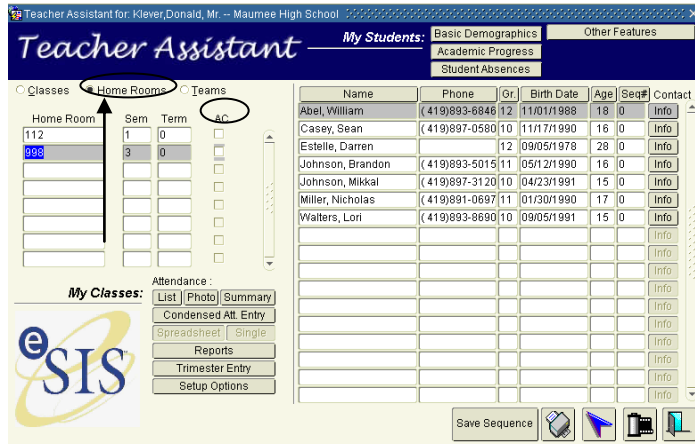
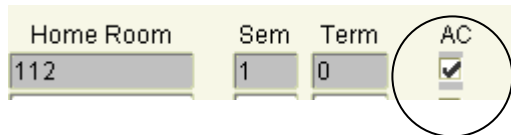


eSIS Teacher Assistant-Attendance by Homeroom



1. Select the Homeroom Icon
2. Highlight the correct Homeroom
3. If all students are present, you may click on the AC located at the right of the homeroom



If students are absent, then you will need to select the method you wish to choose to enter students' absences. The options for this are by

- LIST
- PHOTO



Using the Attendance by Photo Option-

Erin Jacque: Mark McLea

A L A L A L A L A L A L A L A L

Nathan Hile: Benjamin Hi Craig Histec Timothy Hitc Reyna Hoch Nicole Hous Daniel Hubk Elliott Hudsc Michael Hun Victoria Imla

A L A L A L A L A L A L A L A L

211 10
03/30/2007 1
Gilsdorf, Paul
● A.M. ○ P.M.
 Student Absences Attendance Completed Mark absent for PM?

- Click "A" if the student is absent and "L", if the student is late. In this instance you do NOT have the option to enter an absence reason. This will be done the attendance secretary.

Using the Attendance by List Option-

Daily Att- Homeroom Class Entry


4731 Maumee High School RG 29-AUG-2006 Full-Time Friday Mar 30, 2007

Home Rooms

Home Room: 211 Teacher: Gilsdorf, Paul Room: 211 Hot Lunches Required: 0

----- A M ----- P M -----

A	L	Reason	A	L	Reason	Pupil No.	Student Name	Phone No.
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		599903	Hiles, Nathan	(419)893-4203
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test	599914	Hinsey, Benjamin	(419)897-0559
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		599904	Histed, Craig	(419)897-9522
<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		600066	Hitchner, Timothy	(419)891-9856
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		600778	Hochron, Reyna	(419)891-7368

- Just like the Photo Option, you will click on "A" for absent and "L" for late, clicking on Save  when completed.
- In using the List Option, you have the option to enter an absence reason. While the option is there, whether teachers will do so or if the absence reason will be entered by the office, will be determined by your building principal.

NOTE: Regardless whether you are using the Photo or List option, when you have completed your attendance, you will want to click on the Attendance Complete Box located on the bottom of each screen

Attendance Completed as this notifies the office you have completed your attendance. Just clicking on the Save icon and not the Attendance Complete button will be translated to the office as you have NOT taken attendance.

