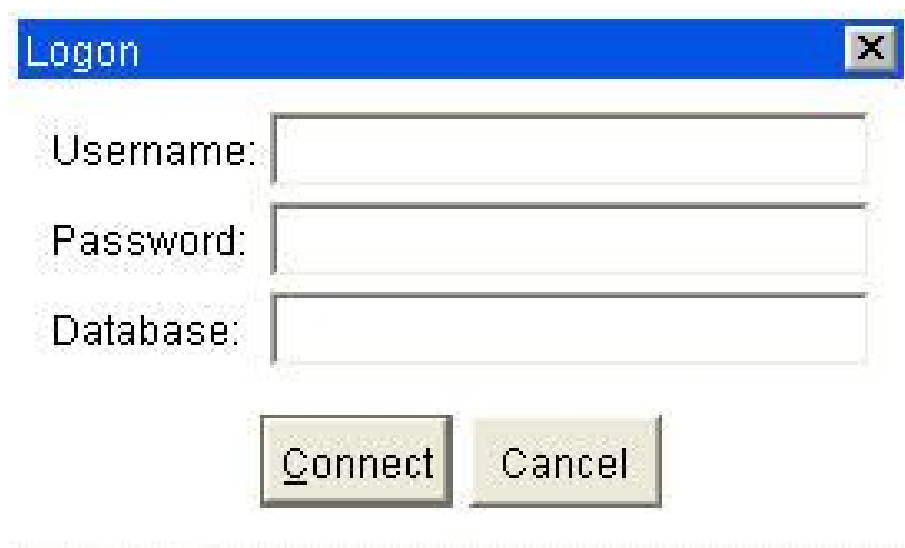


NC WISE Training
School Attendance Manual
Asheboro City Schools

1. Log on to the eSIS (the online application that drives NC WISE):

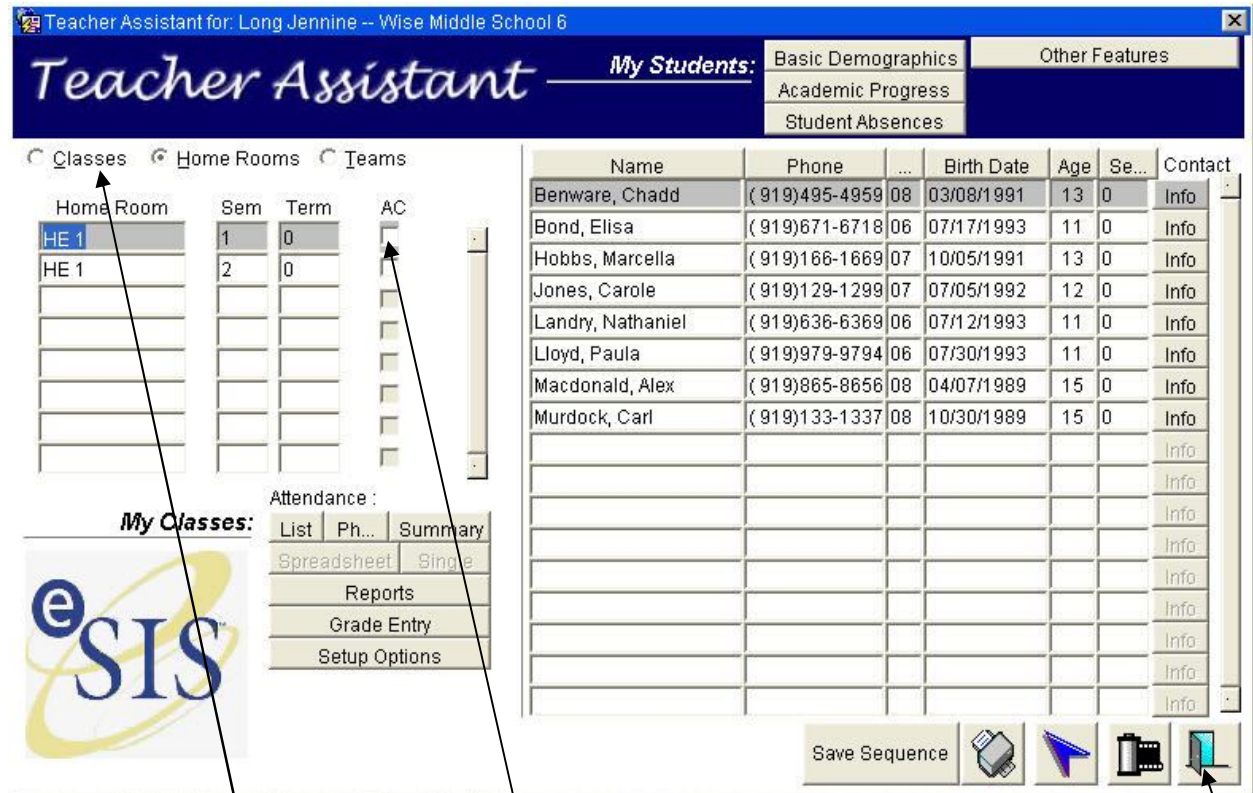
Note: The exact URL and way to navigate to eSIS will change when we move from the training database to live data entry. Directions will be updated at that time and links provided for easy access to eSIS. For now, these directions start with the log on screen.



The image shows a screenshot of a Windows-style dialog box titled "Logon". It has a blue title bar with a close button (X) in the top right corner. The dialog contains three text input fields stacked vertically, each with a label to its left: "Username:", "Password:", and "Database:". Below the input fields are two buttons: "Connect" and "Cancel". The "Connect" button has a small icon of a person next to the text.

2. Enter your **username**: joe_smith
3. Enter your **password**. It will appear as *****
4. Enter the **database**: lea761
5. Click **Connect**.

The **Teacher Assistant Module (TAM)** opens.



1. Check the radio buttons. Elementary school teachers need to click **Classes**. Middle and high school teachers need to click **Home Rooms**.
2. If all students are present, (if not, go to step4 below), click **AC** to enter a \checkmark . Click the door to **Exit** and the attendance is automatically saved.
3. Click **OK**.



4. If some students are absent or late (tardy), click the **List** button.

The Daily Attendance –Class Entry screen opens:

5. Click under **A** to enter a check in the AM column next to students who are absent.
6. Click under **L** to enter a check in the AM column next to the students who are late.
7. Click the **Attendance Completed** box.
8. Click the **floppy icon** to save.
9. Click the **Exit** door.

Attendance Completed

Save

Exit

10. Confirm **Exit** by clicking OK.



Security

Security is of paramount importance with NC WISE. **NEVER** give your password to anyone. Passwords must be confidential. NC WISE will require you to change your password every 90 days. Current recommendations from NC WISE related to passwords are:

- Passwords cannot contain dictionary words or abbreviations.
- Passwords must be at least 8 characters long.
- Passwords should be composed of a random combination of letters, numbers, and symbols with no spaces. Passwords should contain at least 2 non-alphanumeric characters such as !, @, #, \$, %, ^, & , *

When you leave your computer after working in TAM, you must either exit eSIS or lock it. If you exit TAM, the application closes and must be reloaded if you want to use it again. When you lock TAM, the application stays downloaded and you can re-enter by entering your password.

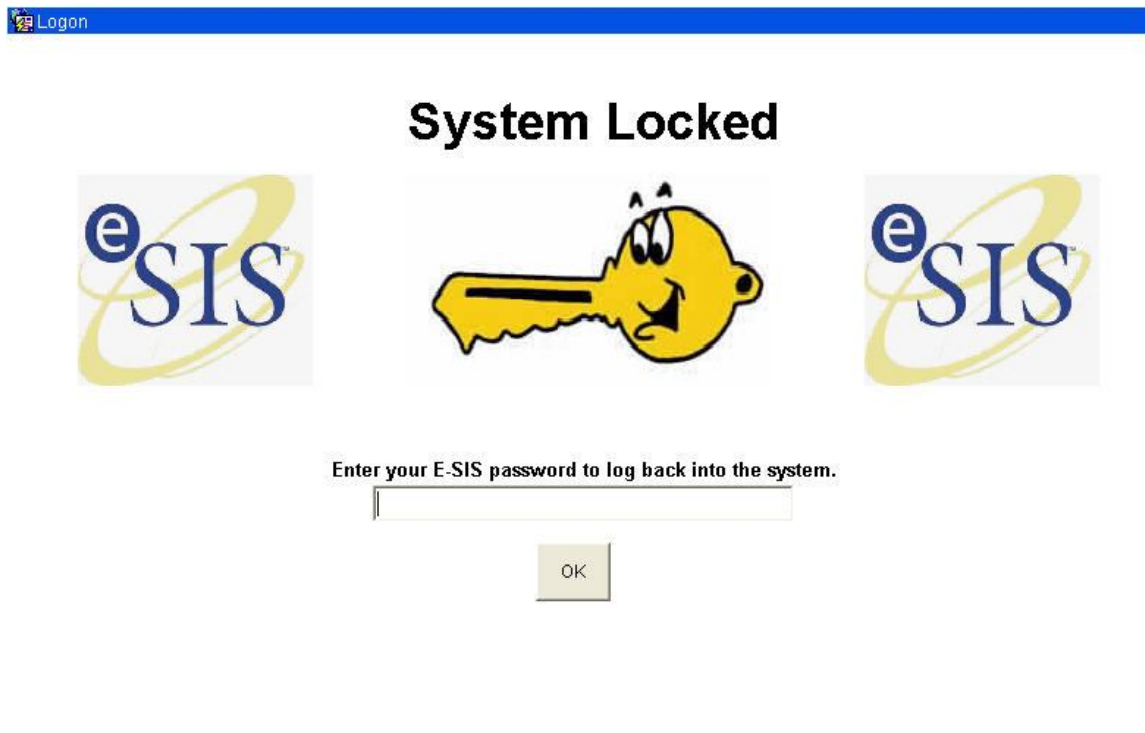
To lock TAM:

Click on **Lock** on the menu bar at the top of the TAM screen.



The Lock feature is available on every screen in TAM.

When TAM is locked, this is the screen:



To re-enter TAM, you enter your eSIS password and click OK.

You must **never** leave your computer unattended with TAM open. **You must exit or lock it.**

For updated information and instructions as NC WISE implementation continues, click the NC WISE link on the ACS website homepage.

For more information or directions:

Online Tutorial

<http://www.beavton.k12.or.us/media/esis/ta/>

NC WISE Documentation

www.ncwise.org (click near top of page)