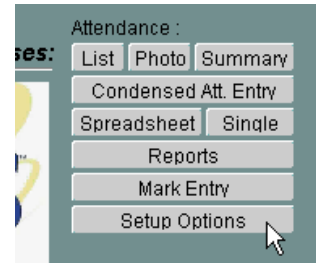


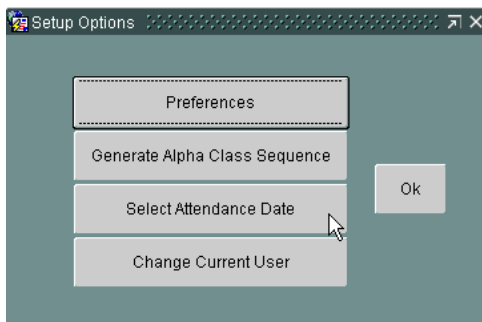
Attendance: Completing Yesterday's Attendance For Teachers

Please be aware that the District set up allows for attendance to be done the next day.

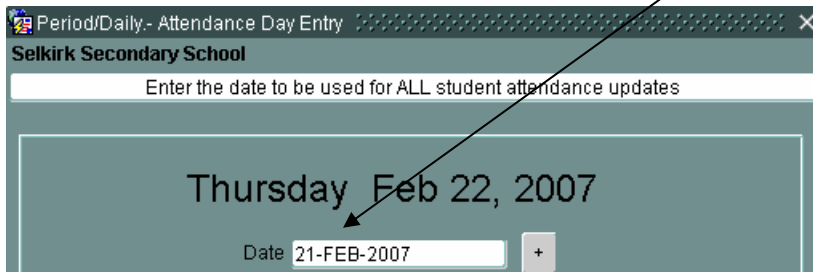
Once you have logged onto the Teacher Assistant go to the Setup Options screen.



In the following screen choose, Select Attendance Date



Change the date to yesterday's date using the format shown below and click Ok. You can only go back one day.



Now when you go into your class to enter yesterday's attendance you will notice the date at the top of the attendance window will be the previous day.

