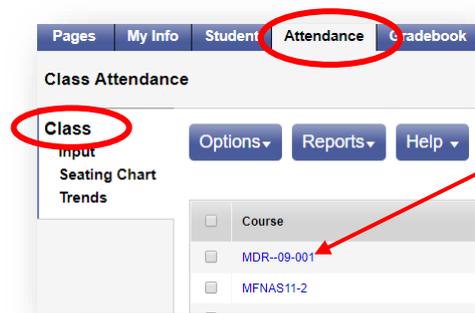


Attendance for TTOCs

As a TTOC you will be able to access the class list of the teacher you are in for so that you are able to complete the attendance.

The first step is to check that your "location" is set to the school you are currently at. This is done by clicking on the 'Select School' link (top right) and selecting the correct school from the pop up window.



Attendance Rosters

Attendance rosters are accessed using the **Attendance Top-Tab** and **Class Side-Tab**.

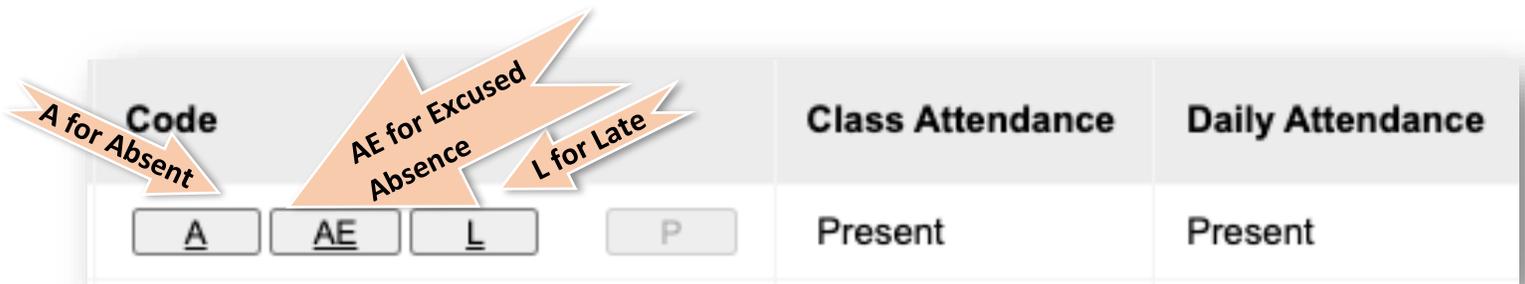
Click on the course ([blue link](#)) to access class list for attendance.

Taking Attendance:

Students are **P**resent by default. Click on the **A** if student is absent, **AE** if student has an excused absence and **L** if the student is late.

Be sure to click **Post** (at the top or bottom of the page) to save your attendance and send the completed attendance to the office.

*NOTE: The **A** or **L** can be changed AFTER posting the attendance by either clicking the **P (first)** OR clicking on the "Edit" link at the far right of the table. Be sure to "repost" to register the changes.*



Period AM

