



TSS: ENTERING DAILY ATTENDANCE

TSS Allows teachers with editing privileges to enter Daily Attendance hours for each of their instructional offerings.

Once set up has been completed, the attendance entry screen can be accessed by selecting the “Track Attendance” tab on the TSS Navigation Bar.




Note: In order for the Track Attendance Screen to be functional for teachers, the following must be set up by the Program Manager/Data Entry Staff.

- 1) The teacher must be listed as the Primary Instructor for the instructional offerings.
- 2) The instructional offerings must have the “Number of Hours per Session” entered.
- 3) Students must be enrolled in the class.
- 4) The “Update Roster” button must have been used in the ASISTS Daily Attendance Interface.

After selecting the Track Attendance tab, a new screen will generate the TSS calendar set for the current month and day. Teachers can choose the current or prior class date on the TSS calendar to enter Daily Attendance.

Add Daily Attendance for 7/26/2016						
July 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
					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						

Daily Attendance Report 

- Daily Attendance

Daily Attendance Entry

Add Daily Attendance for 7/26/2016

Save records Cancel Edits

H5C 2017 Farmingdale Porter, Samantha (Mon, Tue, Wed, Th - 2 Hrs/Session)

SUN	MON	TUE	WED	THU	FRI	SAT
					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						

Daily Attendance Report

Daily Attendance

StudentName	Time-In	Time-Out	Absent	Hours
AA1_Jacques, Gregory	1:00 pm	3:00 pm	<input type="checkbox"/>	2
Hamilton, Alexander	1:00 pm	3:00 pm	<input type="checkbox"/>	2
Hanks, Tom	1:00 pm	3:00 pm	<input type="checkbox"/>	2
Luthor, Lex	1:00 pm	3:00 pm	<input type="checkbox"/>	2
McEnroe, Patrick	1:15 pm		<input checked="" type="checkbox"/>	0
Srinivasan, Raju	1:45 pm	3:00 pm	<input type="checkbox"/>	2

Save records Cancel Edits

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

- 1) From the first drop menu, select the instructional offering that hours will be entered in. This will generate the list of students currently enrolled in the selected class.
- 2) Using the “Time-in” and “Time-out” drop down menus, select the times this student was in attendance. If the students was absent, check off the absent box. The total number of hours will appear in the “Hours” column.
- 3) After attendance has been entered, click the “Save Records” button to save entered attendance.

Once a teacher has entered daily attendance, he or she may print out the Daily Attendance Tracking Roster 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: A teacher may return to and edit a class’ attendance until that day’s attendance has been approved by the designated Program Manager. Once approved, hours must be edited by a program-level user in the traditional ASISTS Daily Contact Hours interface.