

## TConnect Attendance Reporting

Go to [www.templejc.edu](http://www.templejc.edu)

Click on TConnect

**TEMPLE COLLEGE**  
2600 South First Street Temple, Texas, 76504  
(254) 298-8282 (800) 460-4636  
*We're Here For A Reason . . . IT'S YOU!*

Cameron Center Downtown Center Taylor Center

**21st Annual Temple College Foundation/Johnson Bros. Ford Golf Classic**  
Monday, September 17  
Wildflower Country Club

Library Financial Aid HR Campus Tour  
Alumni Web Mail Catalog Community

Academics  
Administration  
Admissions & Records  
Class Schedule  
Community Education  
Distance Education  
Faculty & Staff  
News & Events  
Sports  
Student Services  
TC Foundation  
TConnect  
University Courtyard Apartments

**Student Orientation to Online Learning Workshop**

August 22, 2007 (Wednesday)	2:00 PM	One College Centre Community Room
August 23, 2007 (Thursday)	6:00 PM	Taylor Center Classroom 112
August 24, 2007 (Friday)	11:00 AM	One College Centre Community Room

Click on Log In

**TConnect**  
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[LOG IN](#) [MAIN MENU](#) [CONTACT US](#)

[Temple College WebMail](#) [TConnect Users Guide](#)

**We're Here for a Reason ... It's YOU!**

Welcome Guest!

SELECT YOUR POINT OF ENTRY TO THE RIGHT!

For best viewing your screen resolution should be set at 1024 x 768!

**USER NAME AND PASSWORD INFORMATION**

**User Name**  
Your user name consists of your last name, first initial and last 3 numbers of your Student ID

**Initial Password**  
Your Initial Password is your 6-digit birth date (mmddyy)

**User name example:**  
jonesn243 = Nora Jones ID #0020243

**Password example:**  
010185 = January 1, 1985

The first time you log into TConnect you will be required to change your password. The new password must contain between 6 and 9 characters, include both letters and

main menu

Enter your Users ID and Password

LOG IN | MAIN MENU | CONTACT US

Welcome Guest!

### Log In

User ID:

Password:

Show Hint:

SUBMIT

LOG IN | MAIN MENU | CONTACT US

**TConnect<sup>3</sup>**

Click on Faculty

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

[Temple College WebMail](#) | [TConnect Users Guide](#)

**We're Here for a Reason ... It's YOU!**

Welcome Carey Rose!

SELECT YOUR POINT OF ENTRY TO THE RIGHT!

For best viewing your screen resolution should be set at 1024 x 768!

**USER NAME AND PASSWORD INFORMATION**

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Your user name consists of your **last name, first initial and last 3 numbers of your Student ID**

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**main menu**

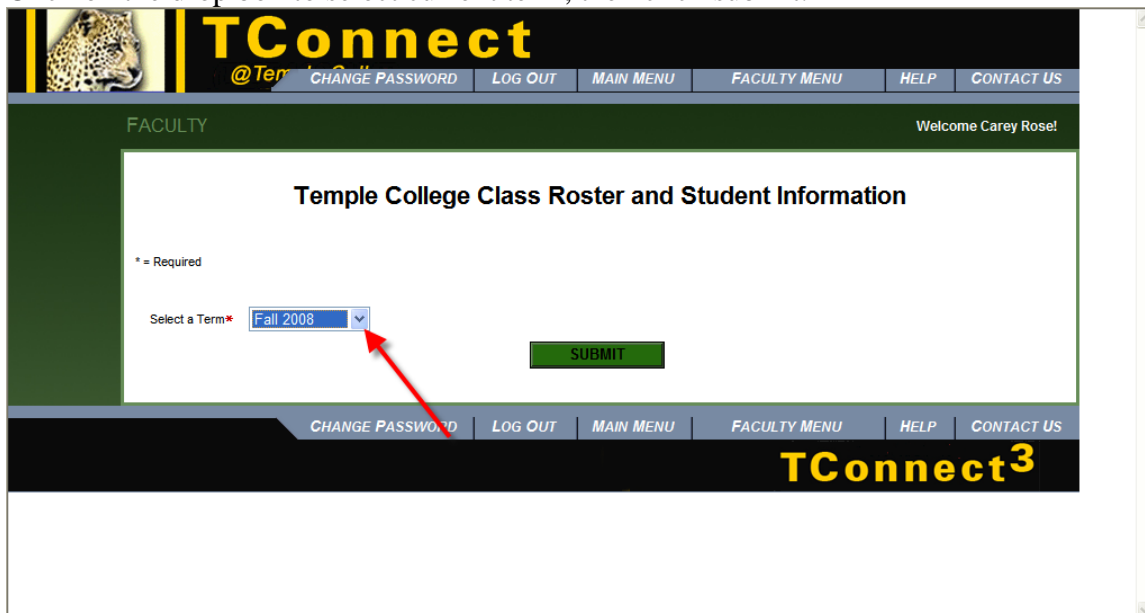
- Community and Business Education Students
- Students
- Faculty**
- Employees
- Guests

Click on Temple College Class Roster and Student Information




The screenshot shows the TConnect Faculty menu. At the top, there is a navigation bar with links: CHANGE PASSWORD, LOG OUT, MAIN MENU, FACULTY MENU, and CONTACT US. Below this, there are links for Temple College WebMail and TConnect Users Guide. The main content area is titled 'FACULTY - TCONNECT FOR FACULTY MENU' and includes a welcome message 'Welcome Carey Rose!'. The page is organized into several sections: 'User Account' (with links for 'I'm New to WebAdvisor', 'What's my User ID?', 'What's my password', and 'Change Password'), 'Communication' (with 'My Documents'), 'Employee Information' (with 'Position Summary', 'Leave Plan Summary', and 'My Stipends'), 'Faculty Information' (with 'Temple College Class Roster and Student Information', 'Access Desire 2 Learn System', 'Temple College Final Grade Entry', and 'My Class Schedule'), 'Class Schedules' (with 'Search for Credit Classes', 'Search for Community and Business Education classes', and 'Preview Class Schedule before Release'), and 'Financial Information' (with 'Budget selection' and 'Budget summary'). A red arrow points to the 'Temple College Class Roster and Student Information' link.

Click on the drop box to select current term, then click submit.



The screenshot shows the 'Temple College Class Roster and Student Information' form. At the top, there is a navigation bar with links: CHANGE PASSWORD, LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US. The main content area is titled 'FACULTY' and includes a welcome message 'Welcome Carey Rose!'. The form has a title 'Temple College Class Roster and Student Information' and a note '\* = Required'. Below this, there is a label 'Select a Term\*' followed by a drop-down menu showing 'Fall 2008'. A red arrow points to the drop-down menu. To the right of the drop-down menu is a green 'SUBMIT' button. At the bottom of the page, there is a navigation bar with links: CHANGE PASSWORD, LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US, and the TConnect3 logo.

Click in the square for option #4 – Attendance Reporting



# TConnect

@Temple College

[CHANGE PASSWORD](#) | 
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 [FACULTY MENU](#) | 
 [HELP](#) | 
 [CONTACT US](#)

FACULTY Welcome Carey Rose!

## Temple College Class Roster

Option 4 (Attendance Reporting) is only available from the section "Start" until the "Drop End" dates.

1.  Show Section Student Information
2.  Show Section Roster Information
3.  Email copies of all Rosters
4.  Attendance Reporting

Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days	Stds/Avail	Census Approval
<input type="checkbox"/>	BMGT-1303-1001 Principles of Management Start: 08/27/08 Cens: 09/17/08 Drops End: 11/14/08	FA2008			***		27/ 0	Not Past Census
<input type="checkbox"/>	STSK-0305-1005 Master Student for TSI Start: 08/27/08 Cens: 09/17/08 Drops End: 11/14/08	FA2008			***		16/ 4	Not Past Census

Click in the square under "Choose One". Then Click submit. **Please note:** You can only choose one class at a time for attendance reporting.

1.  Show Section Student Information
2.  Show Section Roster Information
3.  Email copies of all Rosters
4.  Attendance Reporting

Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days	Stds/Avail	Census Approval
<input checked="" type="checkbox"/>	BMGT-1303-1001 Principles of Management Start: 08/27/08 Cens: 09/17/08 Drops End: 11/14/08	FA2008			***		27/ 0	Not Past Census
<input type="checkbox"/>	STSK-0305-1005 Master Student for TSI Start: 08/27/08 Cens: 09/17/08 Drops End: 11/14/08	FA2008			***		16/ 4	Not Past Census
<input type="checkbox"/>	STSK-0305-1010 Master Student for TSI Start: 10/22/08 Cens: 10/30/08 Drops End: 11/25/08	FA2008			***		0/ 20	Not Past Census
<input type="checkbox"/>	STSK-0306-1005 Master Student-College Success Start: 08/27/08 Cens: 09/17/08 Drops End: 11/14/08	FA2008			***		4/ 16	Not Past Census
<input type="checkbox"/>	STSK-0306-1010 Master Student-College Success Start: 10/22/08 Cens: 10/30/08 Drops End: 11/25/08	FA2008			***		0/ 20	Not Past Census
<input type="checkbox"/>	BMGT-1303-1002 Principles of Management Start: 08/27/08 Cens: 09/17/08 Drops End: 11/14/08	FA2008			***		27/ 0	Not Past Census

Click in the box under Drop next to any students that you wish to drop from your class. You do not enter a date, this is automatic. Once you have chosen the students you are going to drop, click on submit.

### Never Attended Reporting

BMGT-1303-1001 (2878) Principles of Management  
Students previously reported as never attending

Student ID	Students Name	Dropped	Date	Status
9999999	None reported	N	09/01/08	None

Section Start: 08/27/08\_\_Census: 09/17/08\_\_Drops End: 11/14/08\_  
Students still recorded as enrolled in this section

Student ID	Student Name	Drop	As Of Date
0095403	Abdullah, Qadriyyah	<input checked="" type="checkbox"/>	08/26/08
0091633	Cordova, Steven	<input checked="" type="checkbox"/>	08/26/08
0103705	Crocker, Carla	<input checked="" type="checkbox"/>	08/26/08
0084070	Duncan, Lisa	<input type="checkbox"/>	08/26/08
0093447	Figueroa, Hilda	<input type="checkbox"/>	08/26/08
0094529	Giles, Hannah	<input type="checkbox"/>	08/26/08
0093766	Reyes, Sarah	<input type="checkbox"/>	08/26/08
0094270	Ruff, Robert	<input type="checkbox"/>	08/26/08

**SUBMIT**

Once you click submit, you will be taken back to the Temple College Class Roster screen. To check your submission, click on #4 attendance reporting and click in the box of the class that you were submitting drops for.

These students will show a pending status. **Please note:** Once A&R processes these drops the student will be removed from your TConnect roster on census, or if after census the student will remain on your roster, with a drop date.

FACULTY Welcome Carey Rose!

### Never Attended Reporting

BMGT-1303-1001 (2878) Principles of Management  
Students previously reported as never attending

Student ID	Students Name	Dropped	Date	Status
0095403	Abdullah, Qadriyyah	N	08/26/08	Pending
0091633	Cordova, Steven	N	08/26/08	Pending
0103705	Crocker, Carla	N	08/26/08	Pending

Section Start: 08/27/08\_\_Census: 09/17/08\_\_Drops End: 11/14/08\_  
Students still recorded as enrolled in this section

Student ID	Student Name	Drop	As Of Date
0084070	Duncan, Lisa	<input type="checkbox"/>	08/26/08
0093447	Figueroa, Hilda	<input type="checkbox"/>	08/26/08
0094529	Giles, Hannah	<input type="checkbox"/>	08/26/08
0093766	Reyes, Sarah	<input type="checkbox"/>	08/26/08
0094270	Ruff, Robert	<input type="checkbox"/>	08/26/08

**SUBMIT**