

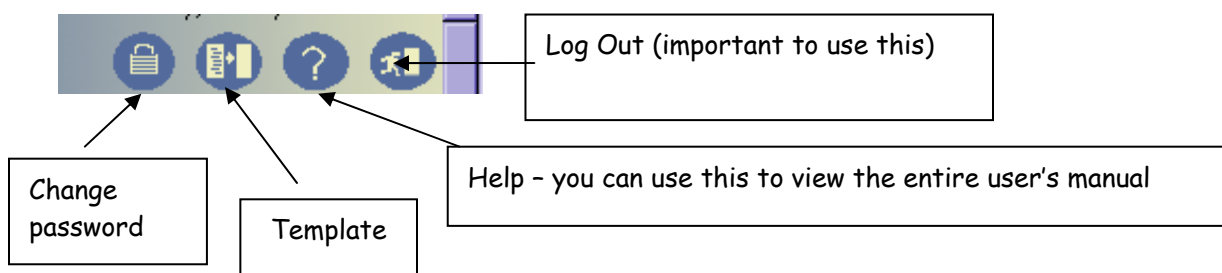
Teacher Logic - Attendance

<http://sirs.wmtps.org/tlxe>

To log in:

Type in your username and password.

Upon logging in for the first time, click on the icon at the top right that looks like a padlock - this is the change password icon. Please write down your username and password and keep it in a secure, secret location.



To take attendance:

Elementary Teachers click on Homeroom (in blue) to access class list.
HS/MS Teachers click on period class to access class list.

Attendance Key:

- P (present)
- L (late or tardy)
- S (school absence such as field trip)
- A (absent)
- LE (leave early)

Take attendance. You must click on SUBMIT button after you take attendance (even if everyone is present). You will get the message that attendance has been successfully submitted.

The RESET button will clear all information only BEFORE you hit submit. Once you hit submit you cannot make any changes - the attendance office or the nurse will make the change (based on whoever makes these changes currently in your building).

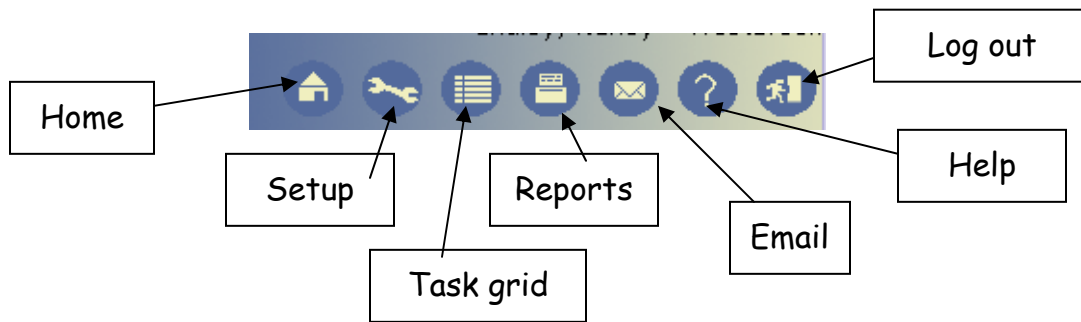
Remember to click on Logout when finished taking attendance.

PLEASE NOTE:

- All class lists are adjusted at the BOE (student transfers in and out of your class/building).
- **YOU MUST ENABLE POP-UPS ON THE TOOLBAR** when using this program.
- The program will automatically log you out after 10 minutes.
- Student pictures will not be added to the attendance feature.

To print a class list:

- Click on the REPORTS icon.



- Select **CLASS LIST** in **MISCELLANEOUS REPORTS**.
- Select **ALL STUDENTS** and **NAMES & ID's** in the options.
- Click the **GENERATE REPORT** button.
- **Print 3 copies of your list for your sub folder.** If you would like to enlarge the size of the text on your class list, pull down the **VIEW** menu on the Internet Explorer toolbar and go to **TEXT SIZE**. Change from medium to larger or largest.
- Close the report window.
- Log out.