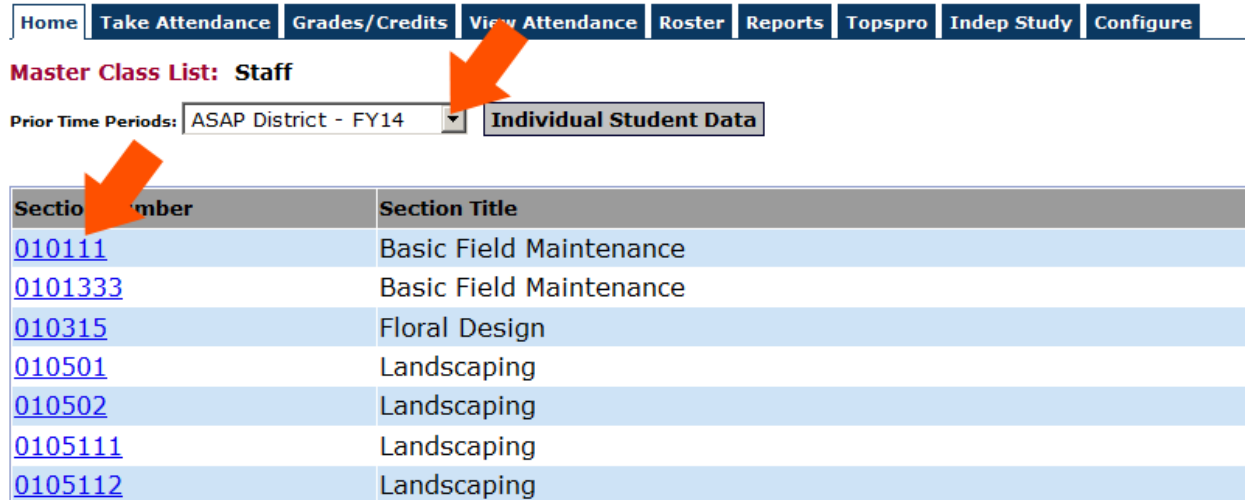


WTA – Take Attendance

Select Time Period and Section

This is what your Home tab will look like. On the Home tab, you can select from your current classes. If you need to select another Time Period, select from the Time Period dropdown (typically, you won't need to do this).

To begin taking attendance, select the Section Number for the section you want to take attendance for.



Home | **Take Attendance** | Grades/Credits | View Attendance | Roster | Reports | Topspro | Indep Study | Configure

Master Class List: Staff

Prior Time Periods: ASAP District - FY14 | Individual Student Data

Section Number	Section Title
010111	Basic Field Maintenance
0101333	Basic Field Maintenance
010315	Floral Design
010501	Landscaping
010502	Landscaping
0105111	Landscaping
0105112	Landscaping

Take Attendance

Now you are ready to take attendance! You know this because you are on the Take Attendance tab.

- Make sure you have the correct day selected. You can select days in the past as long as far as they are within the acceptable range that your school has established.
- To check all boxes for all students, select Check All Time (you can use the buttons on the top or on the bottom).
- To remove all checks, select Reset All Time (you can use the buttons on the top or the bottom).
- To remove the checks from the boxes of one student, deselect the ticks from the boxes or select the reset button to the left of the student who wasn't in class.
- ALWAYS Save Changes when you take attendance or make any changes!!

WTA – Take Attendance

[Home](#) | [Take Attendance](#) | [Grades/Credits](#) | [View Attendance](#) | [Roster](#) | [Reports](#) | [Topspro](#) | [Indep Study](#) | [Configure](#)

Take Attendance for Section: Landscaping 8 Students

Section: 0105111 - Landscaping Enrollment Status: Active/Newly Enrolled

Section No: 0105111 Days: Charlie49er Students with attendance 11/11/2013: 0 Hrs: 00:00

Time Period: FY14 Program: Adult Basic Education Room: P5

Start Time: 8:00:00 AM Class Date: 11/11/2013 - Mon
[Check All Time](#) [Reset All Time](#) [Save Changes](#)

Student ID	Student Name	Check/Reset	Time in Minutes						Hours/Day	Enrollment Status	Tardy	Left Early
			60	60	40	60	60	30				
000-00-2955	Cabrales, Jose J	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Active	<input type="checkbox"/>	<input type="checkbox"/>	
000-00-2956	Cabras, Katherine	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Active	<input type="checkbox"/>	<input type="checkbox"/>	
573-59-6360	Smith, Isaac	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Active	<input type="checkbox"/>	<input type="checkbox"/>	
573-77-3900	Smith, Rubi	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Active	<input type="checkbox"/>	<input type="checkbox"/>	
000-00-1494	Smith, Sam	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Active	<input type="checkbox"/>	<input type="checkbox"/>	
000-00-1495	Smith, Sam	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Active	<input type="checkbox"/>	<input type="checkbox"/>	
000-00-1070	Test, Test28	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Active	<input type="checkbox"/>	<input type="checkbox"/>	
608-40-3842	Tomaszewski, Lucia	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Active	<input type="checkbox"/>	<input type="checkbox"/>	
Student count per hour			0	0	0	0	0	0				

[\[All\]](#) [\[A-E\]](#) [\[F-J\]](#) [\[K-O\]](#) [\[P-T\]](#)
[\[U-Z\]](#)

Substitute:

Excuse Code:

[Check All Time](#) [Reset All Time](#) [Save Changes](#)