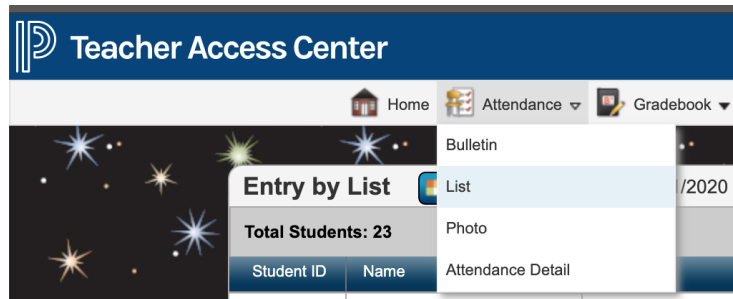
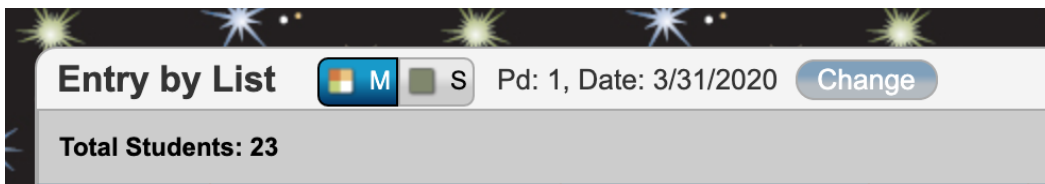


Changing the Date for Attendance in TAC

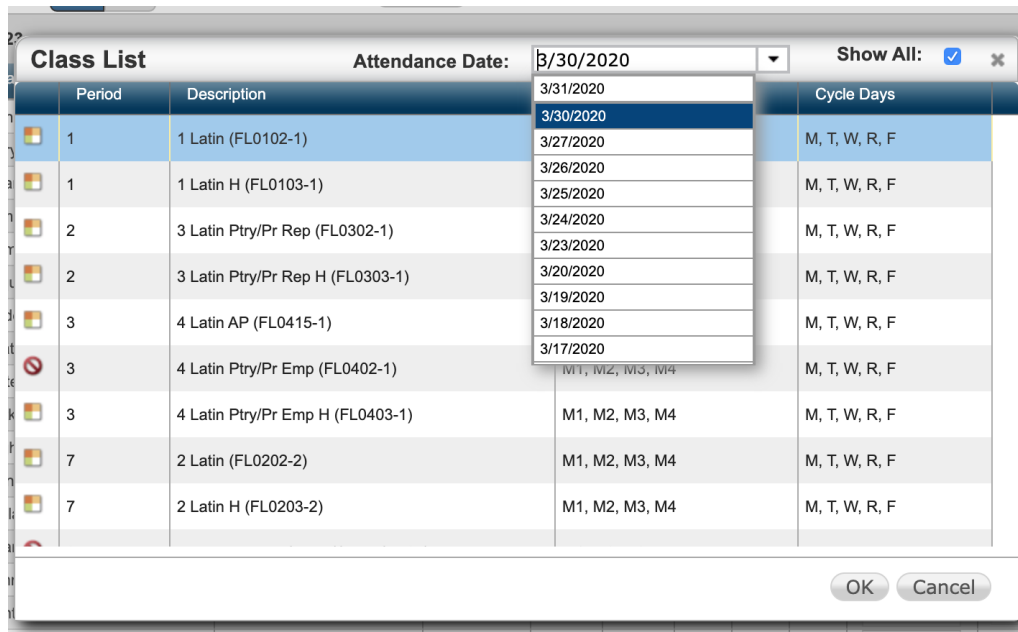
1. Sign into TAC.
2. Click on the Attendance menu at the top and select "List."



3. Click on Change



4. Choose the correct date (e.g. yesterday) and click OK.



5. For any students not on the check-in report, check the Absent box.
6. When finished, click on the Save button in the upper right corner.

Change



Student ID	Name	Alerts	Course	Grade	Office	A	T	F	Code	Dismiss Time	Arrive Time
		  	FL0103-1	11		☐	☐	☐			
		  	FL0102-1	09		☐	☐	☐			
			FL0102-1	09		☐	☐	☐			
			FL0103-1	09		☐	☐	☐			
			FL0103-1	10		☐	☐	☐			
			FL0103-1	12		☐	☐	☐			
			FL0103-1	09		☐	☐	☐			
			FL0103-1	09		☐	☐	☐			
			FL0103-1	09		☐	☐	☐			
			FL0103-1	09		☐	☐	☐			