



# SAT3500 - Daily Class Attendance Roster



# Table of Contents




**SAT3500 - Daily Class Attendance Roster** ..... 1



# 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.

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



## Back Cover