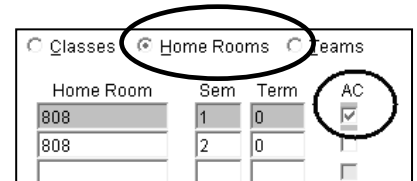


NC WISE Attendance Instructions >> Daily Attendance

1. Open the Firefox Internet Browser & go to (Yglg"bVW jgY"cf [).
2. **Login** to the Teacher Assistant Module (TAM).
3. Upon entering TAM, the user may see a screen showing students who have been added to, or removed from, class. Click the **Check All** button to ensure that the list doesn't display every time the user logs in.



Student Is Absent

1. From the TAM Main Start screen, click the **Homerooms** radio button and select the Semester.
2. Click the **List** button in the **My Classes, Attendance** section.
3. The **Daily Att-Homeroom Class Entry** screen opens.



4. Place a **check** in the **A** box in the same row as the absent student Pupil No. and Student Name.

Pupil No.	Student Name	Phone No.
355119	Gillespies, Tarek	(919)731-7316
680609	Jeferson, Breann	(919)127-1276
370964	Jordan Jr, Lynnet	(919)890-8900
371230	Jordan Jr, Marquitus	(919)892-8927
370851	Jordan, Lindsey	(919)888-8889
370878	Jordan, Lloyd	(919)889-8892
370916	Jordan, Louisa	(919)889-8896
370918	Jordan, Lourdes	(919)889-8896
370921	Jordan, Lowell	(919)889-8896
370924	Jordan, Lucero	(919)889-8896
370927	Jordan, Lucien	(919)889-8897
370928	Jordan, Lucinda	(919)889-8897
370936	Jordan, Lukas	(919)889-8898
370959	Jordan, Lynisha	(919)890-8900

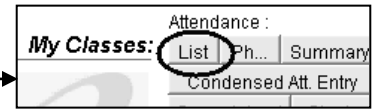
5. Select a **Reason** for the absence. Use the mouse and open the list of reasons. Select a reason for the absence.

6. Place a check in the **Attendance Completed** box at the bottom of the screen.

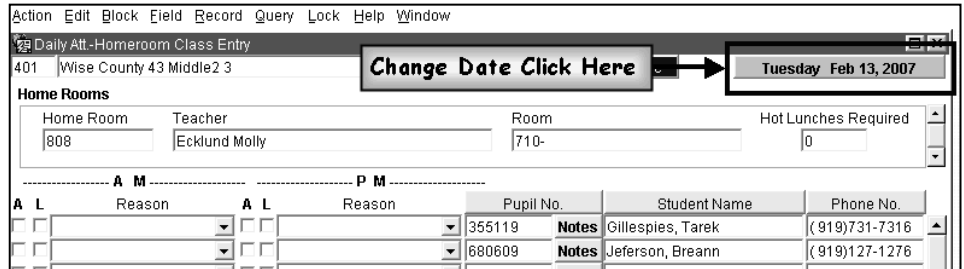
7. Click the **Diskette** button to **SAVE**.
8. Click the **Door** button to **EXIT** the Daily Attendance Class Entry Screen.
9. Click the **Door** button again to **EXIT** the TAM.

Edit Attendance History > Daily Attendance Schools

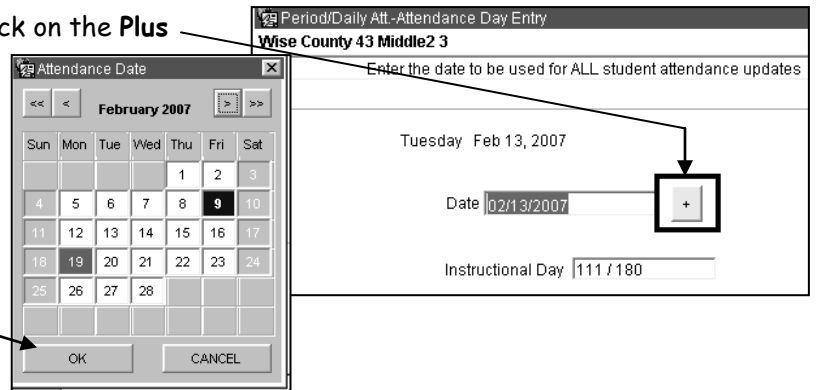
1. From the TAM Main Start screen, click **Homerooms** radio button.
2. Select the **Semester**.
3. Click the **List** button in the **My Classes, Attendance** section.
4. The **Daily Att-Homeroom Class Entry** screen opens.



5. Change the date. Click the **Date** button in the top right hand corner of the window.



6. The change date box opens. Single click on the **Plus** button.
7. The Calendar box will open to select an Attendance Date.
8. Use the mouse and select a date.
9. Click the **OK** button.



10. The calendar box will disappear and the **new date** is listed in the **Change Date** screen.
11. Click the **OK** button.
12. The Change Attendance Date screen disappears and you should be at the **Daily Att. -Homeroom Class Entry** screen.

13. Place a check mark in the **A** (Absent) or **L** (Late) box.
14. Use the **drop down menu** to select a **reason**.
15. Place a check mark in the **Attendance Completed** box.
16. Click the **SAVE** button.
17. Click **DOOR** to **EXIT**.
18. Click the **DOOR** button again to **EXIT** the TAM.

