

# **SAT3500 - Daily Class Attendance Roster**

### **Table of Contents**

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SAT3500 ·	<ul> <li>Daily Class Attendance Roster</li> </ul>	

# **SAT3500 - Daily Class Attendance Roster**

Attendance > Reports > Attendance Reports > Rosters > SAT3500 - Daily Class Attendance Roster

This report provides current year class rosters for substitute instructors. A substitute instructor can circle A for absent or T for tardy and write in comments.

#### Run the report:

Parameter	Description
Campus ID	Type the three-digit campus ID, or click to select the campus.
Control Nbrs (Blank for All)	Type the three-digit instructor IDs (control numbers), separating multiple IDs with a comma (e.g., 112,131). Or, click to select the instructor IDs. Leave blank to select all instructor IDs.
Period (Blank for All)	Type the two-digit period, or leave blank to select all periods.
From/To Date (MMDDYYYY)	Type the date, or click solect the date from a calendar.  Leave <b>To Date</b> blank to generate the report for the <b>From Date</b> only.
Double Space (Y, N)	Y or blank - Double-space the report.  N - Do not double-space the report.
Include Courses Excluded from TeacherPortal (Y, N)	Y - Include courses excluded from TeacherPortal.  N or blank - Do not include courses excluded from TeacherPortal.
	N of blank - Do not include courses excluded from reacher fortal.



### **Back Cover**