

1. Access the Attendance Report through the following web address: **tutortrac.usca.edu**
2. **Log into the system** by using your USCA email user name (*@usca.edu* is not required) and password to access the system.

3. Each class that you are listed as the instructor of will appear on the left side of the screen. Click **Submit Attendance Report** under the course name for which you desire to report absences. If you are not teaching courses during the current semester, you will not have courses listed or the Attendance Report option.

SPECIAL NOTICE: Please do not click the Course Name and then manually attempt to create a referral. This process will not provide you with the Referrals Entry option listed below and will create errors in the reporting system. If you mistakenly select this option, exit the screen by clicking the red X in the right hand corner of the screen.


4. A roster of students currently enrolled in your course will appear. This roster is updated automatically as changes are made in Banner. Click the blue arrow next to the name of the student that you would like to submit an Attendance Report on.

- After clicking the blue arrow beside the student's name, the Attendance Report will open. Click on the number of absences to be reported and Recommendations, if needed, for the student. The wording and formatting are based upon how information will be merged into the notifications received by students.

- After completing this process for each student that has been absent in your class, click the **Submit** button at the bottom of the Attendance Report. You may either **Submit** the form once, after completing all of your Attendance Reports or **Submit** the form after completing each individual report.

After completing an Attendance Report on a student, the blue arrow will change to a grey arrow and point downward.

- Automated contact will be immediately forwarded to each student who was reported. Additional appropriate follow-up will be made to students based upon the number of absences and type of Recommendations received.

- To exit the Attendance Report and the TutorTrac system, click on the icon of the TracMan  at the top of the page. Then, click Exit.

