

Quick Guide to Daily Attendance by Class

(Note: Attendance by photo can NOT be used when using "Daily Attendance" unless you do so through your Homeroom)

1. If your school takes attendance 1st period, select your first period class.

Course	Sec.	Title	S	T	D	P	AC
31-265	02	BIO H	0	0	0	01	<input type="checkbox"/>
31-263	01	BIO	0	0	0	02	<input type="checkbox"/>
31-261	01	LIFSCI	0	0	0	03	<input type="checkbox"/>
31-265	01	BIO H	0	0	0	04	<input type="checkbox"/>
31-285	02	PHYSIO H	0	0	0	05	<input type="checkbox"/>
31-285	01	PHYSIO H	0	0	0	07	<input type="checkbox"/>

2. If all students are present, you can simply click the AC (Attendance Complete) checkbox
3. However, if students are absent during the period your school take's attendance, you will need to click on the "List" button below your class lists.

Course	Sec.	Title	S	T	D	P	AC
31-265	02	BIO H	0	0	0	01	<input type="checkbox"/>
31-263	01	BIO	0	0	0	02	<input type="checkbox"/>
31-261	01	LIFSCI	0	0	0	03	<input type="checkbox"/>
31-265	01	BIO H	0	0	0	04	<input type="checkbox"/>
31-285	02	PHYSIO H	0	0	0	05	<input type="checkbox"/>
31-285	01	PHYSIO H	0	0	0	07	<input type="checkbox"/>

Attendance :

4. From the class list screen, press F8 or "Query" > "Execute" to query your most recent class.
5. Use the "A" and "L" check boxes to mark students Absent or Late for your class. If you do not know the reason, it can be left blank and filled by the office at a later time.

A	L	Reason
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

6. When you have completed your attendance, check the attendance complete check box.

Attendance Entry Completed

7. Click the save icon (diskette), and then exit through the door to return to the TAM start screen.

