



# Daily



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# Student Year-at-a-Glance

## Daily

The following tasks must be done on a daily basis.

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

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



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