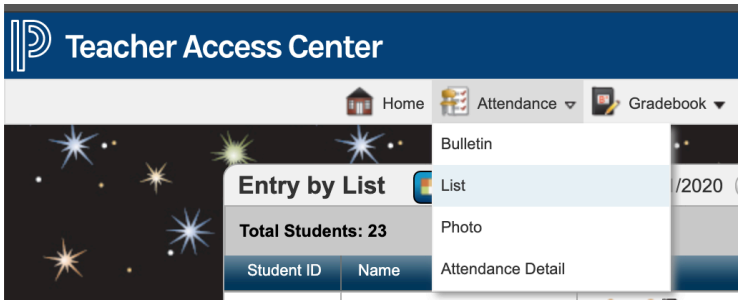
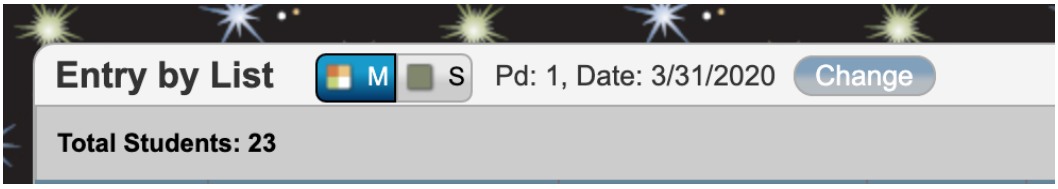
Changing the Date for Attendance in TAC

1. Sign into TAC.

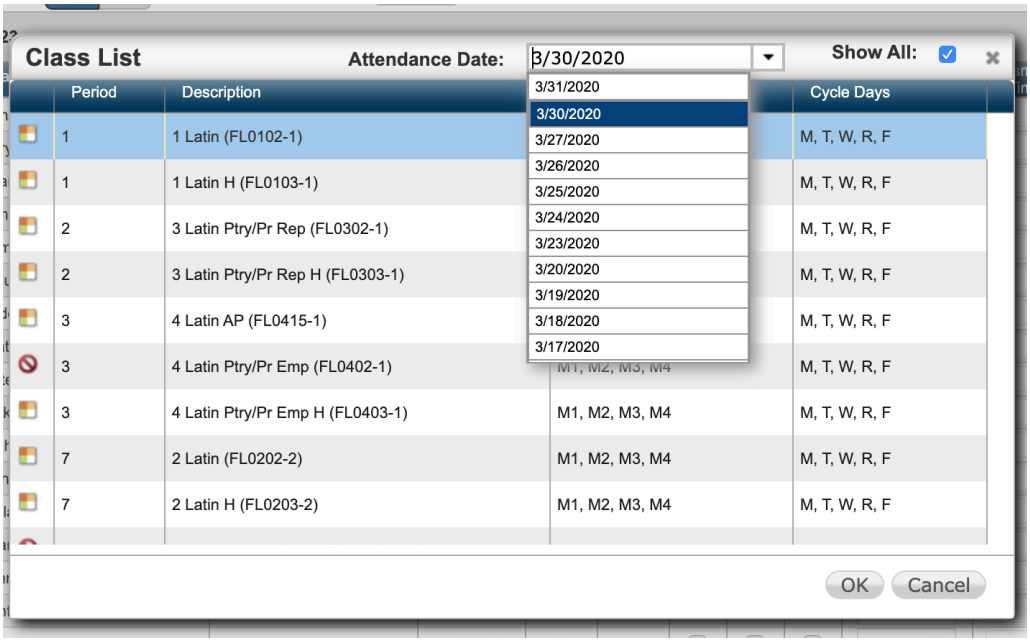
2. Click on the Attendance menu at the top and select “List.”



3. Click on Change

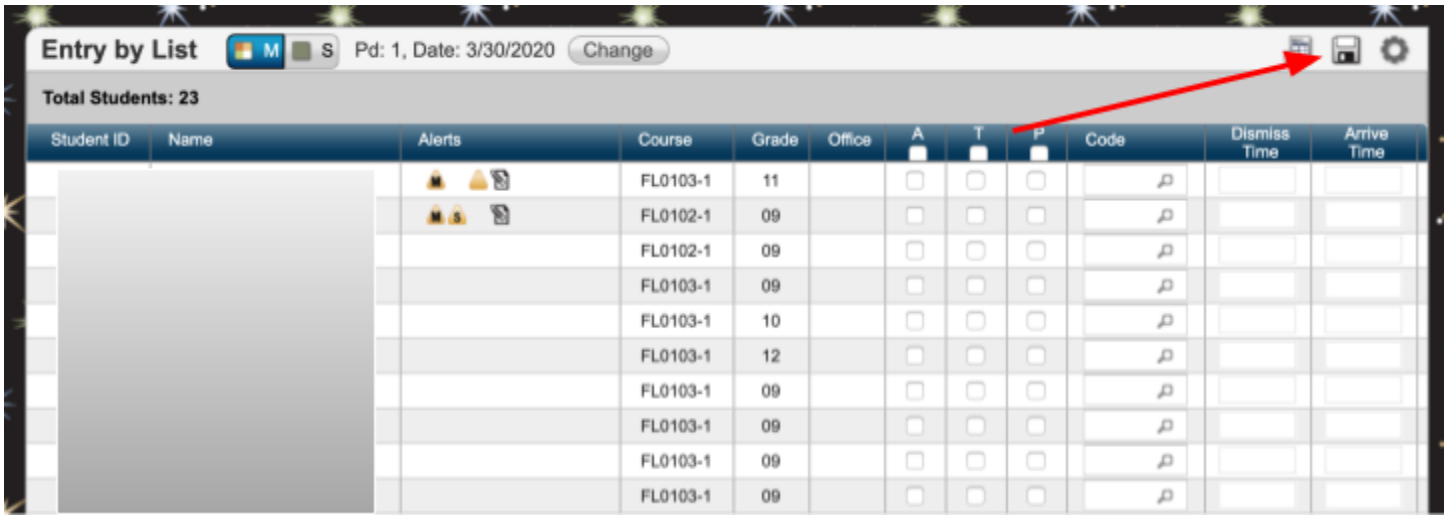


4. Choose the correct date (e.g. yesterday) and click OK.



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.


Entry by List
M
S
Pd: 1, Date: 3/30/2020
Change
Total Students: 23
Student ID
Name
Alerts
Course
Grade
Office
A
T
P
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