

How to use...

***Web-Enabled
Teacher Tools
ATTENDANCE***

Section 19

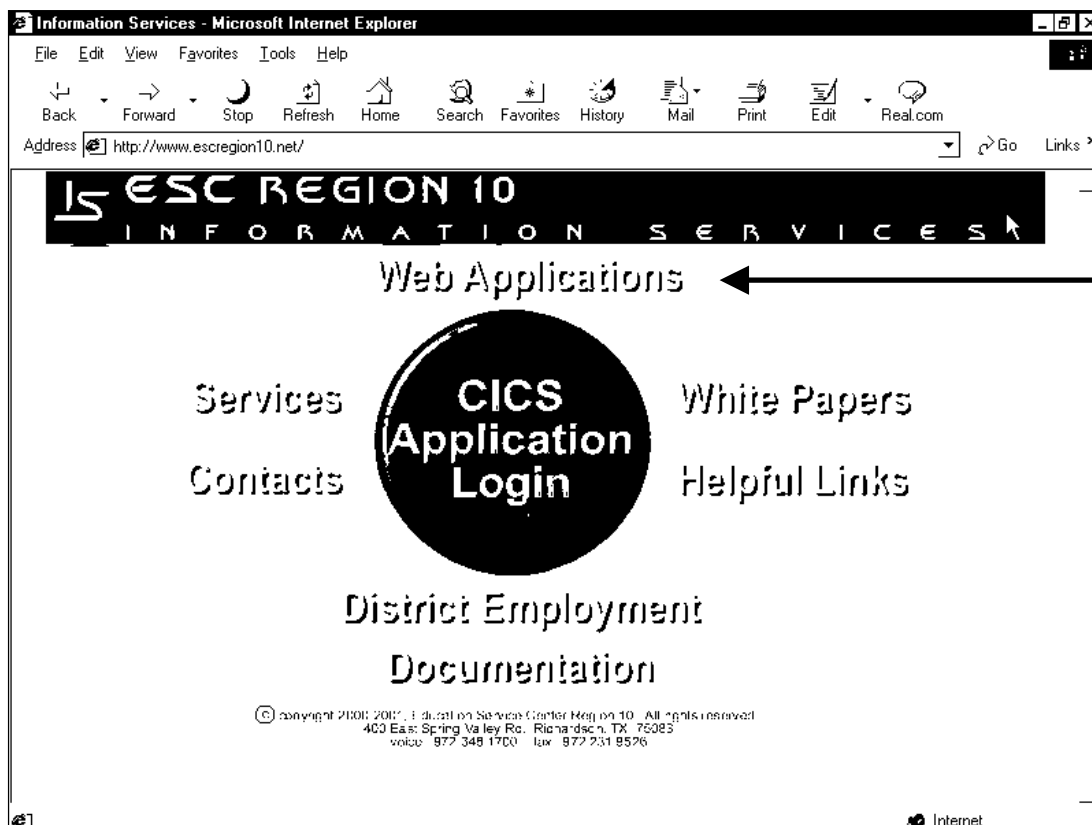
TEACHER TOOLS - ATTENDANCE

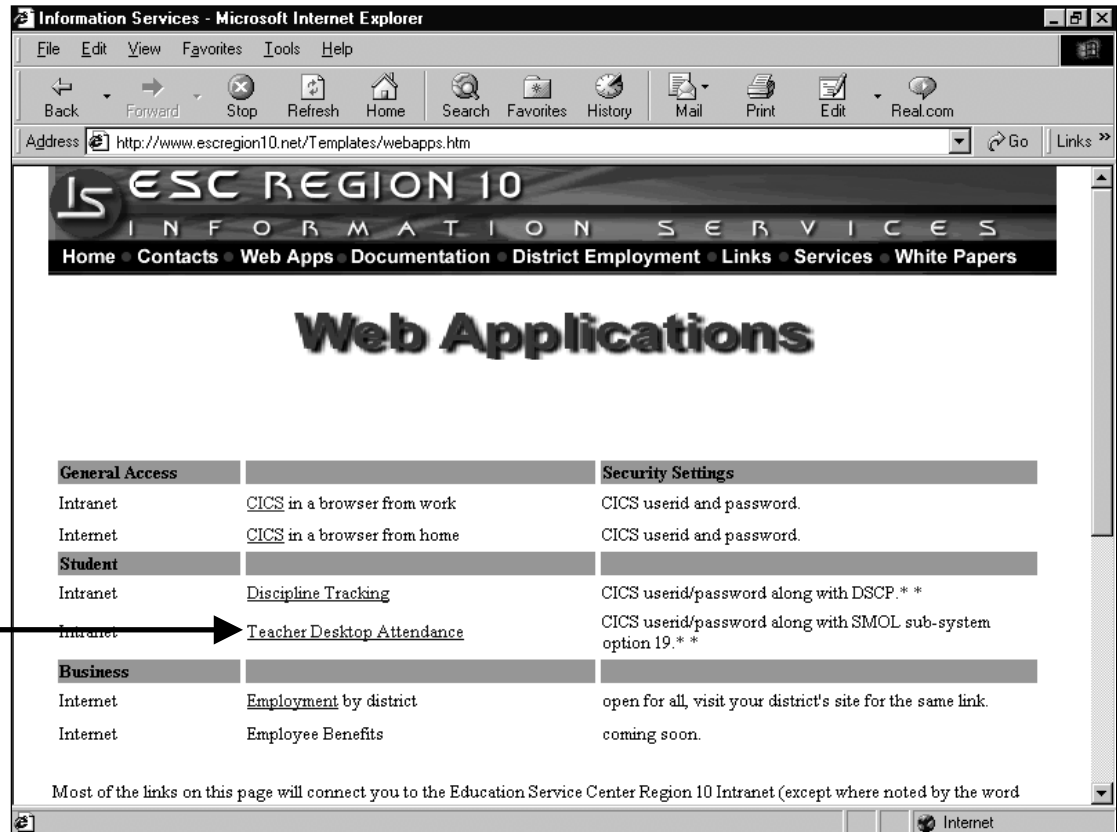
Teacher Tools-Attendance gives teachers the ability to enter absences using the course-sections in which the students are scheduled. This cannot be used for non-scheduling schools. Since the update capability is 'real-time', once attendance is "submitted", the period by period attendance file is immediately updated on the mainframe. It is then ready to view by the school staff and to begin printing reports.

Any district employee using their current mainframe security may access Region 10 systems securely from a web browser. Internet Explorer 5.0 or greater is the preferred browser; however, NetScape 6.0 or greater can also be used.

To Access TT - Attendance:

1. Go to <http://www.escregion10.net>
2. Click on *Web Applications*





◆ ◆ ◆ The above screen is the one that should be book marked as a favorite or made into a short-cut for the desktop. ◆ ◆ ◆

Note: Due to auditor requirements, passwords automatically expire every 105 days.

3. Click on [Teacher Desktop Attendance](#).

4. On the following screen, enter your Region 10 CICS ID and Password
5. Click OK

Welcome to ESC Region 10 - Microsoft Internet Explorer

AT00 Region 10 Logon to Web Attendance 02/17/2004 14:21:20

Please enter your CICS userid and password

* CICS Userid: * Password: Submit * denotes a required field

Exit

ONLY WHEN ASSIGNING A NEW PASSWORD: Also enter the new password in the two fields below

New password: Confirm password:

Your password will expire every 105 days, at which time you must assign a new password. Be very deliberate in this process so that you do not revoke yourself. If you revoke yourself or have problems contact your security administrator. **Five successive sign-on failures will revoke your userid.** Once revoked, only your security administrator ([click here for list](#)) has the authorization to assist you.

Password rules:

- 5 - 8 characters (A-Z, 0-9, no special characters or spaces)
- contain at least 1 number
- contain at least 1 letter
- cannot have been used before
- must begin with an alpha character

Guidelines:

- Keep your password secure and do not share it
- Do not use common words/names

Online documentation for all of our software may be accessed by [clicking here](#). You must enter the registration code(REGION10IS) in order to join this site.

Once you have logged in properly, the Attendance Tools access screen (AT01) displays:

Region 10 AT01: Attendance Tools Main Menu Cty/Dist:999999 Loc 533 at 02/17/2004 15:00:13 - Microsoft Internet Explorer

AT01 Attendance Tools System - ANYTOWN HIGH SCHOOL 02/17/2004 15:00:13

999999

Secondary - Attendance Taken by Course-Section

Elementary - Attendance Taken by Advisor Number

Exit Attendance

This site was developed by the Information Services division of Region 10 Education Service Center

Best Viewed on 600x800 Resolution or Higher with IE 5.0 or later

6. Click on *Secondary Attendance* to display the list of classes selection screen (AT03).

AT03 - List of Classes Selection

NOTES:

1. If a specific period contains more than one course/section, it is noted on this selection screen. Once that period is displayed, the students are grouped by course/section and listed alphabetically within each one.
2. When attendance has been completed for a period, 'Yes' displays in the 'Attendance Posted' column.

Region 10 AT03: Attendance Tools System City/Dist: 999999 Loc 535 at 04/17/2002 11:02:28 - Microsoft Internet Explorer

AT03 Attendance Tools System - ANYTOWN HIGH SCHOOL 04/17/2002
 999999 Classroom Report for 101 ADAMS 11:02:28
 Loc: 535 **Select Period**

Return

Period	Attendance Posted	Course	Section	Title	Day Met
01		9000	01	ART	Period has Multiple Courses
02	Yes	9001	02	ENGLISH 1	0 - ALL
03	Yes	9001	03	ENGLISH 1	0 - ALL
04		9001	04	ENGLISH 1	0 - ALL
05		9001	05	ENGLISH 1	0 - ALL
06		9001	06	ENGLISH 1	0 - ALL
07		9001	07	ENGLISH 1	0 - ALL

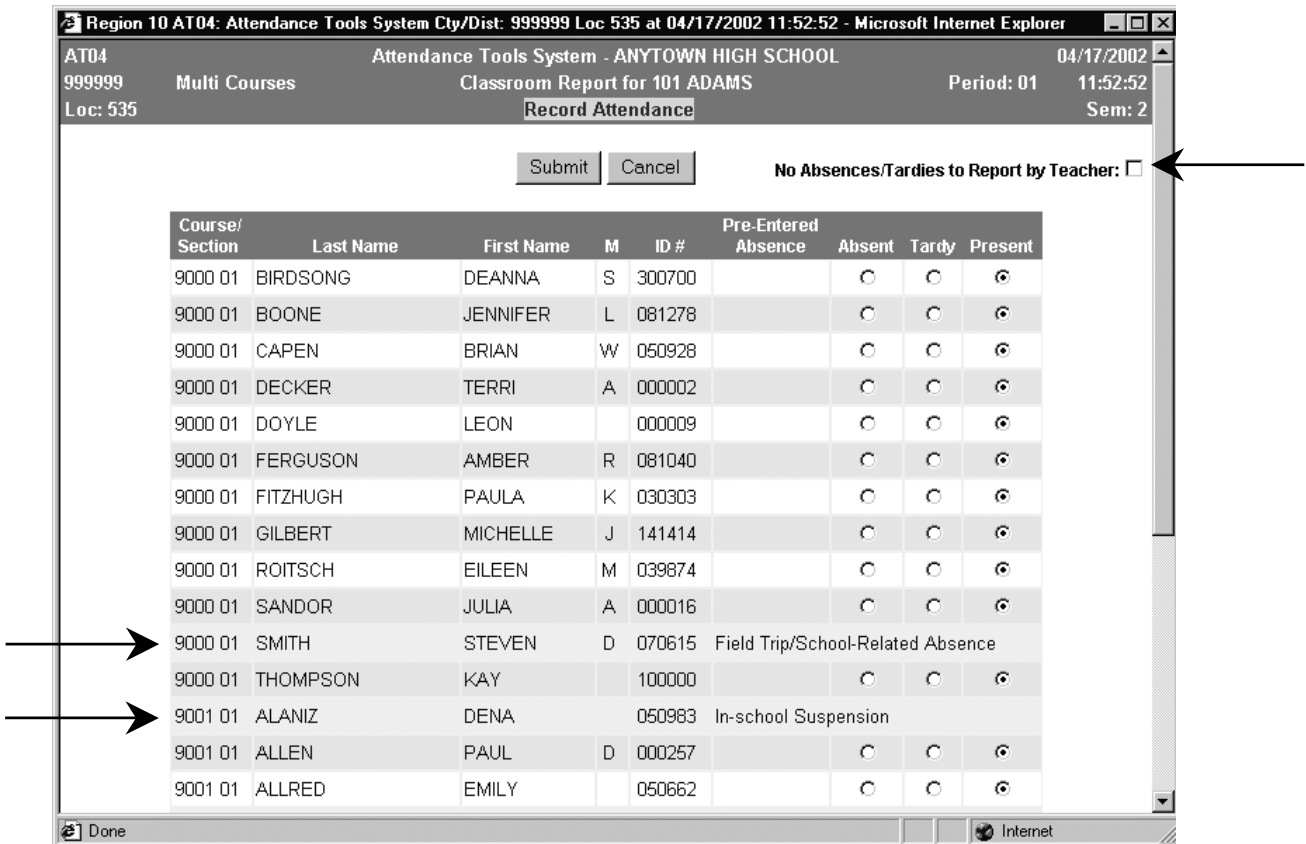
This site was developed by the Information Services Division of Region 10 Education Service Center. **ESC REGION 10 INFORMATION SERVICES**

Best Viewed on 600x600 Resolution or Higher

Done Internet

7. Click on the desired period number to display the list of students.

AT04 – List of Students



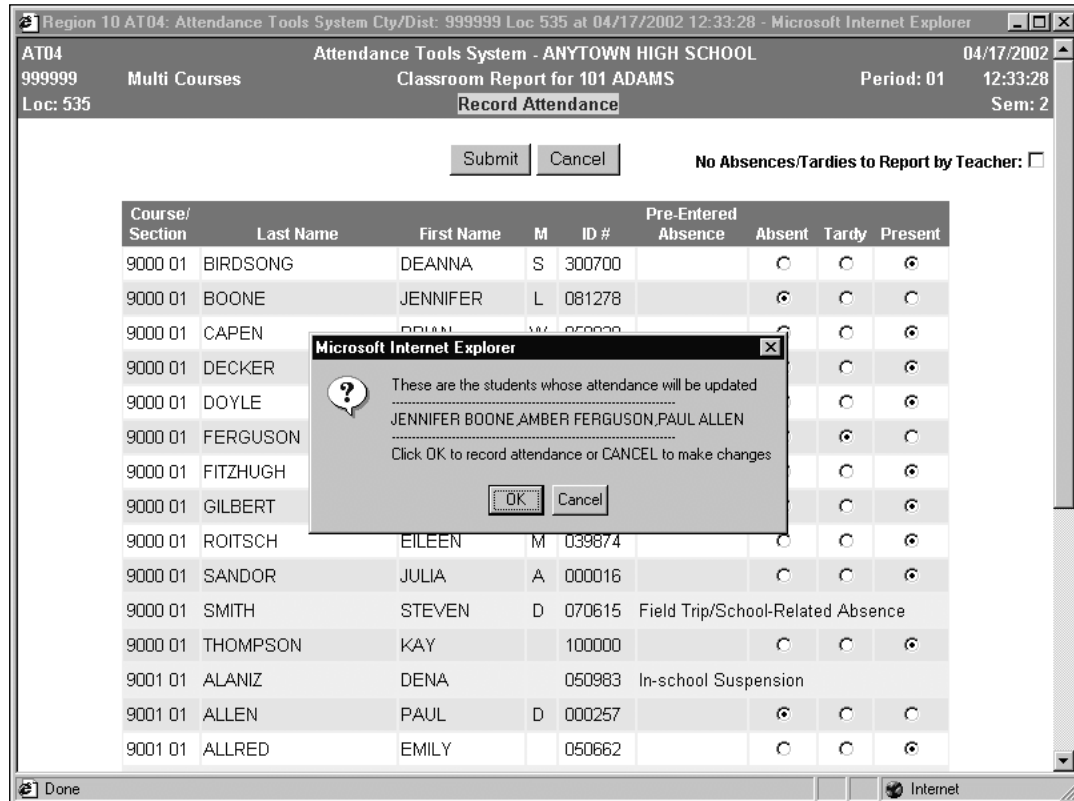
Field	Valid Codes/Instructions
PRE-ENTERED ABSENCE	Entries with this designation were entered by the attendance office and cannot be changed on this screen. These entries are highlighted in green.
ABSENT (TARDY-if applicable) PRESENT	Upon Initial entry into this screen, all students will be flagged as "Present" (except those with a pre-entered absence). Click on the "Absent" button to report an absence. Note: The "Tardy" column will only appear on the screen if the district has notified Region 10 that teachers may also record tardies.
NO ABSENCES (TARDIES) TO REPORT BY TEACHER	If there are no Absent or Tardy students to report, click the button for "No Absences/Tardies to Report by Teacher"

8. Update student attendance by clicking the appropriate radio button by the student's name.
OR
Click in the box marked "No Absences/Tardies to Report by Teacher".

9. If you wish to print a copy of this screen, "CTRL P" will bring up the print dialog box. You may print either before or after "Submit". However, if you are using the printed copy as a validation, it would be better to print after submitting. That way, you will have what was actually updated instead of what was intended.

10. **Submit** After marking students, click "Submit". A small window will display the list of students whose attendance is to be updated. If all is correct, click *OK*. If any corrections are needed, click *Cancel* to return to the attendance screen.

Note: Once attendance entries have been submitted properly, the Attendance Posted column will display Yes. Any corrections must be made through the attendance office.



Cancel

Click "Cancel" to return to the class listing without updating any attendance.

CAUTION:
 Once attendance has been completed, all browser screens must be closed. If only the attendance screens are closed and not the main browser screen, then attendance could be accessed by anyone - you are not asked to log in again at this point.