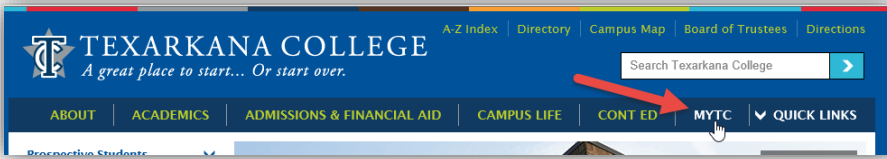
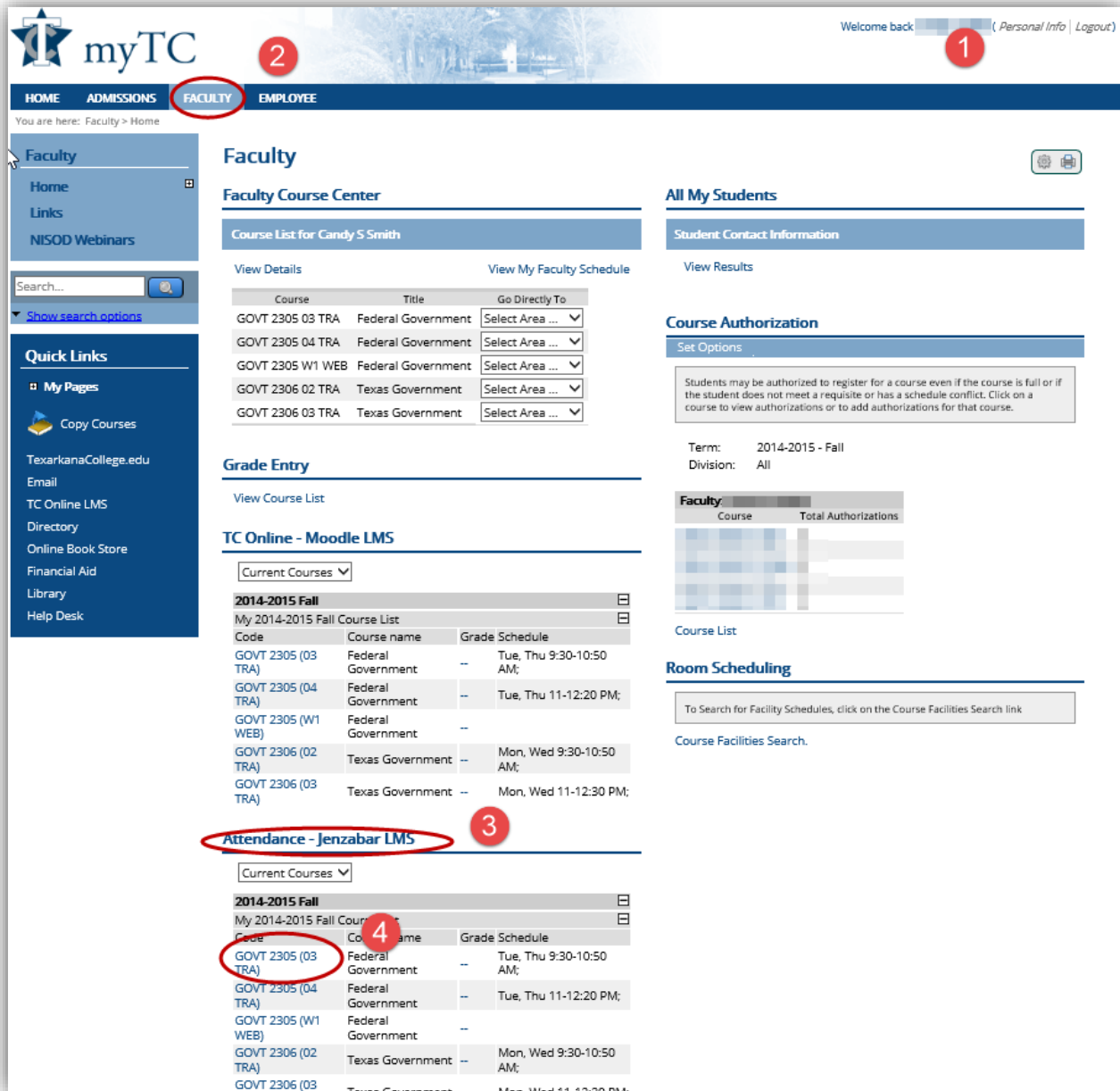


Faculty Instructions for Editing Attendance



First log in to my TC from the Texarkana College website, www.texarkanacollege.edu using your Texarkana College user name and password. Click on the myTC icon in the right hand corner.

1. After you log in,
2. Click on the **Faculty** tab.
3. Scroll down to the Attendance section.
4. Click on the course that you want to edit attendance.



Faculty Instructions for Editing Attendance

7. Click the **Previous Week** link until you see the date that you want to change.
8. Then click on **Edit saved entries**.
9. Click the **drop down arrow** next to the student and select the change of attendance.
10. Click **Save** at the bottom to save your changes.

The screenshot shows the myTC Attendance interface. At the top, there's a navigation bar with 'HOME', 'ADMISSIONS', 'FACULTY', and 'EMPLOYEE'. Below it, a breadcrumb trail reads 'You are here: Academics > Government > GOVT > Federal Government > GOVT 2305 03 TRA - Federal Government > Attendance'. The main content area is titled 'Attendance' and includes a 'Main Screen > Weekly View' link. A navigation bar at the top of the main area contains 'Access', 'Options', and 'Settings' links, with a '7' circled around it. Below this is a week navigation bar with '< Previous Week | This Week | Next Week >', where 'Previous Week' is circled with a '7'. The main table shows attendance for 'Sunday 9/28 - Saturday 10/4'. A red circle with '8' highlights the 'Edit saved entries' link. A dropdown menu is open for a student, with a red circle and '9' around the 'Absent (Unexcused)' option. At the bottom of the table, a red circle with '10' highlights the 'Save' button.

This is a close-up of the bottom of the attendance table. It shows several rows of student data with columns for 'Name', 'Tardy', 'Present', and two dropdown menus for dates. At the bottom of the table, there are three buttons: 'Save', 'Cancel', and 'Export to'. The 'Save' button is circled in red with the number '10' next to it.