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.

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.
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.

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.
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.
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.
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.