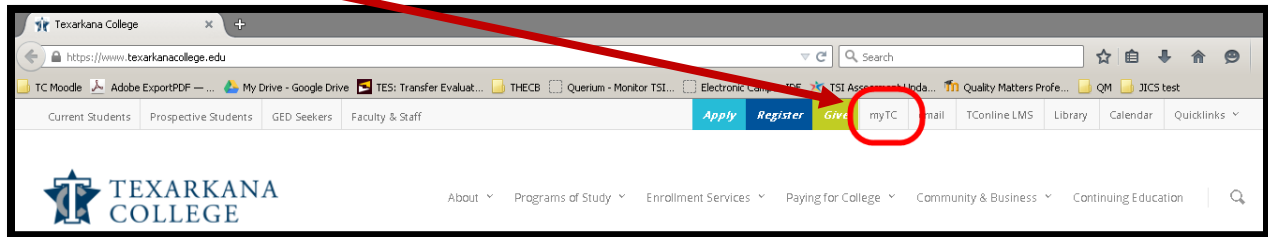


INSTRUCTIONS ON HOW TO MARK ATTENDANCE IN JENZABAR

1. Go to the MYTC link on the Texarkana College home page.



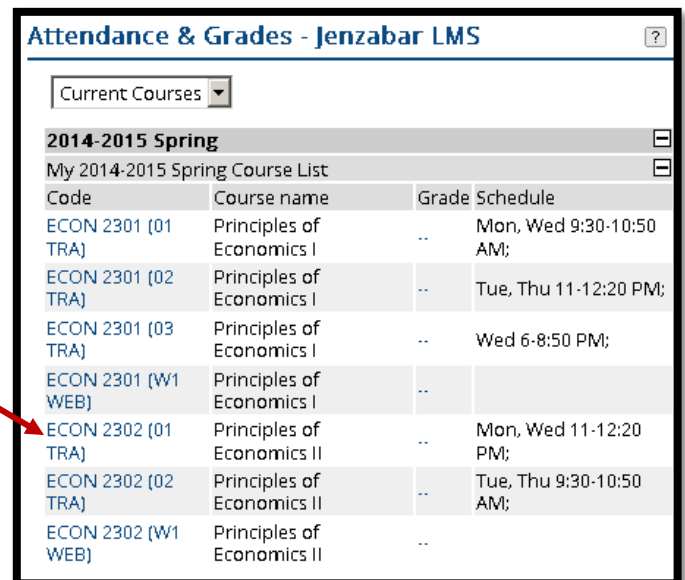
2. Log in with your TC username and password.



3. Click on the FACULTY tab once you are logged in.



4. Once you FACULTY page comes up, scroll down to the "Attendance & Grades – Jenzabar LMS" block and click on the class you wish to work on.



5. A page similar to this one will appear. Click on the "Attendance" link.

myTC
 HOME ADMISSIONS FACULTY EMPLOYEE
 You are here: Academics > Economics - ECON > Principles of Economics I > ECON 2301 01 TRA - Principles of Economics I > Main Page
 Current view: Faculty

ECON 2301 01 TRA - Principles of Economics I
 Attendance
 Collaboration
 Course Information
 Coursework
 Gradebook
 Main Page
 Syllabus
 Add a Page
 Course Search
 Context Manager
 Usage Statistics

ECON 2301 01 TRA - Principles of Economics I
 Access Options Settings Layout Rearrange

About This Course
 There is no content in this portlet.
 You can add content in the following way(s):
 Create Content

Calendar
 < August 2014 > Add an Event

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

 Full Size Calendar

Announcements
 You have no incoming announcements.

6. If it is a class you have already taken attendance in, the last date you took attendance will show up. In this example, Monday, August 25, was the last date attendance was taken. Today is Wednesday, August 27. To get to today's roll for attendance, I just click on the date in the calendar.

Attendance

Access Options Settings

< August 2014 >

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

















Weekly View
 Add a Session
 Manage Sessions
 Settings
 Export Full View to Excel

Most Recent Session

Name	Monday 8/25
	Present
	Present
	Present
	Present
	Present
	Present
	Present
	Present
	Absent (Unexcused)
	Present
	Present
	Present
	Present
	Present
	Present
	Present
	Present

7. Once I click the current date, a roster of students appears with Present set as the default for attendance. You only need to click the drop-down arrow in the box if someone was absent or tardy. Your choices in the drop-down are Present, Absent (excused), Absent (unexcused), and Tardy.

Wednesday, August 27, 2014

Student Attendance	
Name	Attendance
<input type="text"/> 	Present 
<input type="text"/> 	Present 
<input type="text"/> 	Present 
<input type="text"/> 	Present 
<input type="text"/> 	Present 
<input type="text"/> 	Present 
<input type="text"/> 	Present 
<input type="text"/> 	Present 

Most of your absences will be the unexcused type. Remember, absences for military purposes, religious holidays, and TC class trips are excused.

8. You DO NOT have to keep a paper copy of your attendance to turn in. I advise that you print a copy of your attendance sheet for each class at least once a week for your records in case the system totally crashes (hope it never happens, but be prepared). You can export your attendance sheet into an Excel document by clicking on the “Export Full View to Excel” in the Attendance view for the class.

The screenshot shows the 'Attendance' interface. At the top, there are navigation links for 'Access', 'Options', and 'Settings'. Below this is a calendar for August 2014. The calendar grid shows days of the week (S, M, T, W, T, F, S) and dates. The date 27 is highlighted. To the right of the calendar is a list of 'Most Recent Session' names. Below the calendar, there are buttons for 'Add a Session' and 'Manage Sessions'. At the bottom left, there is a 'Settings' section with a button labeled 'Export Full View to Excel' which is highlighted with a red box. A red arrow points from the text in block 8 to this button.

< August 2014 >						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Most Recent Session

Name

- Allen, Christoph
- Bigam, Dylan K
- Conkleton, Sha
- Dickinson, Fran
- Eldridge, John P
- Hancock, Ethan
- Head, Ryan Cod
- Huckins, Micha
- Hudson, Jazmin
- Kight, Nicholas
- Kyles, Shawn
- Nguyen, Duc T
- Nichols, Britney
- Norton, Alexan
- Othman, Ibrahe
- Pierce, Andrew
- Porter, Danica

Weekly View

Add a Session

Manage Sessions

Settings

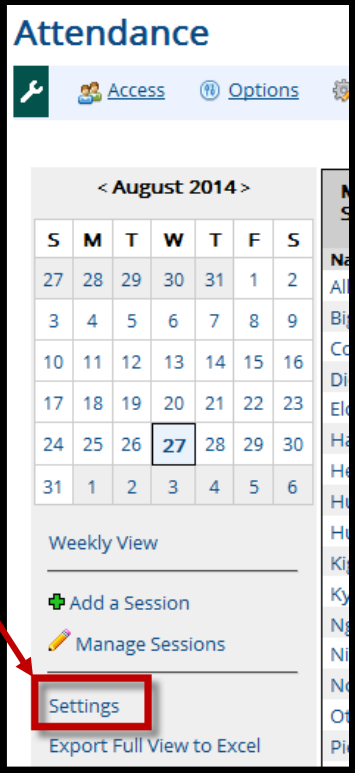
Export Full View to Excel

9. Once the Excell document opens you can see student names, IDs, the percentage of time a student has been present, the number of Unexcused absences, excused absences, and tardies. As the semester goes on, dates will be added.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J
1	ECON 2301 - 01 TRA - 2014-2015 Fall									
2	Leaders: Samuel Rivas									
3	Name	ID#	% Present	# Ab-Un	# Ab-Ex	# Tardy	25-Aug	27-Aug		
4		25425	100	0	0	0	Pres	--		
5		12726	100	0	0	0	Pres	--		
6		52730	100	0	0	0	Pres	--		
7		80265	100	0	0	0	Pres	--		
8		53567	100	0	0	0	Pres	--		
9		70961	100	0	0	0	Pres	--		
10		71064	100	0	0	0	Pres	--		
11		83309	100	0	0	0	Pres	--		
12		22807	0	1	0	0	Ab-Un	--		
13		57660	100	0	0	0	Pres	--		
14		49008	100	0	0	0	Pres	--		
15		32466	100	0	0	0	Pres	--		
16		69759	100	0	0	0	Pres	--		
17		69715	100	0	0	0	Pres	--		
18		80507	100	0	0	0	Pres	--		
19		60813	100	0	0	0	Pres	--		
20		47248	100	0	0	0	Pres	--		
21		50812	100	0	0	0	Pres	--		
22		65539	100	0	0	0	Pres	--		
23		100592	n/a	0	0	0	--	--		
24		77089	100	0	0	0	Pres	--		
25										
26	Key:									
27	Pres - Present									
28	Ab-Un - Unexcused Absence									
29	Ab-Ex - Excused Absence									
30	Canc - Class Cancelled									
31	Trdy - Tardy									
32										

10. You are also able to set the Attendance module to where it will email students and others when they have reached a certain number of absences. Click on Settings in the Attendance module.



The screenshot shows the 'Attendance' module interface. At the top, there is a title 'Attendance' and navigation links for 'Access' and 'Options'. Below this is a calendar for August 2014. The calendar grid shows dates from 27 to 31. The date '27' is highlighted with a blue border. Below the calendar, there is a 'Weekly View' section with a list of actions: 'Add a Session' (with a plus icon), 'Manage Sessions' (with a pencil icon), and 'Settings' (with a gear icon). The 'Settings' option is highlighted with a red rectangular box. A red arrow points from the text in the first block to this 'Settings' button. At the bottom of the interface, there is a link for 'Export Full View to Excel'.

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

- Weekly View
- + Add a Session
- Manage Sessions
- Settings**
- Export Full View to Excel

11. You can set the number of absences after which an email will be sent, who it is sent to, and even have a warning condition set for your screen if you wish.

The screenshot shows the 'Attendance' settings page. At the top, there are navigation links for 'Access', 'Options', and 'Settings'. The main content area has three radio button options: 'Whole Sessions', 'By Hour', and 'By Minute'. Below these are three text boxes explaining each method. The 'Send a warning after:' section has a dropdown menu set to 'Unexcused Absences' and a 'Consecutive' checkbox. The 'Send the warning to:' section has checkboxes for 'Student', 'Faculty', and 'Other'. Below this is a text input field for email addresses. The 'Resend all warnings:' section has a 'Send' button and a text box explaining the action. The 'Warning Highlight:' section has a checkbox and a text box explaining the feature. At the bottom are 'Save' and 'Cancel' buttons. Three red callout boxes with white text and red borders provide additional instructions: the first points to the 'Unexcused Absences' dropdown, the second points to the 'Send the warning to:' checkboxes, and the third points to the 'Resend all warnings:' section.

You can set the number of unexcused absences for which an email will be sent when the student reaches that number.

Put a check mark in the student box, faculty box, and other box. In the other section be sure to at least include larry.andrews@texarkanacollege.edu

You can check this box as well, but read the disclaimer