



## Creating and Maintaining an Attendance Record

## **CREATING A RECORD:**

- Click on the Attendance tab.
- Click the "Select" button.

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	=	Reld Experience > Reld Experience > Reld Experience > Student Teaching Binder TEST	Help		
SES	>	STUDENT TEACHING BINDER TEST			
CTS	>				
OLIOS	>	Student leading binder (EST) Lesson mans Ser-Assessments Site EV	alualion Exit Survey Attendance Assessment Feedback		
EXPERIENCE	~	INSTRUCTIONS	ATTACHMENT(S):		
EXPERIENCE	~	In this tab, you will enter all absences, tardies, etc. during your placement.	Field/Clinical Experience Attendance Record: Select		
d Experience	~ <	All incidents must be logged here and on the in-class, hardcopy Attendance Record.	v1:		
ATIONS	>	To log an entry, follow the steps below:			

- Click the green "plus" button.
- Complete all fields in the row. You may add any supporting documents, such as a doctor's note, in the "Attached Documents" area at the bottom.
- Click the green "Add" button at the bottom of the pop-up window.
- Click "Save" to save your changes to the binder.

kperience > <b>Stu</b> k	Select Field/Clinical Experience Atta	endance Record: v1		
esson Plans	Click the green "plus" button to cre	eate an attendance entry.		
	Date:	Entry Type:	Amount of Time: (1 I	
lies, etc. during y: n the in-class, h:	MM/DD/YYYY	Please Select:	)	
	Comments:			
the pop-up winds			A	
tead of a "Select' lick the "Add Ro				
the pop-up winda				
ntil the end of the				
	Please add supporting documentatio	n (Ex: Dr.'s note) below:		
	Attached Documents: + Select File(s)			
		Drag and drop files here		
			Add Cancel	

To ADD AN ADDITIONAL ENTRY, continue to the next page.

For assistance, please contact the Learning Resource Center: Phone: 931.372.3856 | Email: <u>tk20support@tntech.edu</u>



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## ADDING AN ADDITIONAL ENTRY:

• Click on the previous submission's link on the Attendance tab.

Field Experience > Field Experience > Student Teaching Binder TEST			Help
STUDENT TEACHING BINDER TEST			
Student Teaching Binder TEST Lesson Plans Self-Assessments Site Ev	valuation Exit Survey Att	endance Assessment Feedback	
INSTRUCTIONS	ATTACHMENT(S):		
In this tab, you will enter all absences, tardies, etc. during your placement.	Field/Clinical Experience Attenda	nce Record: O Field/Clinical Experience Attendance	е
All incidents must be logged here and on the in-class, hardcopy Attendance Record.	v1:	Record: v1 11	
To log an entry, follow the steps below:		Not Submitted	
Click the "Select" button.	ADDITIONAL ATTACHMENTS	\$ (OPTIONAL):	

- Click the green "plus" button to create an additional row. Enter your information and complete the entry.
- Click the green "Update" button at the bottom of the pop-up window.
- Click "Save" to save your changes to the binder.

Date:	Entry Type:	Amount of Tim
08/31/2016	Tardv	1 hour
MM/DD/YYY	Please Select:	
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onments.		
		A
		4
lease add supporting docun	nentation (Ex: Dr.'s note) below:	
ttached Documents:		
TEST Toxt Document doox	12.65 kb)	$\otimes$
TEST Text Document.docx (		
	Drag and drop files here	

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