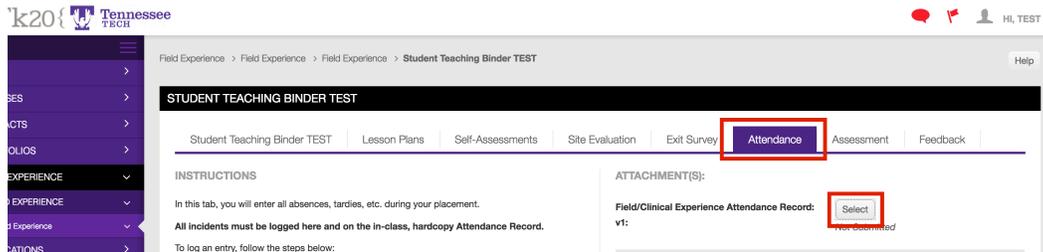


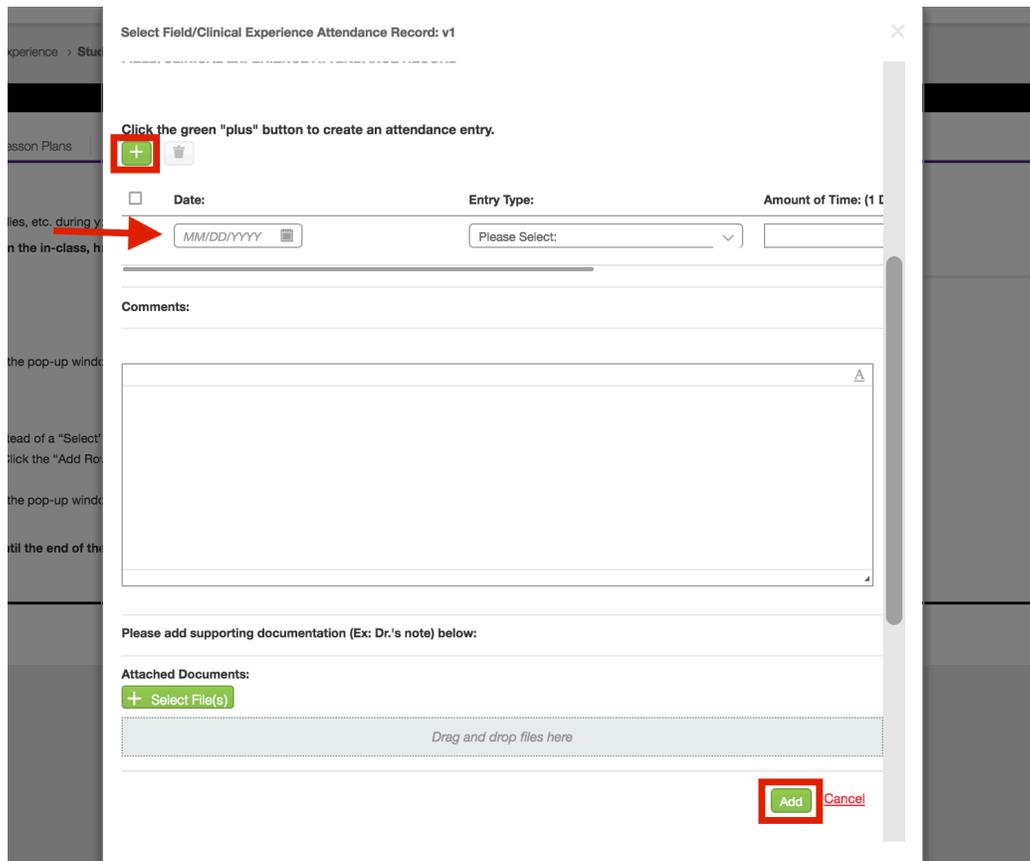
## Creating and Maintaining an Attendance Record

### CREATING A RECORD:

- Click on the Attendance tab.
- Click the “Select” button.



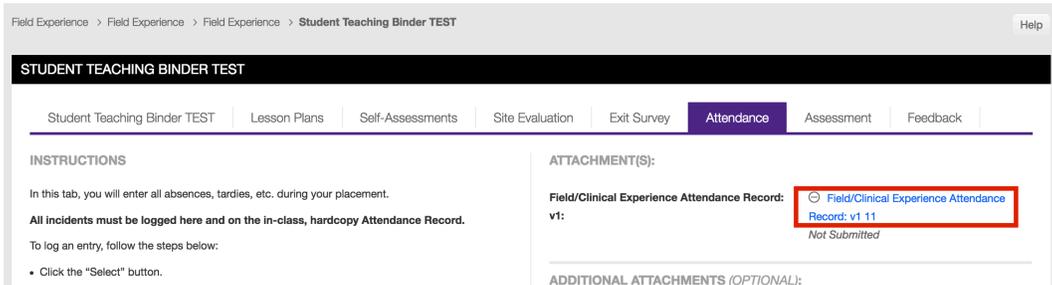
- Click the green “plus” button.
- Complete all fields in the row. You may add any supporting documents, such as a doctor’s note, in the “Attached Documents” area at the bottom.
- Click the green “Add” button at the bottom of the pop-up window.
- Click **“Save”** to save your changes to the binder.



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

## ADDING AN ADDITIONAL ENTRY:

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



Field Experience > Field Experience > Field Experience > Student Teaching Binder TEST Help

**STUDENT TEACHING BINDER TEST**

Student Teaching Binder TEST | Lesson Plans | Self-Assessments | Site Evaluation | Exit Survey | **Attendance** | Assessment | Feedback

**INSTRUCTIONS**

In this tab, you will enter all absences, tardies, etc. during your placement.

All incidents must be logged here and on the in-class, hardcopy Attendance Record.

To log an entry, follow the steps below:

- Click the "Select" button.

**ATTACHMENT(S):**

Field/Clinical Experience Attendance Record: Field/Clinical Experience Attendance Record: v1 11  
Not Submitted

**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.

Click the green "plus" button to create an attendance entry.

Date:	Entry Type:	Amount of Time
<input type="checkbox"/> 08/31/2016	Tardv <input type="text"/>	1 hour <input type="text"/>
<input type="checkbox"/> MM/DD/YYYY	Please Select: <input type="text"/>	<input type="text"/>

**Comments:**

Please add supporting documentation (Ex: Dr.'s note) below:

**Attached Documents:**

+ Select File(s)

TEST Text Document.docx (12.65 kb) ⊗

Drag and drop files here

Update
Cancel