



Daily

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Student Year-at-a-Glance

Daily Tasks

The following tasks must be done on a daily basis.

| Attendance | |
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| <input type="checkbox"/> Enter attendance. | Direct entry in TxEIS: TxEIS Attendance - Student Posting with Comments Or, instructor posts attendance in txGradebook. |
| <input type="checkbox"/> Monitor that instructors are taking attendance. | Attendance > Maintenance > Gradebook Options > Unposted Absences |
| <input type="checkbox"/> Print reports for substitute teachers or manual entry. | <input type="checkbox"/> SAT0202 - Attendance Tear Strips (#6185) <input type="checkbox"/> SAT1365 - Class Attendance Roster <input type="checkbox"/> SAT3500 - Daily Class Attendance Roster |
| <input type="checkbox"/> Balance attendance. | <input type="checkbox"/> SAT0400 - Daily Attendance Summary <input type="checkbox"/> SAT0500 - Campus Attendance Summary <input type="checkbox"/> SAT2200 - Membership Summary |
| <input type="checkbox"/> Print attendance letters. | QuickGuide: TxEIS Attendance - Generate Attendance Letters |
| <input type="checkbox"/> Run daily reports. | <input type="checkbox"/> SAT0400 - Daily Attendance Summary <input type="checkbox"/> SAT0500 - Campus Attendance Summary |
| <input type="checkbox"/> Run additional reports as needed. | <input type="checkbox"/> SAT0000 - Absence Transaction List <input type="checkbox"/> SAT1200 - Excessive Absence Report <input type="checkbox"/> SAT1370 - Class Attendance Verification <input type="checkbox"/> SAT1500 - Daily Attendance Report I |
| Discipline | |
| <input type="checkbox"/> Enter discipline incident records, and print incident letters for parents. | QuickGuide: Enter and Maintain Discipline Incident Records |
| <input type="checkbox"/> Review referrals from txGradebook and take action (designated discipline approvers only). | Discipline > Maintenance > Referrals |
| <input type="checkbox"/> Run report for verification. | <input type="checkbox"/> SDS0100 - Discipline - Detailed Incident Report |
| Grade Reporting | |
| <input type="checkbox"/> Change student schedules. | Before MTGR: TxEIS Scheduling - Change a Student's Schedule After MTGR) TxEIS Grade Reporting - Change a Student's Schedule |
| <input type="checkbox"/> Enter schedules for new students. | Grade Reporting > Maintenance > Walk-in Scheduler > Scheduler |
| <input type="checkbox"/> Run reports for verification. | <input type="checkbox"/> SGR1930 - Student Schedules (Plain Paper) <input type="checkbox"/> SGR2055 - Student Schedules |
| Registration | |
| <input type="checkbox"/> Enroll and withdraw students. | Registration > Maintenance > Student Enrollment > W/R Enroll |

Attendance

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| <input type="checkbox"/> Edit student program codes as needed. | Registration > Maintenance > Student Enrollment > At Risk Registration > Maintenance > Student Enrollment > SpecEd Registration > Maintenance > Student Enrollment > G/T Registration > Maintenance > Student Enrollment > Bil/ESL Registration > Maintenance > Student Enrollment > Title I Registration > Maintenance > Student Enrollment > PRS Registration > Maintenance > Student Enrollment > Generic |
| <input type="checkbox"/> Export TReX data. | Registration > Utilities > TReX Export |
| <input type="checkbox"/> Run reports for verification. | <input type="checkbox"/> SRG0900 - Withdrawal Transfer Form <input type="checkbox"/> SRG1200 - Student Status Changes by Program |
| <input type="checkbox"/> Approve student registration and data changes, and monitor forms. | ParentPortal Campus Admin: Review & Accept Data Changes |



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