MyCampus:
Attendance & Roster Certification

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ARKANSAS STATE UNIVERSITY - NEWPORT
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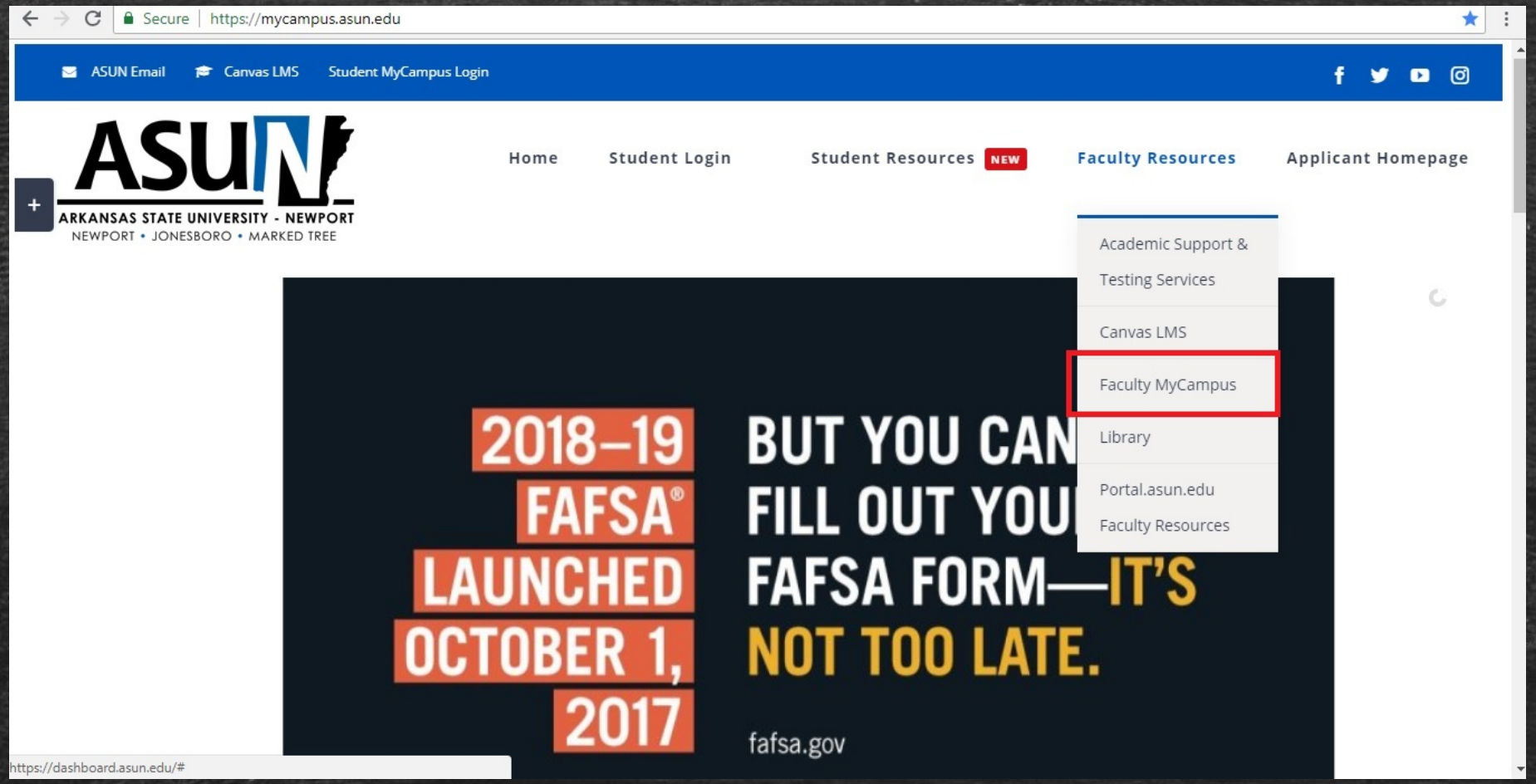
ARKANSAS STATE UNIVERSITY - NEWPORT
AVIATORS

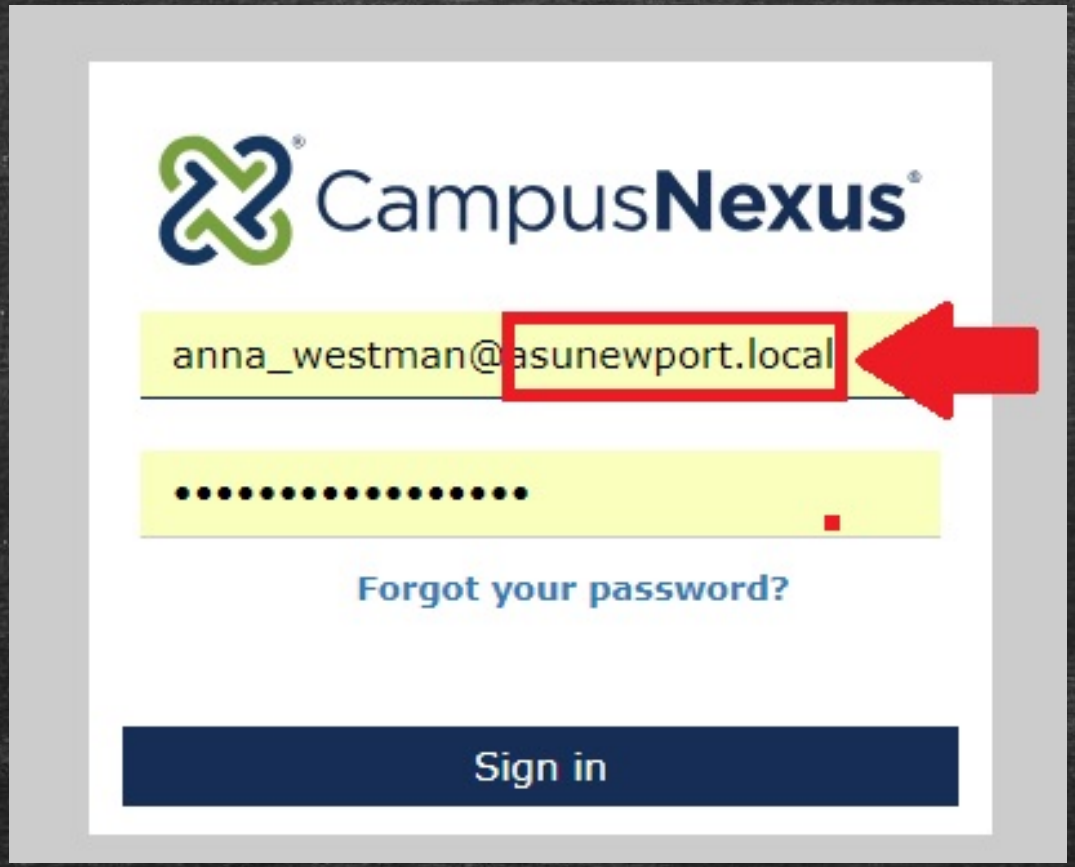
General Information: Why We Need to Take Attendance

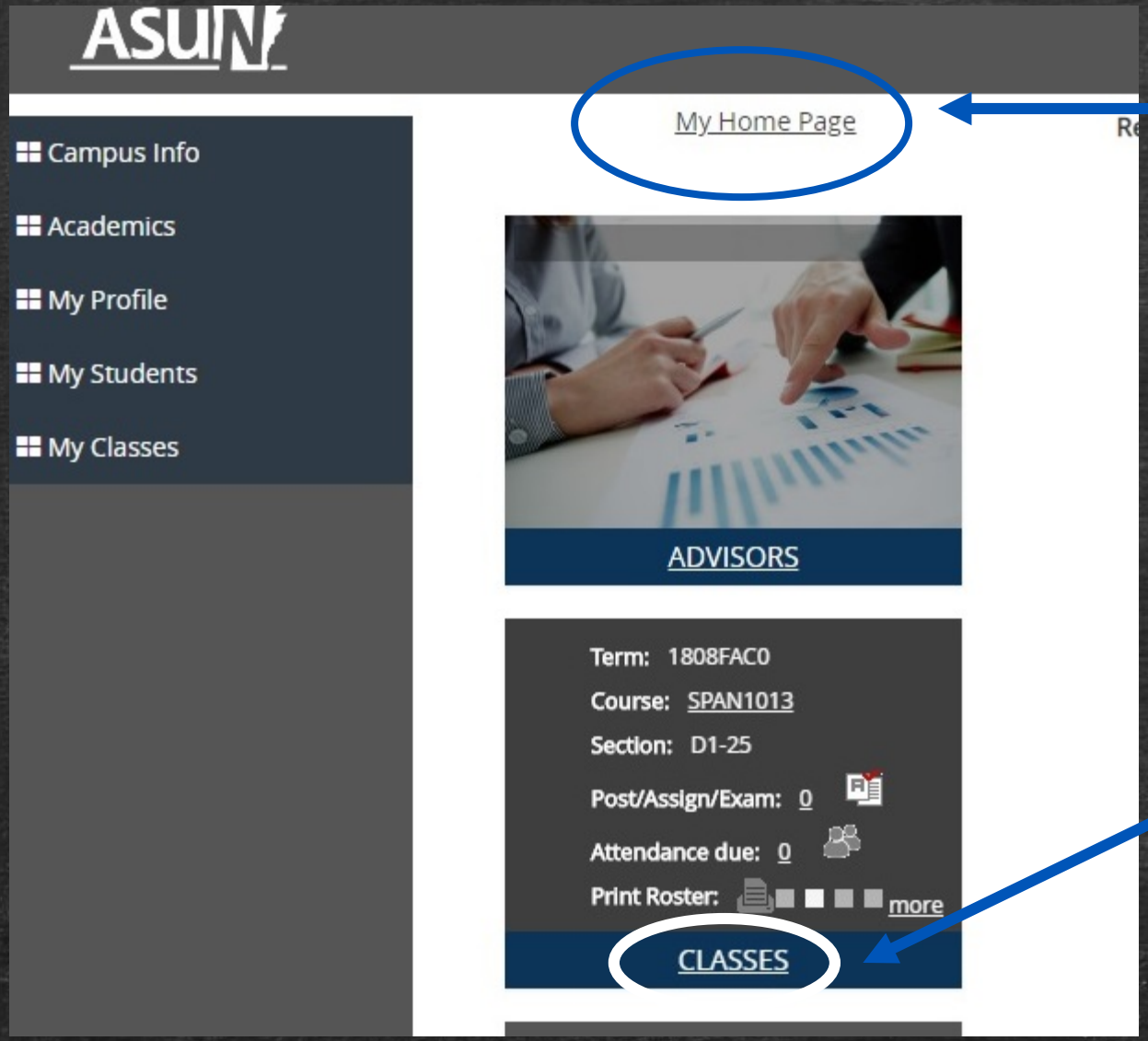
- We are using **MyCampus** to enter attendance
  - url: https://mycampus.asun.edu
  - Login name: first name_last name@asunewport.local
  - Login password: same as for email
- We use attendance when certifying our rosters.
- It is important we certify our rosters in a timely manner.
- You do not have to wait until the date of roster certification to enter your attendance. You can enter attendance on the first day of the semester. What is important to remember, however, is that if a student was not in attendance on the date you recorded attendance or if a "new" student is added to the course roster, you have to go in and take attendance again. You can take attendance as many times as you want to.

1. Log in to MyCampus by:
   - Going to: https://mycampus.asun.edu
   - In Faculty Resources drop-down menu, select “Faculty MyCampus”



2. Log in to MyCampus using:
   - Username: first name_last name@asunewport.local
   - Password: same as for your email

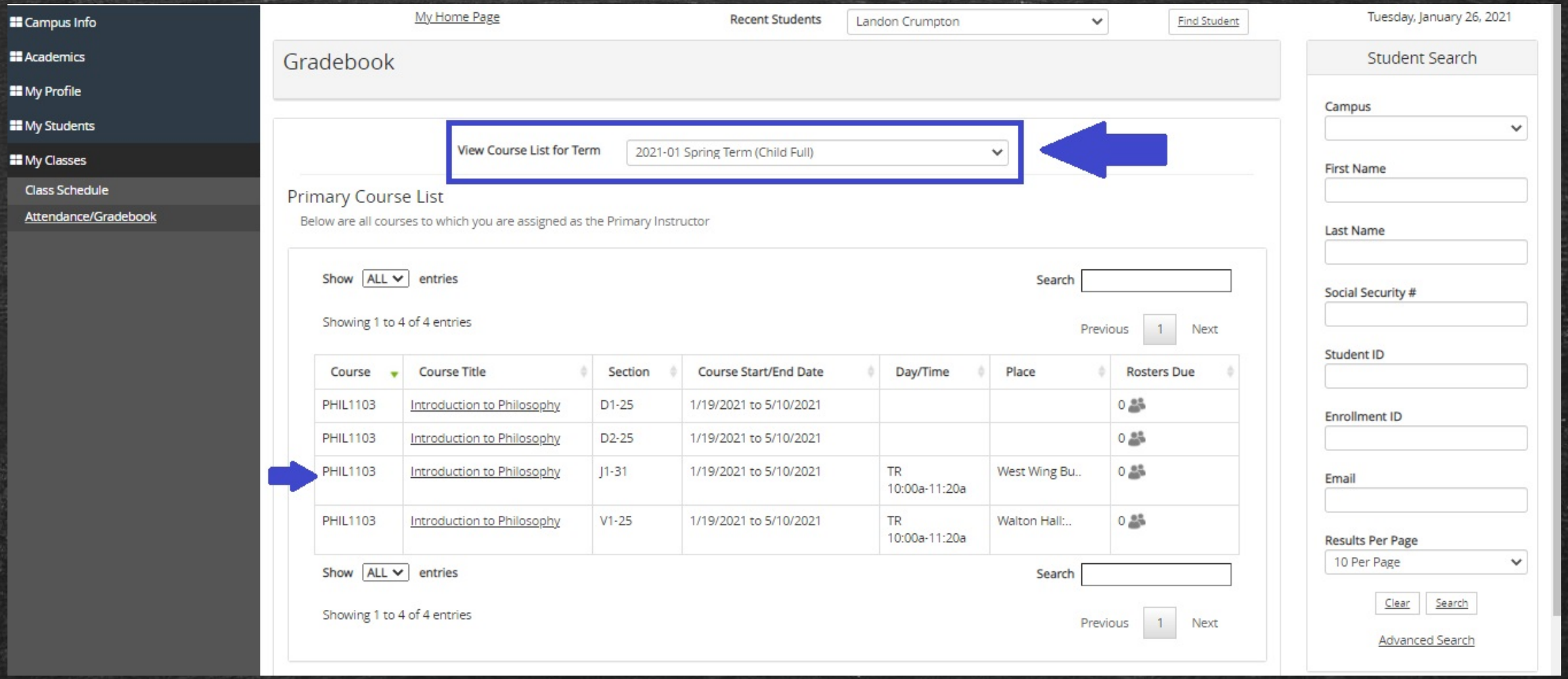




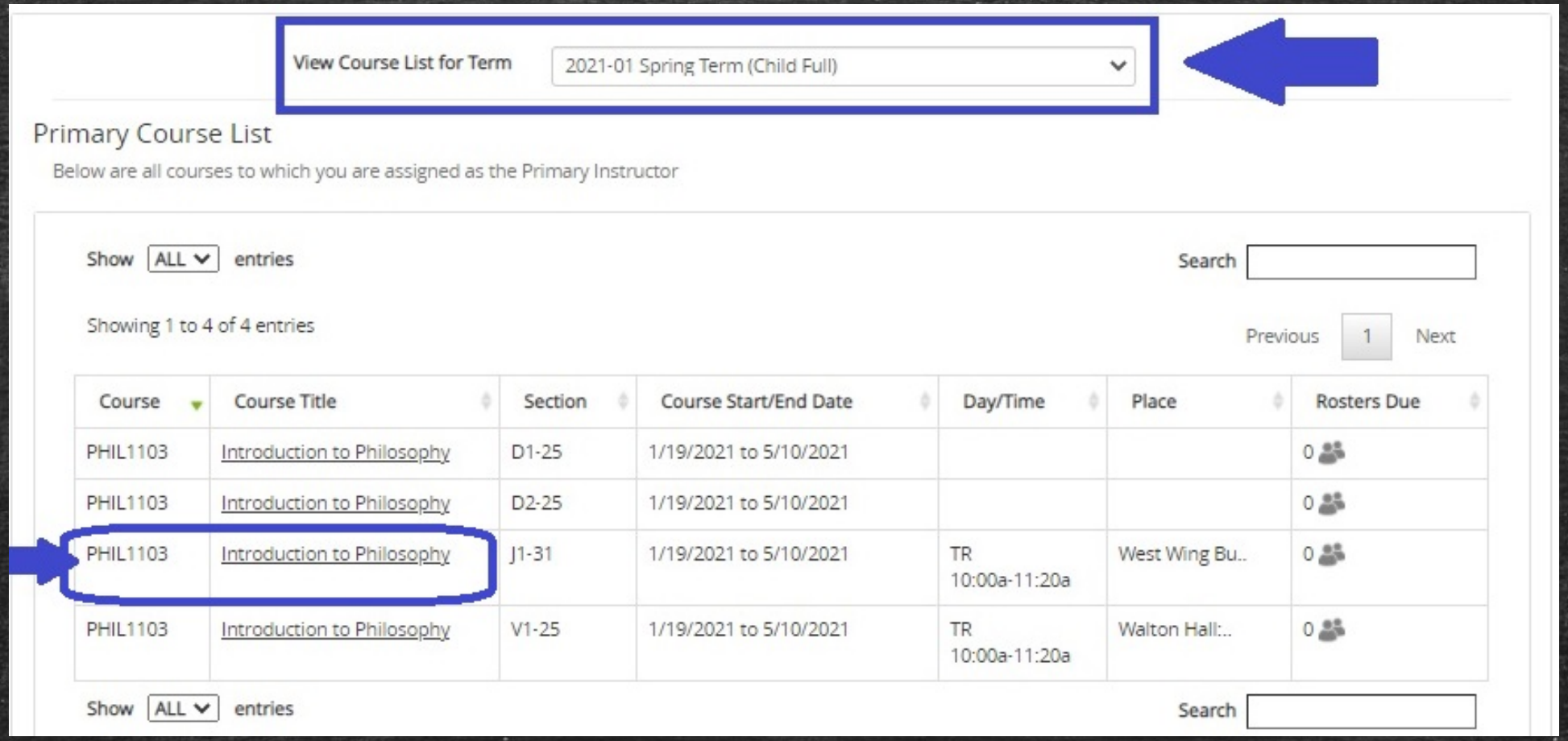
After you log in to MyCampus, you will see your Home Page.

You can access your rosters to post attendance in more than one way. The easiest way is to click on “Classes” at the bottom of the second box.

After you click on “Classes,” you will see a screen with the concurrent courses you are listed to teach for the specific semester. Pay attention to the top center menu box “by term” - make sure it is the correct term.



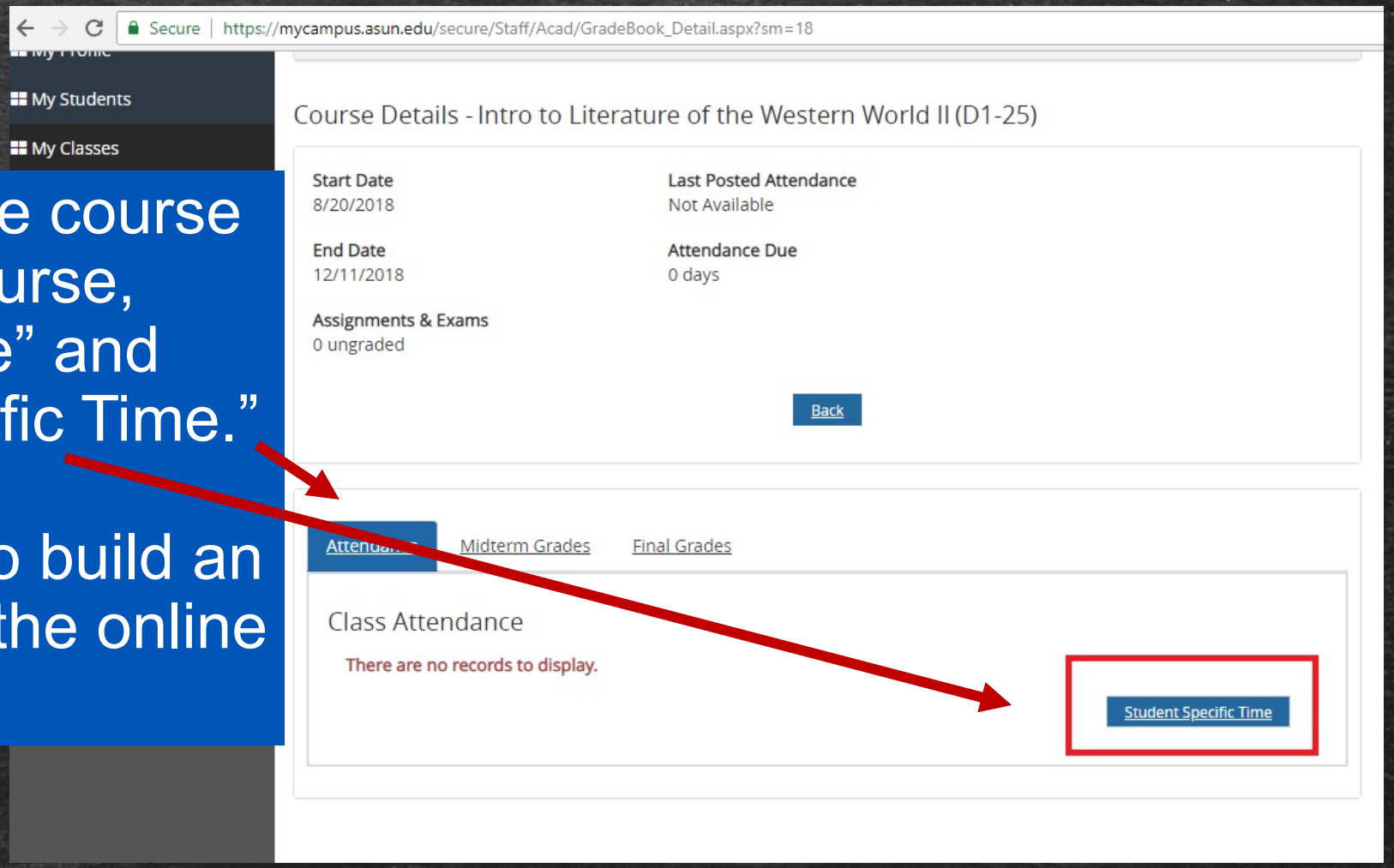
The next step is to click on the course in which you want to post / record attendance.



Recording Attendance: Online Course

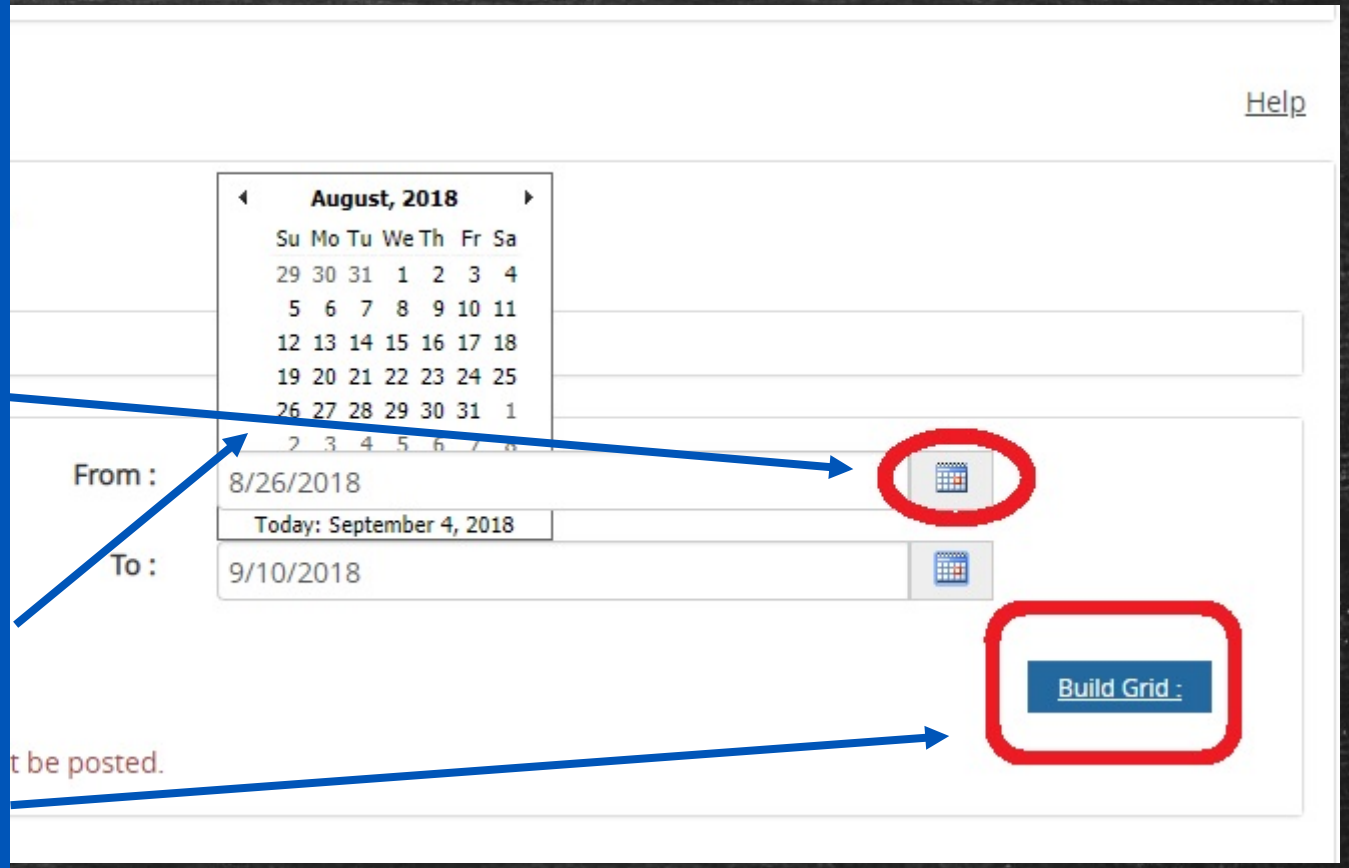
After you click on the course title for an online course, click on “Attendance” and then “Student Specific Time.”

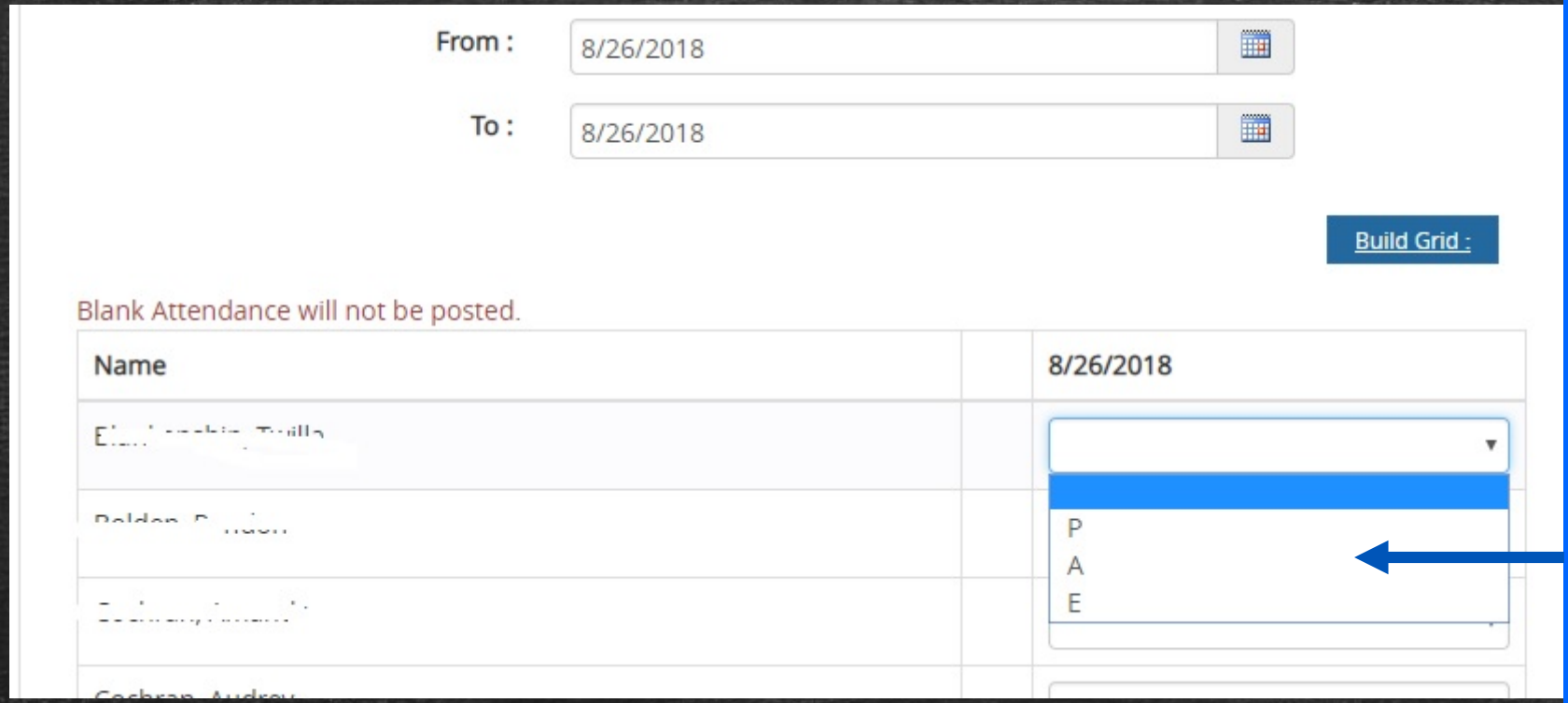
This will allow you to build an attendance grid for the online course.



For the attendance grid, I choose one day/week to record attendance for that week. Most of my assignments are due on Sundays, so I choose Sunday of every week. To build the grid, choose “from” and “to” date by clicking on the calendar icon. To avoid having to enter in attendance for all days in a week, make the “to” and “from” date the same.

A pop-up calendar will show for you to mark the date you want to use. When you have selected the dates, click on “Build Grid.”

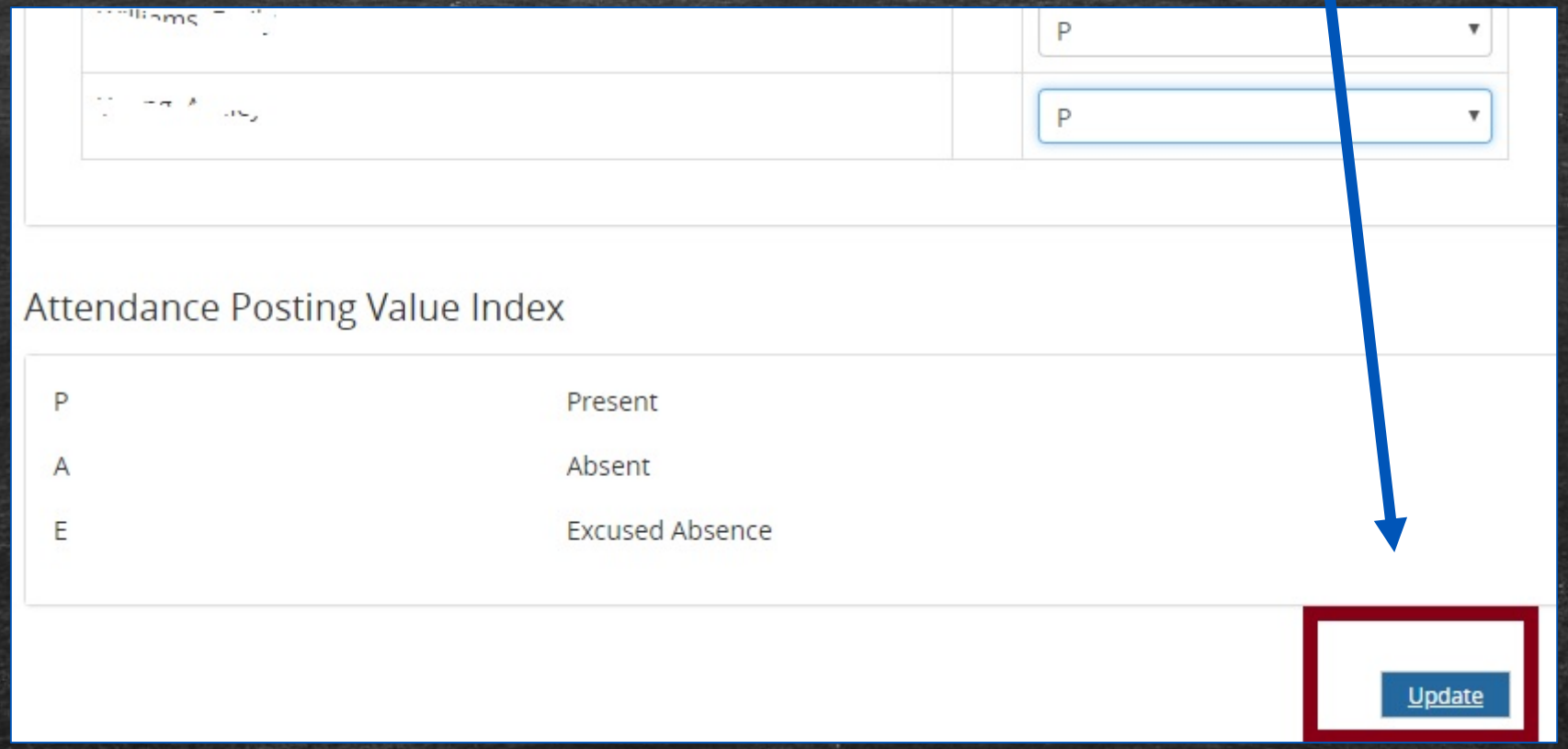




After you have built the attendance grid, you will see a roster of the course. Remember to uncheck “Only show active students” box.

Then use the drop down menu to record students as **P**resent, **A**bsent, **E**xcused.

When you have completed recording attendance, remember to click on the “Update” button at the bottom of the page.



Attendance & Roster Certification Reminders

- Remember dates of Roster Certification (see calendar).
- If you need your password reset, please contact me: anna_westman@asun.edu.

- If you need help with entering in attendance and certifying your rosters, **don't hesitate to reach out to me!** (anna_westman@asun.edu)!