

Steps to Record Attendance

The steps described here demonstrate how to enter **Attendance** hours using manual data entry. Alternate methods include scanning and importing in TE.

Access: TE > Organization > Classes > Instances > Class Instance > Attendance

Step	Screen	Description
1.		<ul style="list-style-type: none"> From the Navigator at left, <ul style="list-style-type: none"> Click Attendance. By default, Attendance Source is set to input Daily Attendance for the current week. To record attendance, <ul style="list-style-type: none"> Click the Pencil icon and Change to Edit Mode.
2.		<ul style="list-style-type: none"> By default, the Attendance grid is Sorted by [Last] Name. <ul style="list-style-type: none"> Click for Sorted by ID. To record Daily Attendance, <ol style="list-style-type: none"> Check Fill – <ul style="list-style-type: none"> To populate the maximum Daily Attendance minutes for all students on any given day or all days. Edit attendance – <ul style="list-style-type: none"> For students with a different number of minutes from the maximum Daily Attendance on any given day. Check the X Box – <ul style="list-style-type: none"> For students who were absent on any given day.

Step	Screen	Description
3.		<ul style="list-style-type: none"> • After recording Daily Attendance, <ul style="list-style-type: none"> ◦ Click Save.
4.		<ul style="list-style-type: none"> • To change the Source for recording Attendance, <ul style="list-style-type: none"> ◦ Click the down arrow and select it from the drop-down menu. • Choose Student Update when recording attendance weekly, monthly, or at the end of a term. • Use Student Update (Cumulated) for the total number of hours since entry in a class. • Use the Test for a number of hours between tests. • Use Student Observation to record hours for Adults with Intellectual Disabilities.
5.		<ul style="list-style-type: none"> • Class Records are added for each student automatically per Attendance Source. • To view and print Attendance for the week, <ul style="list-style-type: none"> ◦ Click Class Records from the Navigator at left. • Use columns to Filter and Sort the list.
6.		<ul style="list-style-type: none"> • To print the filtered/sorted list, <ul style="list-style-type: none"> ◦ Click Print from the Toolbar at the top of the Class Records list. • If needed, <ul style="list-style-type: none"> ◦ Set Print Size. ◦ Select and order Columns. • Before printing, <ul style="list-style-type: none"> ◦ Click Preview.

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7.	<p>06/06/2018 23:37:54</p> <p style="text-align: right;">Page 1 of 1</p> <table border="1"> <thead> <tr> <th>Site</th> <th>Class ID</th> <th>Class name</th> <th>Student ID</th> <th>Name</th> <th>Record Date</th> <th>Attendance</th> </tr> </thead> <tbody> <tr> <td>01 - RHAS: North Campus</td> <td>1001</td> <td>ABE Intermediate</td> <td>268092630</td> <td>Ayshan Karahan</td> <td>06/04/2018</td> <td>Daily Attendance: 1:00</td> </tr> <tr> <td>01 - RHAS: North Campus</td> <td>1001</td> <td>ABE Intermediate</td> <td>268092630</td> <td>Ayshan Karahan</td> <td>06/05/2018</td> <td>Daily Attendance: 0:15</td> </tr> <tr> <td>01 - RHAS: North Campus</td> <td>1001</td> <td>ABE Intermediate</td> <td>274564719</td> <td>Erica Kan</td> <td>06/05/2018</td> <td>Daily Attendance: 1:00</td> </tr> <tr> <td>01 - RHAS: North Campus</td> <td>1001</td> <td>ABE Intermediate</td> <td>274564719</td> <td>Erica Kan</td> <td>06/04/2018</td> <td>Daily Attendance: 1:00</td> </tr> <tr> <td>01 - RHAS: North Campus</td> <td>1001</td> <td>ABE Intermediate</td> <td>340993185</td> <td>Dustin P Andrews</td> <td>06/05/2018</td> <td>Daily Attendance: 0:20</td> </tr> <tr> <td>01 - 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