



offerings.

Once setup has been completed, the attendance entry screen can be accessed by selecting the "Track Attendance" button in the TSS Navigation Panel.



Note: The Track Attendance screen is only accessible to users who have been assigned the role of Program Manager/Data Entry Staff.

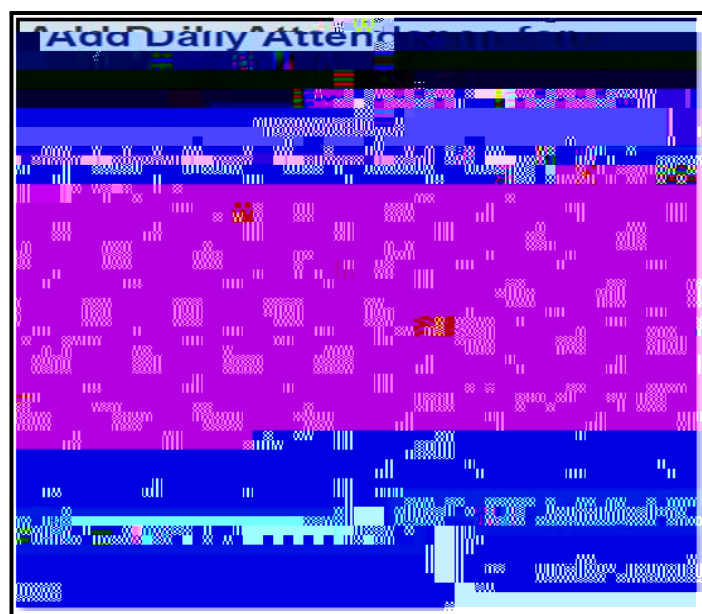
1) The Track Attendance screen is only accessible to users who have been assigned the role of Program Manager/Data Entry Staff.

2)

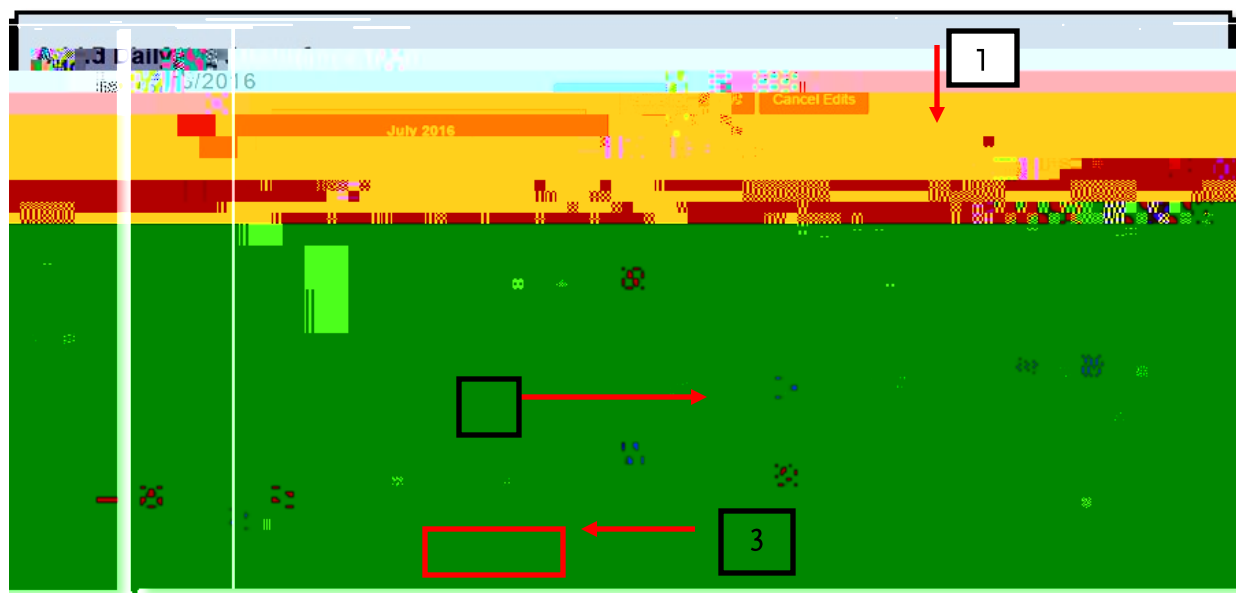
Click on the Track Attendance button in the TSS Navigation Panel.

4) The Track Attendance screen is only accessible to users who have been assigned the role of Program Manager/Data Entry Staff.

tendence



Daily Attendance Entry



After choosing the date, a teacher must do the following:

- 1) Teachers will select the "Time In" and "Time Out" drop down menus to select the times this student was in attendance. If the student was absent, the teacher will select "Absent" in the "Hours" column.

After attendance has been entered, click the "Save Records" button to save the attendance data.

Report. This can be done by selecting the data for which attendance was entered and then clicking the "Daily Attendance" link under the TSS calendar.

Note: Attendance data is only available for the current school year. Attendance data for previous school years is not available. For more information, please contact the TSS administrator.