How to Enter Attendance Information

Please review these instructions before entering any attendance information and please remember that the purpose of this process is to identify students WHO NEVER ATTENDED as well as identify students who have attended (even just once) or who are otherwise active and participating in the course.

Upon logging into the faculty web, click on either the Faculty Services tab at the top of the page or the Faculty and Advisors link in the menu:

At the Faculty Services Menu, click on the Submit Attendance link:
If you have not done so already, you will be prompted to select the appropriate term:

Select Term

Select a Term: Fall 2010

Submit

RELEASE: 6.1

Select the appropriate term and remember to click on the submit button

Select the appropriate course:

Select a CRN

Submit

RELEASE: 6.1

Click on the appropriate course and remember to click on the submit button

Your class roster for the selected course will appear. Please enter the number 1 if the student has attended (even if only once) or is otherwise active and participating in the course (most likely appropriate for independent study courses). Please enter the number 0 IF THE STUDENT HAS NEVER ATTENDED.

Attendance Confirmation

Enter 1 if student has attended the class and enter 0 if the student has NEVER attended.

Enter attendance information here. Enter the number 1 if the student has attended (even if only once) and enter the number 0 if the student never attended.
Remember to click on the submit button after you entered the appropriate attendance information:

You will receive confirmation that the attendance information was entered:

If you wish to submit attendance information for multiple classes then follow the instructions on the next page for information on how to select the next class after successfully submitting the attendance information for the first class.
To select another class, first click on the *CRN Selection* link at the bottom of the page:

**Attendance Confirmation**

- Enter 1 if student has attended the class and enter 0 if the student has *NEVER* attended.

**Course Information**
- Methods of Research - ART 70000 0
- CRN: 96520
- Students Registered: 2

The changes you made were saved successfully.

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Credits</th>
<th>Registration Status</th>
<th>Enter 1 if student has attended the class and Enter 0 if student has <em>NEVER</em> attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Attended, Doing Work 000084530 3.000</td>
<td><strong>Registered</strong> Sep 16, 2009</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Never, Attended     000061974 3.000</td>
<td><strong>Registered</strong> Sep 16, 2009</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click here

[Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Final Grades | Student Menu | Summary Class List]

**RELEASE: 8.1**

Select the next class and remember to click on the Submit button:

**Select a CRN**

Click on the appropriate class and remember to click on the submit button

After clicking on the submit button you will be returned to the Faculty Service Menu. Click on the *Submit Attendance* link and repeat the process for submitting attendance:

**Faculty Services**

Click here and repeat the process for submitting attendance.