


Set Up/Edit Attendance Class Times – Faculty

1	Click  in the upper-left hand corner.
2	Select STUDENTS and then MY STUDENTS .
3	Select the ATTENDANCE tab.
4	Click the tab labeled CLASS SCHEDULE .
5	You may choose the SCHEDULE option to create a recurring class schedule or SINGLE MEETING TIME for a one-time session. Repeat this process for each course you teach.
6	Click SUBMIT .
1	To edit class times, click CLASS SCHEDULE and make your changes.
2	Locate the meeting time schedule you want to edit and make the appropriate changes.
3	Click SUBMIT .

Record/Edit Attendance – Faculty

1	Select RECORD ATTENDANCE . (You must first set up meeting times.)
2	Select the course for which you would like to record attendance.
3	PRESENT is the default setting. You are able to choose from PRESENT, ABSENT, EXCUSED, or TARDY .
4	Click SUBMIT .
1	To edit previously recorded attendance, click the RECORD ATTENDANCE button and choose the class for which you would to edit. Click NEXT .
2	Click EDIT to make changes.
3	Click SAVE .

Review Attendance – Faculty

1	On the right side of the ATTENDANCE screen, locate CHOOSE STUDENTS BY and select the term and course section from the list.
2	Students in the course are listed in the main part of the page along with any available attendance data.
3	You can filter the list of students presented based on specific attendance statuses (PRESENT, ABSENCE, EXCUSED ABSENCE, or TARDY) and for a range of course meeting dates.