of class.

Entry by List											
World Cultures (6790-7) Per: 01, Date: 8/20/2014											
Total Students: 23											
Student ID	Name	Alerts	Grade	Office	A	T	P	Dismiss Time	Arrive Time	Add Entry	Clear Entry
06			06		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input data-bbox="1047 1354 1063 1375" type="button" value="+"/>	
06			06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input data-bbox="1047 1354 1063 1375" type="button" value="+"/>	

To change the class or attendance date click **Change**.

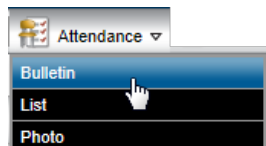
Step 3: Mark students absent or present. Teachers are not to add additional attendance entries using the in the Add Entry column. Additional entries if needed will be handled through the office.

Step 4: Click to Save.

Entry by Photo (Not Available until Photos have been loaded):

Note* Before you can use the Attendance by Photo option, you must set up your Seating Chart.

Attendance Bulletin:



Use the Bulletin page to view a day's attendance information for a building. You may view attendance information for all students or for only the students who are in your classes. One line of data will display for each absence for the student.

Bulletin													
Attendance Date: 6/19/2013		Students to Show: <input type="radio"/> All Students <input checked="" type="radio"/> My Students <input type="radio"/> My Students In Period											
Building: All		Show Attendance Entered For: <input type="radio"/> All Classes <input checked="" type="radio"/> My Classes <input type="radio"/> Period											
Sort: Student Name by Building		<input type="button" value="Refresh Bulletin"/>											
Student ID	Name	Alerts	Building	Grade	House Team	Homeroom	Room	Course	Description	Period	Absence	Dismiss	Arrive
Building: 129 - Helen Stafford Elementary School													
Building 129 No attendance data for filter criteria													

O = Entered by Office
A=Absent
T=Tardy
P=Marked as Present.
 You only need to mark a student present to remove an incorrect absence. To mark all students absent, tardy, or present, enter a check in the checkbox in the appropriate column heading.