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	S	creen		Description
1.	View Organization Recc Class Instances 1001 - AB Navigator Image: Class Instance Fdit / View Image: Class Enrollments Class Records Tests	ords Reports Tools Help E Interme New Save Cancel Image: Cancel Image: Cancel Image: Cancel Image: Cancel	Delete Dup nation termediate 30/2018 dance • - 06/10/2018 • Monday Tues 06/04/2018 06/05/	 From the Navigator at left, Click Attendance. By default, Attendance Source is set to input Daily Attendance for the current week. To record attendance, Click the Pencil icon and Change to Edit Mode.
2.	1001 - ABE Interme Image: Cancel O Delete > Duplicate O O O O O O O O O O O O O O O O O O O			 By default, the Attendance grid is Sorted by [Last] Name. Click for Sorted by ID. To record Daily Attendance, Check Fill – To populate the maximum Daily Attendance minutes for all students on any given day or all days
	Sorted by Name 723777111 / Saul Aguilar 340993385 / Dustin P Andrews 443440507 / Lori Fortier 666444517 / Skip Greenleaf 268095630 / Ayshem Karahan 274564719 / Erica Kim 423771161 / Illana Plotkin	60 × 60 × Fill Fill Fill 60 × 30 × 60 × 20 × 60 × 20 × 60 × 30 × 60 × 60 × 60 × 60 × 60 × 60 × 60 × 60 × 60 × 60 × 60 × 60 × 60 × 60 × 60 × 60 ×	60 × F111 60 × MM × 60 × MM × 60 × 60 × 60 × 60 ×	 any given day or all days. Edit attendance – For students with a different number of minutes from the maximum Daily Attendance on any given day. Check the X Box – For students who were absent on any given day.

Class Records



Step Screen	Description
3. Interne Week: Obj04/2018 - 06/05/2018 06/05/2018 06/05/2018 06/09/2018 00/09/2018 00/09/2018 00/0000 0000000000000000000000000000	 After recording Daily Attendance, Click Save.
 Class Instance Information Attendance Attendance Source: Student Update Sortec Student Update (Cumulated) 723777111/ 340993385 / Student Observation Student Test 443440507 / Student Update 	 To change the Source for recording Attendance, 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. I View Organization Records Reports Toxis Help Toxis Finitances 1001 - ALE Internation Norgini in Cass Instance Information Class Finitance Information DI-BMS Finitance Informatio	 Class Records are added for each student automatically per Attendance Source. To view and print Attendance for the week, Click Class Records from the Navigator at left. Use columns to Filter and Sort the list.
6. Botch Edit Control Report Print Size: Portrait Landscape Double-Portrait Unlimited Page With Selected columns Site Class ID Class description Student ID Full name Record Date Student Attendance First Up Down Last Print Preview Cancel	 To print the filtered/sorted list, Click Print from the Toolbar at the top of the Class Records list. If needed, Set Print Size. Select and order Columns. Before printing, Click Preview.

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Class Records



Step	Screen	Description
7.	Bostonia Class Records Report Fage 161 20.97.54 The action of the same state of th	 A new tabbed page opens to display the Class Records Report. From the Preview, the report may be, Printed. Exported and saved as a PDF file, or other file type, on the local machine.
8.	TE View Organization Records Reports Tools Help Class Instances 1001 - ABE Interme Export Print @ @ 1 /1 D @ Construction Records Report R Tools Help	 To close the Class Records Report page, Click the Red X Box on the tab.
	Class Instances 1001 - ABE Interme X Navigator Cancel Concel C	 If you have Attendance to record for your other Classes, Click the Red X Box on the Class Instance tab to close the page.
10.	View Organization Records Reports Tools H Class Instances Image: Class Instances <thimage: class="" instances<="" th=""> Image: Cla</thimage:>	• This returns you to the page with a list of your Class(s) .