

**How to use...**

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

***Section 20***

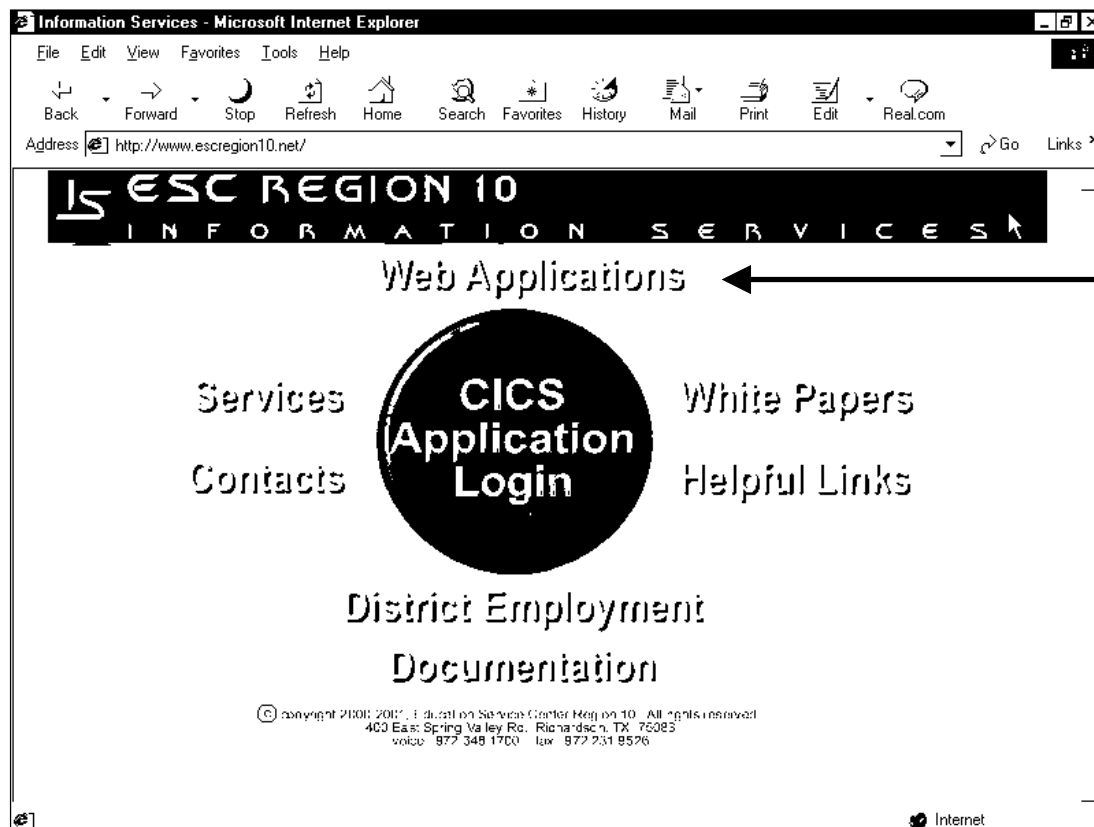
## TEACHER TOOLS - ELEMENTARY ATTENDANCE

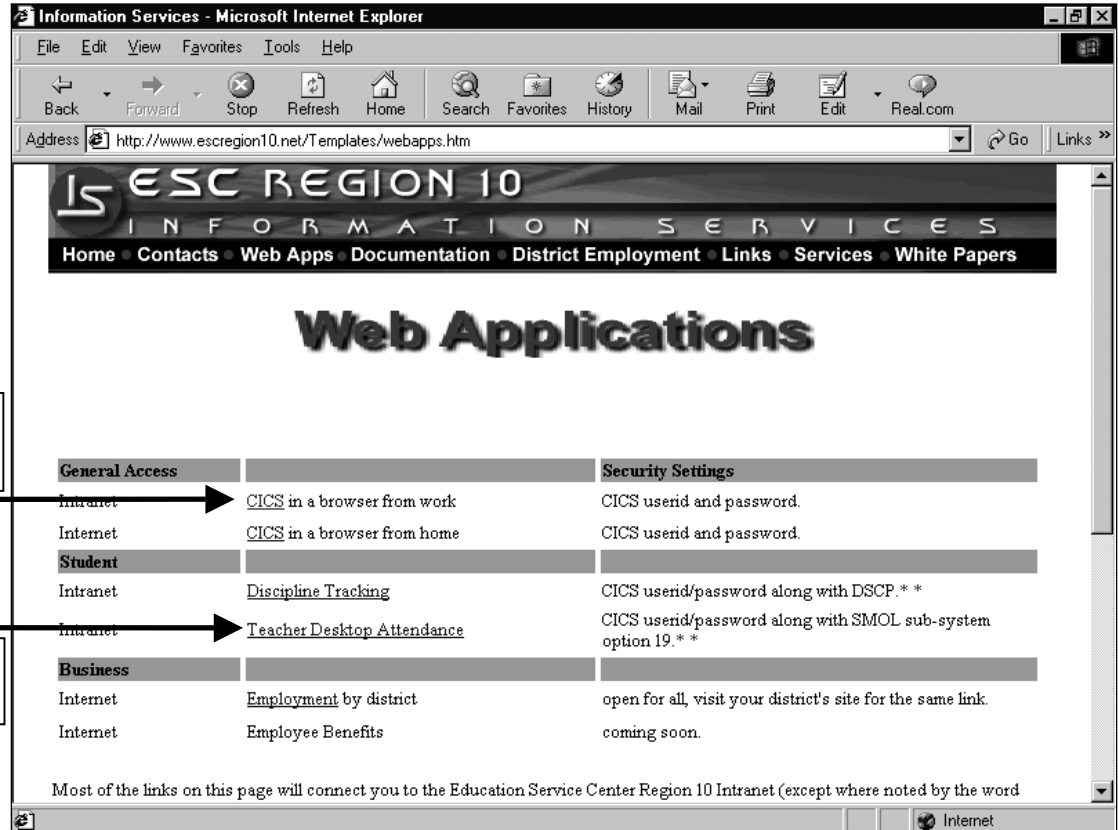
Teacher Tools-Elementary Attendance does not apply only to elementary schools. It may be used for schools that want to take attendance using the advisor number that the student has been assigned (like elementary homerooms). Since the update capability is 'real-time', once the <enter> key is pressed, 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.

*To Access TT - Attendance:*

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





To assign/change password

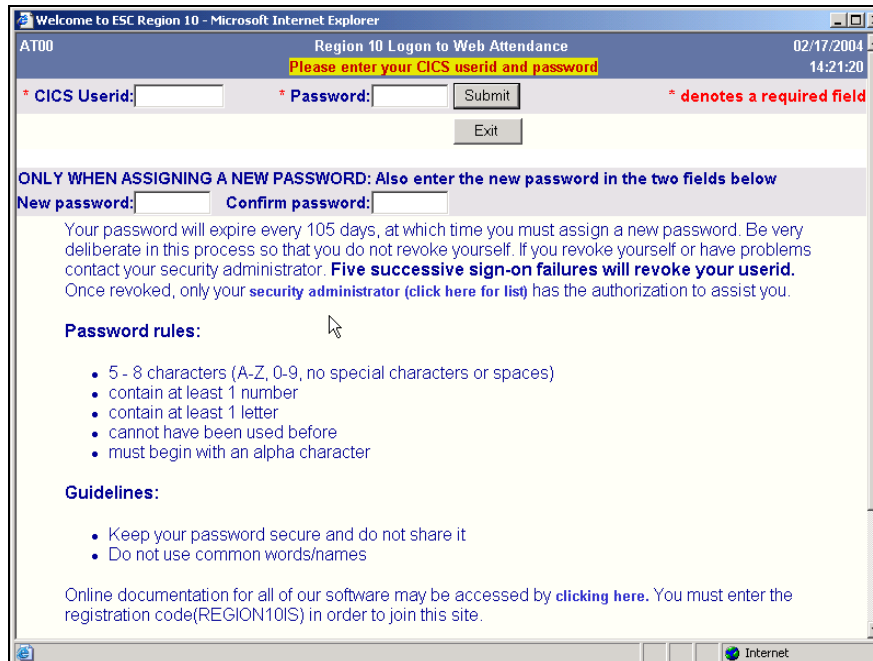
To record attendance

◆ ◆ ◆ 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.

- On the following screen, enter your Region 10 CICS ID and Password
- Click *Submit*



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:**

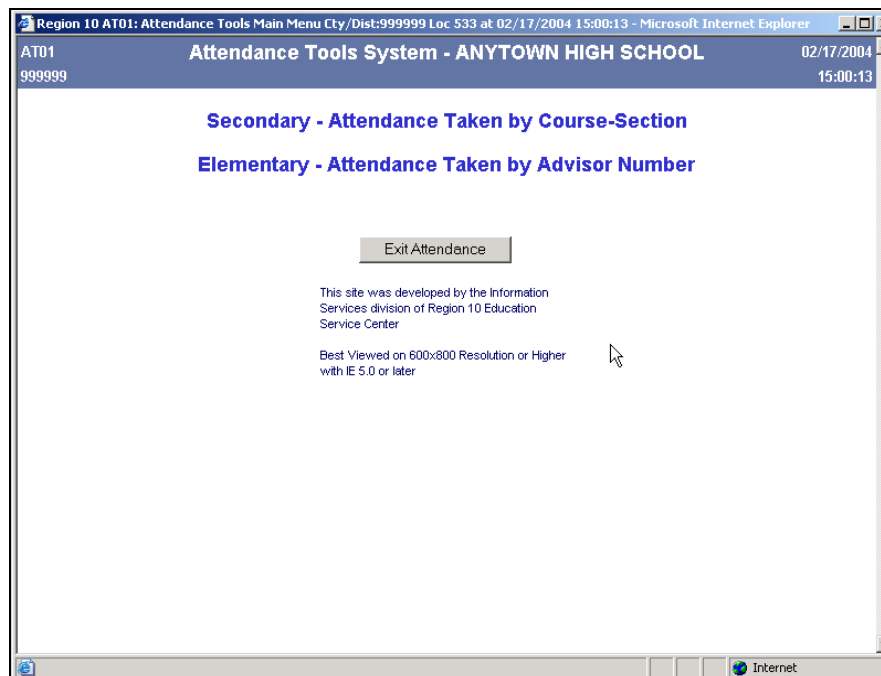
- 5 - 8 characters (A-Z, 0-9, no special characters or spaces)
- contain at least 1 number
- contain at least 1 letter
- cannot have been used before
- must begin with an alpha character

**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 City/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

- Click on *Elementary - Attendance* to display the list of students (AT04).

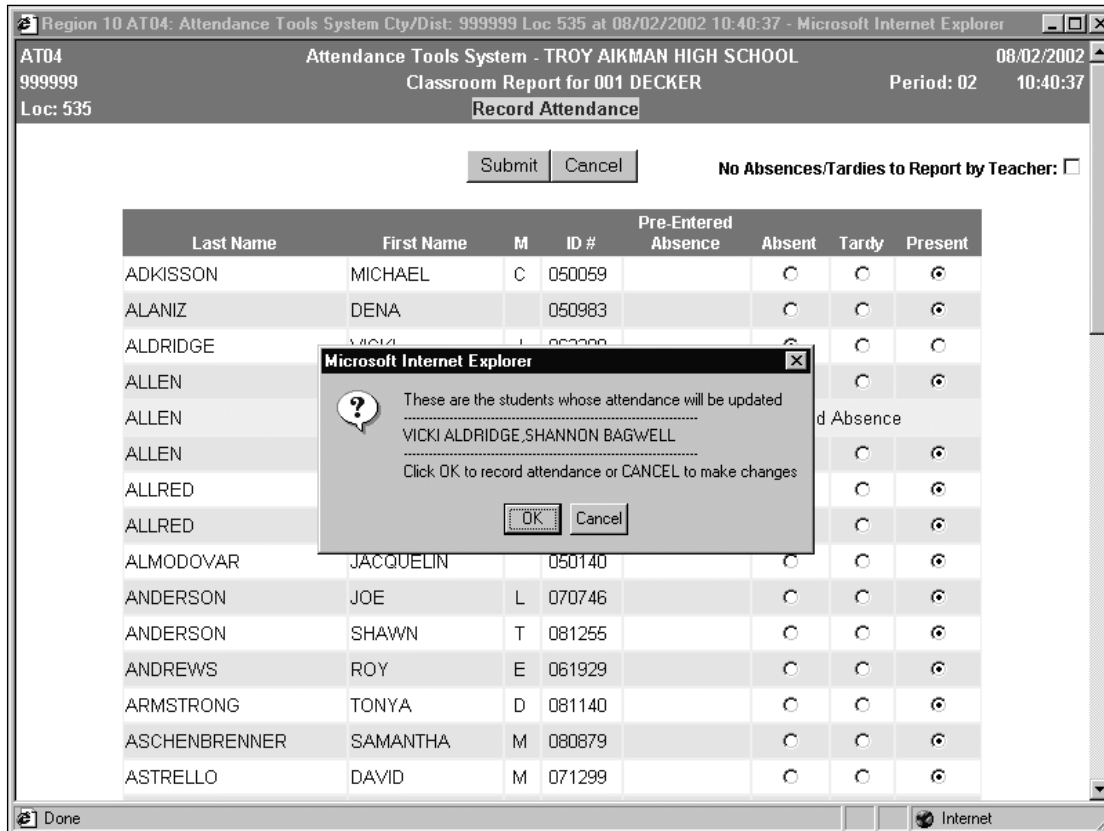
## AT04 - List of Students

Last Name	First Name	M	ID #	Pre-Entered Absence	Absent	Tardy	Present
ADKISSON	MICHAEL	C	050059		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ALANIZ	DENA		050983		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ALDRIDGE	VICKI	J	063380		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ALLEN	JEREMY	D	000096		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ALLEN	PAUL	D	000257	Field Trip/School-Related Absence			
ALLEN	SHERREL	L	081361		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ALLRED	EMILY		050662		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ALLRED	SARAH	E	070280		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ALMODOVAR	JACQUELIN		050140		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ANDERSON	JOE	L	070746		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ANDERSON	SHAWN	T	081255		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ANDREWS	ROY	E	061929		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ARMSTRONG	TONYA	D	081140		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ASCHENBRENNER	SAMANTHA	M	080879		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ASTRELLO	DAVID	M	071299		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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

- 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".
- 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.

9. 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.



- 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.