



TEXAS SOUTHERN UNIVERSITY

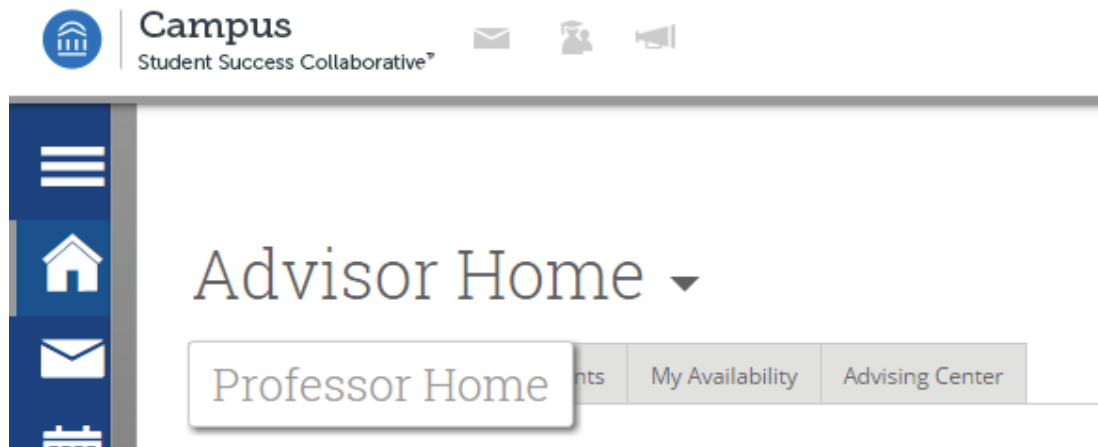
Training Guide



Faculty/Staff how to record Class Attendance

How to Record Class Attendance in TCLAW

1. Log into TCLAW
2. From your home page, select the triangle next to Advisor Home switch to the Professor Home.



3. On the right side of screen select, Record My Class Attendance, option in Quick Links.
4. Select the course, for which you want to record attendance. The system will default to today's date for recording attendance, but can be switched to any date in the Choose a Date selection below Choose a Course.

Professor Home

Steven, please respond to the following progress report request(s):

- Maanie Hamzaee would like you complete 109 progress report(s) by **Friday, Dec. 23, 2016** [Fill Out Progress Reports](#)
- GradesFirst Support would like you complete 93 progress report(s) by **Monday, Jun. 06, 2016** [Fill Out Progress Reports](#)

Class Listing

CLASS NAME	TIME	ROOM	
(BIOL3020) INTRODUCTION TO MARINE BIOLOGY	MW 3:00p-4:15p	LANGDL-525	Assignments Progress Reports
(JOUR3010) ADVANCED MEDIA WRITING-CTW	TR 1:00p-2:15p	SPARKS-131	Assignments Progress Reports
(JOUR3900) DIGITAL PUB & PROD	F 10:00a-2:10p	LANGDL-105	Assignments Progress Reports

Students In My Classes

Actions

I want to...
Issue an Alert

Quick Links

Take me to...
Schedule General Event
Record My Class Attendance
Record All Class Attendance
Manage Assignments
School Information
Download Center for Reports



TEXAS SOUTHERN UNIVERSITY

Training Guide



Campus Student Success Collaborative™ Whitehurst Un... Spring Semester 2...

Course Attendance

Choose a Course

- BIOL3030-5 MW 3:00p-4:15p To Enroll | Connect
- JOUR3010-10 TR 1:00p-2:15p To Enroll | Connect**
- JOUR3900-15 F 10:00a-2:10p To Enroll | Connect

Choose a Date

April 2016

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Today

JOUR3010-10 ADVANCED MEDIA WRITING-CTW : Thursday, Apr. 28, 2016

STUDENT	ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCUSED?	PATTERN	
Amescua, Maina	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Beattie, Mira	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Blitz, Cayla	1 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Brothern, Huela	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Dukeshier, Aldona	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Hayball, Ingrid	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Izumi, Kylemore	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Justus, Harvey	1 (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Kidwell, Keira	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Lambey, Leah	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Leitzke, Hera	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Meridith, Nitara	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Nett, Oksana	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Pabelick, Cathleen	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Palomaki, Ted	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Prisoc, Ram	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report

☐ Mark Remaining Present

☐ Present ☐ Absent ☐ Tardy

- Once the course is selected you will see a list of all student enrolled under the following headings. The listing will be in alphabetical order.
- On the list you will need to select the circle for those students who were absent or tardy. And those who were excused from the absence.

PRESENT?	ABSENT?	TARDY?	EXCUSED?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>



TEXAS SOUTHERN UNIVERSITY

Training Guide



PRESENT?	ABSENT?	TARDY?	EXCUSED?
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

7. Once all absent and/or tardy are marked scroll to the bottom of the course roll and select Mark Remaining Present. Those not marked previously as absent or tardy will be marked as present

☐ Mark Remaining Present

PRESENT?	ABSENT?	TARDY?	EXCUSED?
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

8. At the bottom the course role you will see a list of students who dropped the course. Once Mark Remaining Present is selected these students will also have a present designation on this screen. However, once attendance is saved, the system will not record them as present for any course date beyond their dropped date.

Dropped on 05/31
Dropped on 05/31
Dropped on 06/10
Dropped on 05/31
Dropped on 06/01
Dropped on 06/09
Dropped on 06/01
Dropped on 06/03

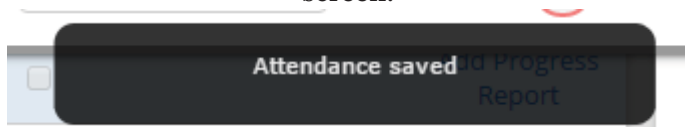
9. At the bottom of the course roll you will see a count for attendance entered. This give you a quick opportunity to verify numbers before saving.

54 Present	2 Absent	1 Tardy
------------	----------	---------

10. To save the information entered click on the Save Attendance button below the course roll.

Save Attendance

11. Once this is saved you will see Attendance saved pop up in the top right hand corner of the screen.



12. At this point the attendance is completely recorded and saved for that date.