

Caldwell County Schools



NC WISE Teacher Assistant Module (TAM)

Entering Period Attendance

Select a Class

AC Button (No Absences/Lates)

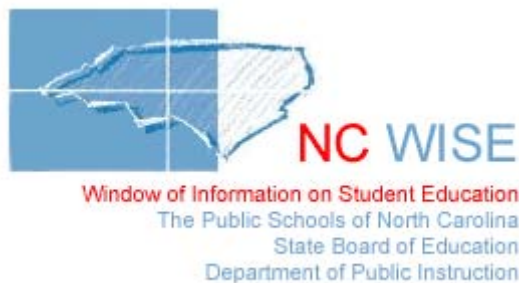
Selecting the School Day
List

Daily Process

Save and Exit

Report for Substitutes

Training Guide
Updated 09/15/05



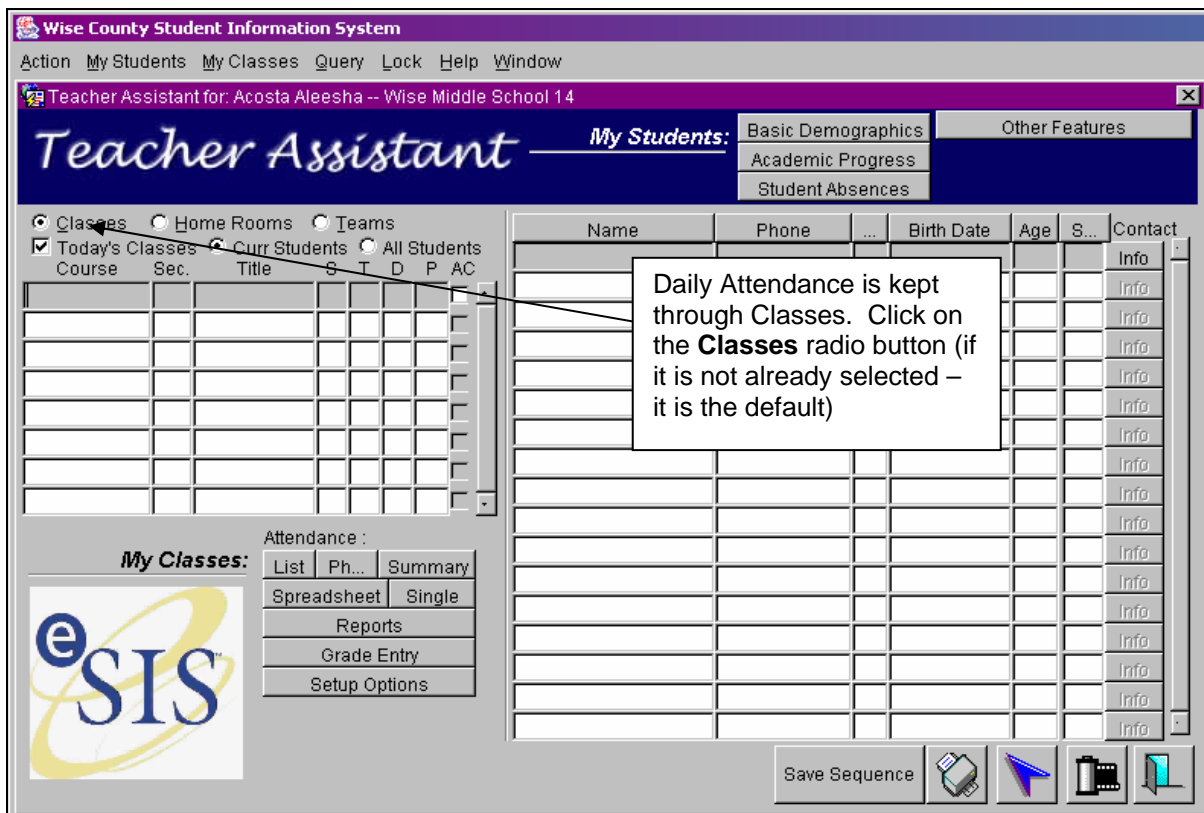
Entering Period Attendance

Steps to Follow			
Preparation		You need to know whether your school keeps Daily or Period Attendance. This will determine whether you use Homeroom or Classes to keep Attendance. The instructions below are divided into separate sections for Daily and Period Attendance.	
Process (Daily Attendance)	1	Period Attendance is maintained through Classes. Click on the Classes radio button. At the next screen, if necessary, click on the correct Semester.	2
	2	If no students are Absent or Late, you can click on the AC button, then Exit TAM .	3
	3	Selecting the School Day (current day or changing the date)	3
	4	Selecting the List button to enter Absences/Lates	4
	5	Daily Process: Entering Absences/Lates, Marking Attendance Complete, Saving and Exiting	5
	6	Exiting TAM	6 - 7
	7	Process when a substitute must provide the Daily Attendance information	7 - 8

Entering Period Attendance

(Step 1)

Selecting the Class



Wise County Student Information System

Action My Students My Classes Query Lock Help Window

Teacher Assistant for: Acosta Aleesha -- Wise Middle School 14

Teacher Assistant My Students: Basic Demographics Other Features
Academic Progress
Student Absences

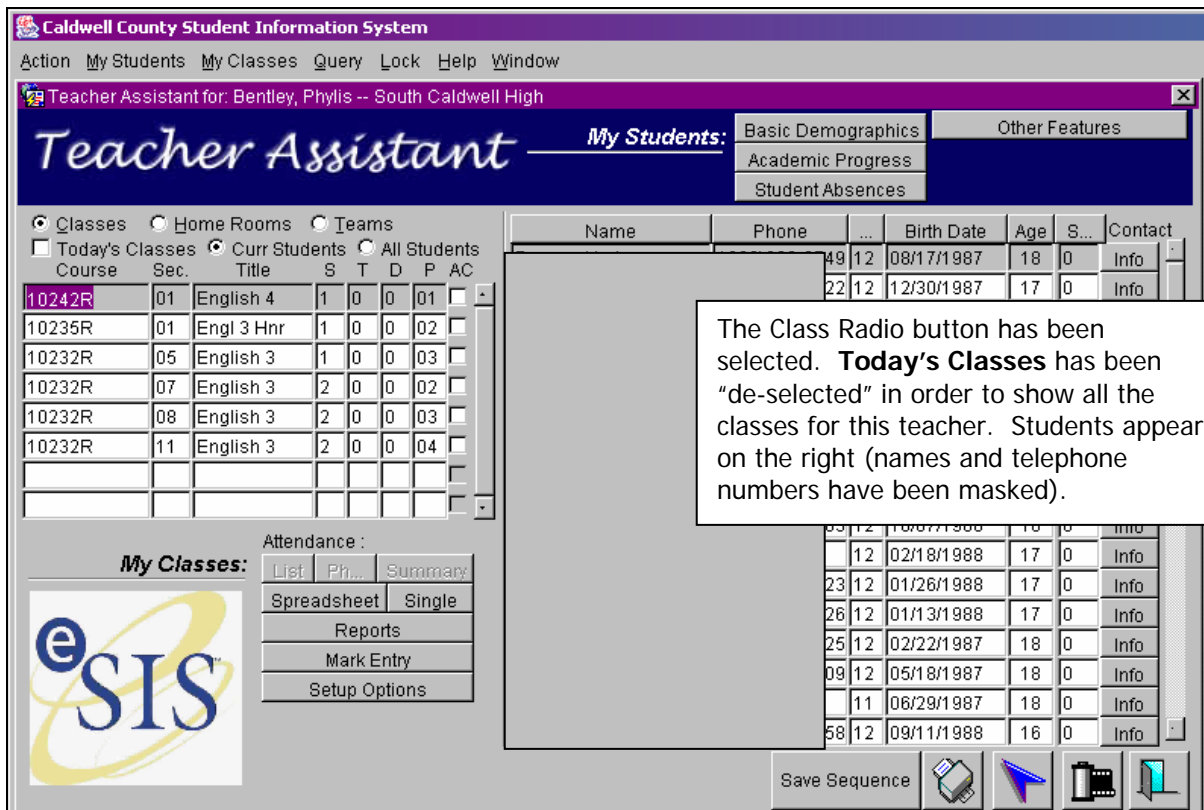
Classes Home Rooms Teams
 Today's Classes Curr Students All Students

Course	Sec.	Title	S	T	D	P	AC

Attendance: List Ph... Summary
Spreadsheet Single
Reports
Grade Entry
Setup Options

Name	Phone	Birth Date	Age	S...	Contact
					Info
					Info
					Info
					Info
					Info
					Info
					Info
					Info
					Info
					Info
					Info
					Info
					Info
					Info
					Info
					Info
					Info

Save Sequence



Caldwell County Student Information System

Action My Students My Classes Query Lock Help Window

Teacher Assistant for: Bentley, Phylis -- South Caldwell High

Teacher Assistant My Students: Basic Demographics Other Features
Academic Progress
Student Absences

Classes Home Rooms Teams
 Today's Classes Curr Students All Students

Course	Sec.	Title	S	T	D	P	AC
10242R	01	English 4	1	0	0	01	
10235R	01	Engl 3 Hnr	1	0	0	02	
10232R	05	English 3	1	0	0	03	
10232R	07	English 3	2	0	0	02	
10232R	08	English 3	2	0	0	03	
10232R	11	English 3	2	0	0	04	

Attendance: List Ph... Summary
Spreadsheet Single
Reports
Mark Entry
Setup Options

Name	Phone	Birth Date	Age	S...	Contact
		49 12 08/17/1987	18	0	Info
		22 12 12/30/1987	17	0	Info
					Info
					Info
					Info
					Info
					Info
					Info
					Info
					Info
					Info
					Info
					Info
					Info
					Info
					Info

Save Sequence

Entering Period Attendance

(Step 2)

No Absences or Lates

Teacher Assistant — **My Students:** Basic Demographics, Academic Progress, Student Absences, Other Features

Classes: Today's Classes Curr Students All Students

Course	Sec.	Title	S	T	D	P	AC
10242R	01	English 4	1	0	0	0	<input checked="" type="radio"/>
10235R	01	Engl 3 Hnr	1	0	0	0	<input type="radio"/>
10232R	05	English 3	1	0	0	0	<input type="radio"/>
10232R	07	English 3	2	0	0	0	<input type="radio"/>
10232R	08	English 3	2	0	0	0	<input type="radio"/>
10232R	11	English 3	2	0	0	0	<input type="radio"/>

My Classes: Attendance: List, Ph..., Summary, Spreadsheet, Single, Reports, Mark Entry, Setup Options

My Students: Name, Phone, Birth Date, Age, S..., Contact

Hint: *if* you have no Absences or Lates on a school day, all you need to do is click on this box and then **Exit**.

Entering Period Attendance

(Step 3)

Today's Classes or All Classes

Teacher Assistant — **My Students:** Basic Demographics, Academic Progress, Student Absences, Other Features

Classes: Today's Classes Curr Students All Students

Course	Sec.	Title	S	T	D	P	AC
10242R	01	English 4	1	0	0	0	<input type="radio"/>
10235R	01	Engl 3 Hnr	1	0	0	0	<input type="radio"/>
10232R	05	English 3	1	0	0	0	<input type="radio"/>
10232R	07	English 3	2	0	0	0	<input type="radio"/>
10232R	08	English 3	2	0	0	0	<input type="radio"/>
10232R	11	English 3	2	0	0	0	<input type="radio"/>

My Classes: Attendance: List, Ph..., Summary, Spreadsheet, Single, Reports, Mark Entry, Setup Options

My Students: Birth Date, Age, S..., Contact

TAM gives you the ability to see and work with (1) Today's Classes or (2) All Classes.

If your school is on an A/B schedule, the Classes for the appropriate day will be shown.

If your school is on a semester schedule, the Classes for the appropriate semester will be shown.

Clicking off Today's Classes will display all Classes.

Entering Period Attendance

(Step 4)
List Button

The steps listed below apply to any given period. High schools in Caldwell County are now set up as Period Attendance. This means Attendance is taken each Class Period. The student's Daily Attendance is determined by the amount of time the student is in school. For example, if a student is Present for 1st and 2nd periods, he/she will be counted present because he/she attended half a school day. If, on the other hand, the student is Present 2nd period and checks out of school during 3rd Period (which is also entered into NC Wise), he/she would be absent because ½ day was not attended.

In addition, schools can monitor student attendance by class period. If a student, for example, skips 3rd period, this shows on a report. Similarly, if a student is marked absent one class period and not the other three, this is shown on a report.

As a result, it is very important teachers keep accurate attendance each Class Period. These instructions are intended to help you do so.

The first step is to select the appropriate Class. You will need to verify the correct day's classes are showing (this is very important for classes that do not meet every day, such as A/B classes, elementary Music, etc.).

With the correct Class highlighted, click on the **List** button.

Name	Phone	Birth Date	Age	S...	Contact
12	08/17/1987	18	0	Info	
12	12/30/1987	17	0	Info	
12	11/14/1987	17	0	Info	
12	10/27/1987	17	0	Info	
12	03/26/1987	18	0	Info	
12	06/13/1988	17	0	Info	
11	08/11/1987	18	0	Info	
12	11/23/1987	17	0	Info	
12	04/03/1988	17	0	Info	
12	04/11/1988	17	0	Info	
12	10/07/1988	16	0	Info	
12	02/18/1988	17	0	Info	
12	01/26/1988	17	0	Info	
12	01/13/1988	17	0	Info	
12	02/22/1987	18	0	Info	
12	05/18/1987	18	0	Info	
11	06/29/1987	18	0	Info	

Entering Period Attendance

(Step 5)

Adding Absences and Lates

Classes

Tumble Semester Term Day

Course Sec. S T D P Teacher Room Absences Lates

10242R 01 1 0 0 1 Bentley, Phylis Room 341

A	L	Course	Reason	A...	Lts.	Sign In/Out	Time	No.
<input type="checkbox"/>	<input type="checkbox"/>	10242R		0	0			2749
<input type="checkbox"/>	<input type="checkbox"/>	10242R		0	0			2522
<input type="checkbox"/>	<input type="checkbox"/>	10242R		0	0			2447
<input type="checkbox"/>	<input type="checkbox"/>	10242R		0	0			2209
<input type="checkbox"/>	<input type="checkbox"/>	10242R		0	0			0098
<input type="checkbox"/>	<input type="checkbox"/>	10242R		0	0			2504
<input type="checkbox"/>	<input type="checkbox"/>	10242R		0	0			8533
<input type="checkbox"/>	<input type="checkbox"/>	10242R		0	0			1992
<input type="checkbox"/>	<input type="checkbox"/>	10242R		0	0			4977
<input type="checkbox"/>	<input type="checkbox"/>	10242R		0	0			8219
<input type="checkbox"/>	<input type="checkbox"/>	10242R		0	0			9183
<input type="checkbox"/>	<input type="checkbox"/>	10242R		0	0			2223

Attendance Entry Completed Inactive Students

To mark a student Absent, click on the **A** box beside that student.

To mark a student Tardy, click on the **L** box.

Do not enter the Reason!

Use the scroll bar at the right-hand side of the screen to move Up and Down the list of students.

IMPORTANT: when you have completed entering data, *always* remember to click the **Attendance Entry Completed** box before **Saving** and **Exiting**. This tells the Data Manager you have entered the Attendance Information!

Entering Period Attendance (Step 6) Exiting TAM

Wise County Student Information System
 Action My Students My Classes Query Lock Help Window
 Teacher Assistant for: Acosta Aleesha -- Wise Middle School 14

Teacher Assistant — My Students: Basic Demographics Other Features
 Academic Progress
 Student Absences **Alert**

Classes Home Rooms Teams

Home Room	Sem	Term	AC
218	1	0	<input type="checkbox"/>
218	2	0	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

My Classes: Attendance: List Ph... Summary
 Spreadsheet Single
 Reports
 Grade Entry
 Setup Options

eSIS

Name	Phone	...	Birth Date	Age	Se...	Contact
Blackmon, Raymond	(919)275-2751	07	07/01/1992	13	0	Info
Braddy, Alva	(919)228-2281	07	12/20/1991	13	0	Info
Daidone, Emmet	(919)178-1789	07	01/07/1992	13	0	Info
Dawson, Max	(919)315-3157	07	01/10/1993	12	0	Info
Derbyshire, Heath	(919)271-2711	07	03/18/1992	13	0	Info
Diggs, Frederick	(919)277-2775	07	06/07/1990	15	0	Info
Dutton, Tomas	(919)275-2752	07	03/20/1991	14	0	Info
Ford, Nicole	(919)716-7161	07	05/31/1991	14	0	Info
Garces, Bonnie	(919)276-2764	07	11/08/1991	13	0	Info
Garces, Scott	(919)277-2775	07	04/18/1992	13	0	Info
Gordon III, Howard	(919)315-3156	07	01/15/1992	13	0	Info
Hardin, Anais	(919)276-2762	07	04/21/1992	13	0	Info
Harwood, Sterling	(919)276-2762	07	04/21/1992	13	0	Info
Joseph, Brooke	(919)275-2756	07	01/19/1992	13	0	Info
Joseph, Clifton	(919)276-2762	07	04/21/1992	13	0	Info
Kennell, Arthur	(919)148-1480	07	05/06/1992	13	0	Info
Kernick, Heath	(919)922-9221	07	09/07/1990	14	0	Info

Click on the **Exit** icon to leave TAM.

Save Sequence

Wise County Student Information System
 Action My Students My Classes Query Lock Help Window
 Teacher Assistant for: Acosta Aleesha -- Wise Middle School 14

Teacher Assistant — My Students: Basic Demographics Other Features
 Academic Progress
 Student Absences

Classes Home Rooms Teams

Home Room	Sem	Term	AC
218	1	0	<input type="checkbox"/>
218	2	0	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

My Classes: Attendance: List Ph... Summary
 Spreadsheet Single
 Reports
 Grade Entry
 Setup Options

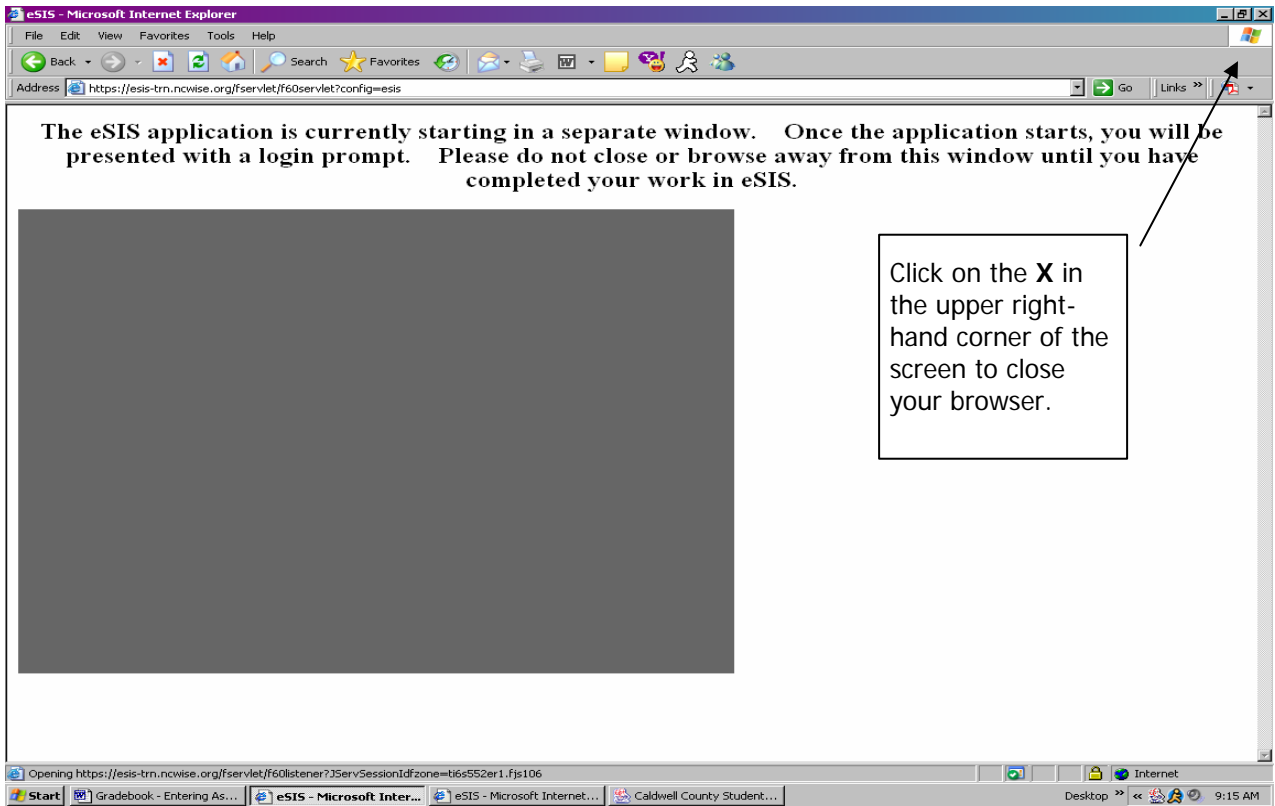
eSIS

Name	Phone	...	Birth Date	Age	Se...	Contact
Blackmon, Raymond	(919)275-2751	07	07/01/1992	13	0	Info
Braddy, Alva	(919)228-2281	07	12/20/1991	13	0	Info
Daidone, Emmet	(919)178-1789	07	01/07/1992	13	0	Info
Dawson, Max	(919)315-3157	07	01/10/1993	12	0	Info
Derbyshire, Heath	(919)271-2711	07	03/18/1992	13	0	Info
Diggs, Frederick	(919)277-2775	07	06/07/1990	15	0	Info
Dutton, Tomas	(919)275-2752	07	03/20/1991	14	0	Info
Ford, Nicole	(919)716-7161	07	05/31/1991	14	0	Info
Garces, Bonnie	(919)276-2764	07	11/08/1991	13	0	Info
Garces, Scott	(919)277-2775	07	04/18/1992	13	0	Info
Gordon III, Howard	(919)315-3156	07	01/15/1992	13	0	Info
Hardin, Anais	(919)276-2762	07	04/21/1992	13	0	Info
Harwood, Sterling	(919)276-2762	07	04/21/1992	13	0	Info
Joseph, Brooke	(919)275-2756	07	01/19/1992	13	0	Info
Joseph, Clifton	(919)276-2762	07	04/21/1992	13	0	Info
Kennell, Arthur	(919)148-1480	07	05/06/1992	13	0	Info
Kernick, Heath	(919)922-9221	07	09/07/1990	14	0	Info

Click on the **OK** button.

Teacher Assistant Alert
 Exiting Teacher Assistant. Continue?
 OK Cancel

Save Sequence



Entering Period Attendance (Step 7) Substitutes

Note: because Teacher Assistants and substitutes are prohibited from entering Attendance (this is a North Carolina rule, not a Caldwell County rule), you will seldom have to do this. If you print a **Class Record** (picture below), the substitute can enter the information of this report and give it to the school Data Manager.

Class Record

South Caldwell High

School Year: 2005-2006

Run Date: 25 Aug 2005 04:10 PM

10242R - 01 **English 4**

Teacher: Bentley, Phylis

S1-T0-D0-P1

Room: Room 341

Student Name	Pupil No.	Gen.	Hrm	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Summary
F	12A	12												
M	12B	12												
M	12B	12												
M	12D	12												
M	12D	12												
M	12D	12												
F	11F	11												
F	12F	12												
M	12G	12												
M	12G	12												
F	12H	12												
M	12H	12												
F	12H	12												
M	12I	12												
M	12I	12												
M	12K	12												
M	11M	11												
M	12L	12												
M	12L	12												
M	12L	12												
F	12M	12												
F	12M	12												
M	12N	12												
F	12N	12												

Female Students : 8

Total Students : 24

This is a Class Record report. It can be printed directly from **TAM**. The headings for each column are manually entered. This gives you great freedom in using the report.

If you are using the Report for Period Attendance when you are absent, you may want to leave the column titles blank, have the substitute write the date at the top of the column and simply write L or A for the appropriate student. If all students are present, the substitute can write the day's date and submit it to the data manager.

Note: it is a good idea to have substitutes initial the information for each period. This provides backup information, if needed.