



Faculty Attendance Tutorial

This document is an extracted tutorial from the Faculty MyCampus Tutorial

How To Enter Attendance

Note: There are different ways of entering attendance.

1. Click on **My Classes** Menu bar
2. Click on **Gradebook**
3. Select the **Term** to use to from the **View Courses List** (if Available). This will display a list of courses for the term selected.

Class Teaching Resources

View Course List for Term: 0110 Day Term

Primary Course List

Below are all courses to which you are assigned as the Primary Instructor

Course	Course Title	Section	Term Period	Day/Time	Class	Books Due
PT503	Pharmaceutical Calculations		1/4/10 to 7/30/10	MTWTF 10:00a-12:00p	MANH 200B	0
PT508	Pharmacology I		1/4/10 to 7/30/10	MTWTF 8:00a-10:00a	MANH 200B	0
PT509	Pharmacology II		1/4/10 to 7/30/10	MTWTF 10:00a-12:00p	MANH 205B	0
PT512	Infection Control Procedures		1/4/10 to 7/30/10	MTWTF 10:00a-12:00p	MANH 300D	0
PT513	OSCA and Home Health Care		1/4/10 to 7/30/10	MTWTF 8:00a-10:00a	MANH 205B	0
PT501	Introduction to Pharmacy Technician		1/4/10 to 7/30/10	MTWTF 10:00a-12:00p	MANH 300D	0

4. Click on the **Course Title** to select the course to work on
5. Within the **Attendance** tab click on the Day to enter attendance

Class Teaching Resources

Course Details - Infection Control Procedures

Start Date: 4/19/2010 End Date: 5/7/2010
 Last Posted Attendance: 5/4/2010 Attendance Due: 0 days
 Assignments & Exams: 0 ungraded

Attendance Assignments & Exams Final Grades

Class Attendance

Click on a day within the calendar to view complete attendance details

← Previous Month Next Month →

April 2010							May 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
							25	26	27	28	29	30	1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	1	23	24	25	26	27	28	29
2	3	4	5	6	7	8	30	31	1	2	3	4	5

Fully Posted
 Requires Posting
 Scheduled
 Holiday
 Cancelled

Note: Notice the attendance calendar is color-coded. Green = Attendance has been posted and Orange = Attendance is needed.

View & Post Attendance
Here you post attendance for the date you selected, and view previously posted attendance details

Class Information - Infection Control Procedures

Class Length: 120 minutes Class Meeting Date: 5/5/2010

Attendance Type: [Edit]

Student Attendance Quick Class

Only show active students

Name	Status	Time Present	Course Absent	Excused?	Reason
Alvarez, Jose	Current	Not Posted	6.67%		
Clarke, KJenn	Current	Not Posted	0.00%		
Cooper, Savorte	Current	Not Posted	23.33%		
Coria, Melissa	Current	Not Posted	0.00%		
Ealy, Laquanta	Current	Not Posted	20.20%		
Krogman, Caressa	Current	Not Posted	0.00%		
Scott, Darlisha	Current	Not Posted	23.33%		
Vernet, Diona	Current	Not Posted	20.00%		
Wild, Maria	Current	Not Posted	0.00%		

[Print Roster] [Edit] [Save]

6. Click the **'Edit'** button

7. Enter the attendance for each student.

View & Post Attendance
Here you post attendance for the date you selected, and view previously posted attendance details

Class Information - Infection Control Procedures

Class Length: 120 minutes Class Meeting Date: 5/5/2010

Attendance Type: [Edit]

Student Attendance Quick Class

Only show active students

Name	Status	Time Present	Course Absent	Excused?	Reason
Alvarez, Jose	Current	120 mins	6.67%	<input type="checkbox"/>	
Clarke, KJenn	Current	120 mins	0.00%	<input type="checkbox"/>	
Cooper, Savorte	Current	120 mins	23.33%	<input type="checkbox"/>	
Coria, Melissa	Current	120 mins	0.00%	<input type="checkbox"/>	
Ealy, Laquanta	Current	120 mins	20.20%	<input type="checkbox"/>	
Krogman, Caressa	Current	120 mins	0.00%	<input type="checkbox"/>	
Scott, Darlisha	Current	90 mins	23.33%	<input type="checkbox"/>	Doctors appointment
Vernet, Diona	Current	90 mins	20.00%	<input type="checkbox"/>	
Wild, Maria	Current	120 mins	0.00%	<input type="checkbox"/>	

[Print Roster] [Edit] [Save]

8. Once finished scroll to the bottom of the page and Click Update. This step is very important else attendance will not be saved.

Note: The information is saved in CampusVue® Student and will be available to students via the Student MyCampus. Notice how the background color on the attendance calendar has changed to green for the day posted.

How To Enter Attendance For Classes That Require A Day

1. Click on My Classes Menu bar.
2. Click on Gradebook.
3. Select the Term to use to from the View Courses List (if Available). This will display a list of courses for the term selected.
4. Click on the **Course Title** to select the course to work on.
5. Within the **Attendance** tab click on the Day to enter attendance
6. Click on Student Specific Time.

Course Details - Voice 1

Start Date	8/10/2010	End Date	12/21/2010
Last Posted Attendance	12/23/1991	Attendance Due	0 days
Assignments & Exams	0 ungraded		

Attendance | Midterm Grades | Final Grades

Class Attendance

Student Specific Time

7. Attendance tab click on the Day to enter attendance.
8. Click on Student Specific Time.
9. Enter the Date Ranges to enter Attendance for.

Class Information - Voice 1

Default Attendance Length: 120 minutes
Attendance Type: Time Entry

Student Attendance: Tuesday, August 10, 2010

From: 8/10/2010 To: 8/10/2010

Blank Attendance will not be posted.

Build Grid

Only show active students

10. Click on **Build Grid** button.
11. Enter Present 'P', Absent 'A' or Excused 'E' for each student.

Class Information - Voice 1

Default Attendance Length: 120 minutes
Attendance Type: Time Entry

Student Attendance: Tuesday, August 10, 2010

From: 8/10/2010 To: 8/10/2010

Blank Attendance will not be posted.

Build Grid

Only show active students

Name	08/10
Andrade, Jermine	P
Arnold, Sabrina	
Bellman, Mia Lee	
Blair, Justin	

12. Click on **Save** once done.

How To Add Attendance for Online Courses

1. Login to mycampus.asun.edu
2. Click on faculty mycampus homepage
3. Click on the online class

My Home Page Recent Students | Lucas Branscum | Find Stu

Class Center

Term	Course	Section	Attendance Due	Post/Assign/Exam	Print Roster
1701SPC0	MATH1023	01-25	1	0	
1701SPC0	MATH1083	J1-31	5	0	
1701SPC0	MATH2143	01-25	1	0	
1701SPC0	MATH2143	D2-25	0	0	

Gradebook

Course Details - Business Calculus (D2-25)

Start Date	1/17/2017	End Date	5/9/2017
Last Posted Attendance	Not Available	Attendance Due	0 days
Assignments & Exams	0 ungraded		

Attendance | Assignments & Exams | Midterm Grades | Final Grades

Class Attendance Student Specific Tr

4. Then click on the select specific time
5. Then click on the from and to for a week of attendance and click build
6. Then enter the attendance for the days that the students were present so for the web classes they could pick a single day each week and post attendance

Student Attendance Only show active

From: To: Build Grid

Blank Attendance will not be posted.

Name	1/17/2017	1/18/2017	1/19/2017	1/20/2017	1/21/2017	1/22/2017	1/23/2017
Bates, Zachary	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bennett, James	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Castillo, Michael	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

How To Change Attendance

Based on permissions and settings you may be permitted to **EDIT** the attendance entered.

1. Locate the Attendance to change.
2. Click on **Edit**.
3. Make the changes.
4. **Save** the Changes.

How To Add Course Materials

Note: Not all Staff will have access to this option.

1. Click on **My Classes** Menu bar.
2. Click on **Gradebook**.
3. Click on the **Assignment and Exams** tab (if enabled).

Course Details - Infection Control Procedures

Start Date	4/19/2019	End Date	5/7/2019
Last Posted Attendance	5/4/2019	Attendance Due	0 days
Assignments & Exams	0 ungraded		

Attendance Assignments & Exams Final Grades

Assignments & Exams

+ Add Assignment/Exam

No Assignments or Exams have been added

4. Select the Term to use.
5. Click the '+Add Assignment/Exam' tab.
6. Click on '+ Add Assignment/Exam' link.
7. Enter the Description.
8. Enter Comments.
9. Click the 'Save' button.

Course Syllabus

Here you can upload your Syllabus for students to download on their Student Portal

General Information

Required Field*

Lesson Code*

Syllabus

Description*

Course Syllabus

Comments

Save

To Attach A Document:

1. Under Attach Document enter a File Description.
2. Click the Browse Button.