

HOW2 X2 @ BARNSTABLE PUBLIC SCHOOLS

www.x2dev.net/barnstable

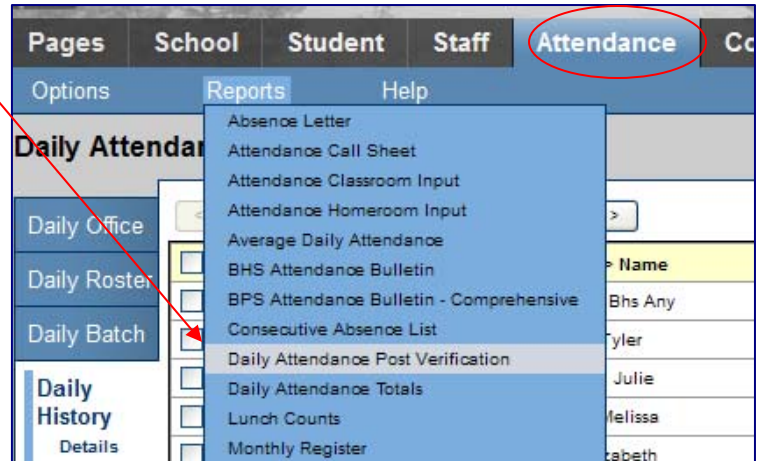
Don't forget:

There are X2 manuals, Quick Start cards, and Online Help for most tasks if you need more help.

How to review posting of class / TGA attendance lists

TGA Attendance Posts

- In the Attendance top tab, select the Daily History side tab.
- From the Reports menu, choose Daily Attendance Post Verification.
- Those teachers who have not taken the daily attendance will appear on this report.



Class Attendance Posts

- In the Attendance top tab, select the Class History side tab.
- From the Reports menu choose Class Attendance Post Verification.
- Those teachers who have not taken class attendance will appear on this report.
- **Note:** This report is run by PERIOD.

