



## **TOUCH BASE TUESDAY AGENDA**

Nov 10, 2020

Presenter: Jackie Cunningham

**Objective:** New Covid State Attendance Reporting

### **1. Setup Work**

- Contact SDS Support through xconnect
- Assign Learning Type Codes to each student

### **2. Maintaining Learner Type**

- Student Entry Views
- Daily Attendance Entry
- Teacher Web Attendance Daily
- Teacher Web Attendance Period by Period

### **3. Adjusting Learner Type- Prior Days**

- Student Maintenance
- Attendance Entry

### **4. State Report- Student Attendance including In Person, Remote, & E-Learning**

- Refresh attendance
- Create report in State Reporting Data Exchange area.