

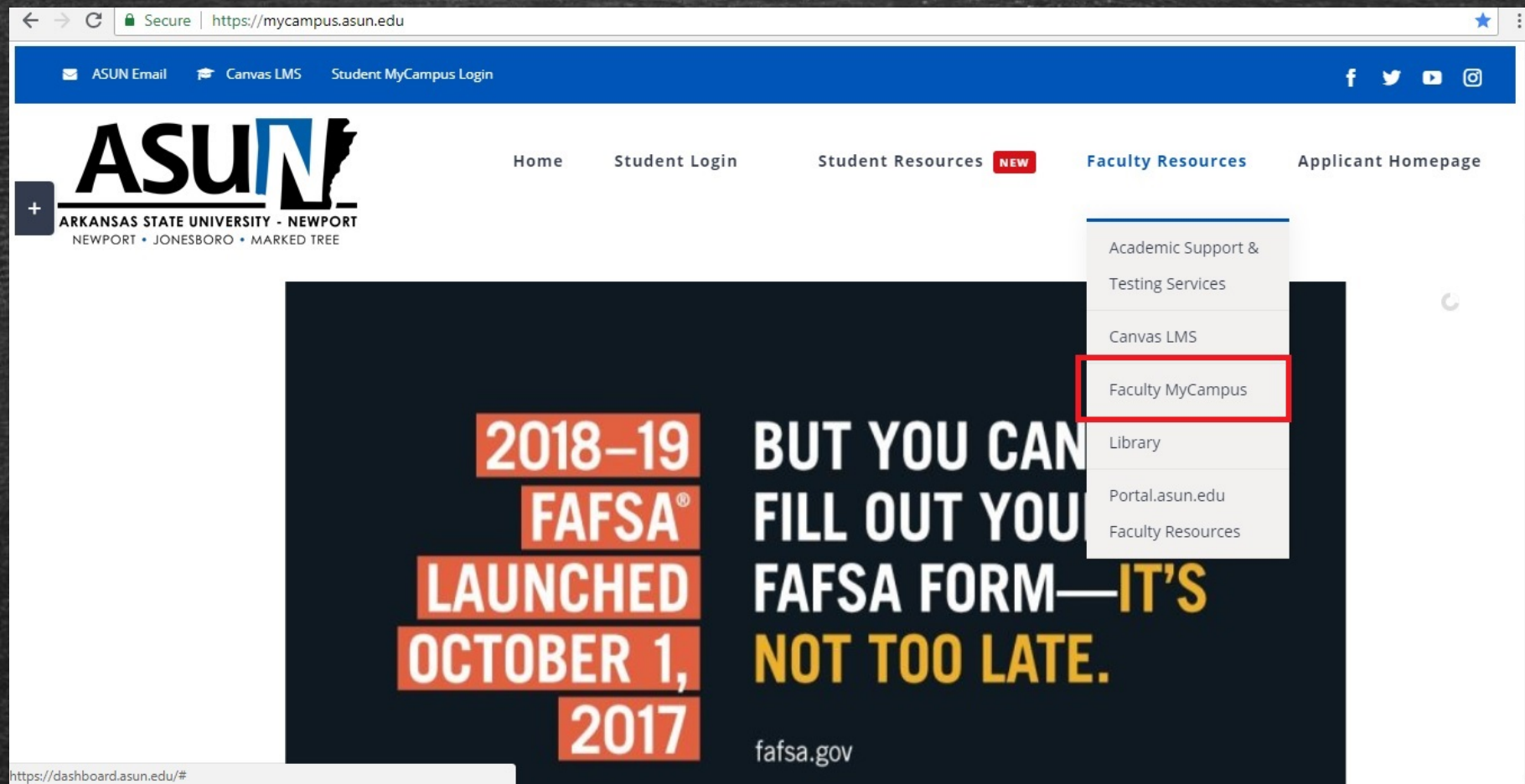
MyCampus: Attendance & Roster Certification

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:

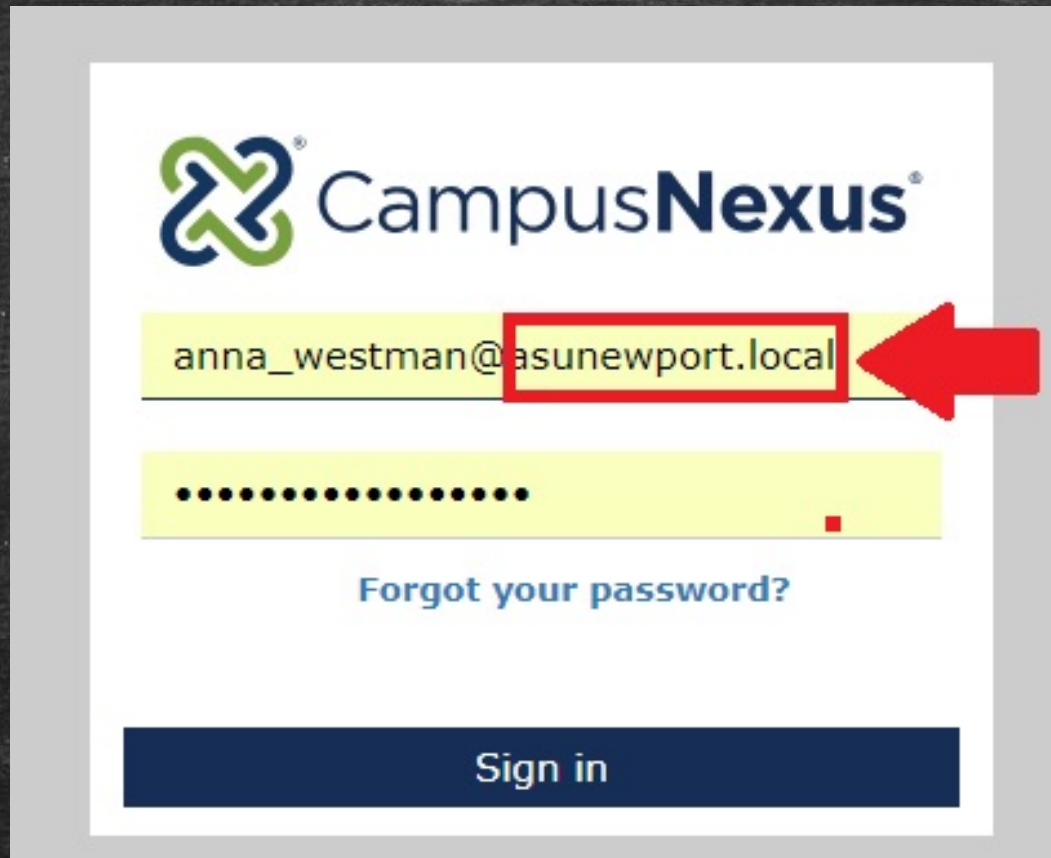
- Going to: <https://mycampus.asun.edu>
- In Faculty Resources drop-down menu, select “Faculty MyCampus”




The screenshot shows a web browser at the URL <https://mycampus.asun.edu>. The page features the ASUN logo (Arkansas State University - Newport) and a navigation bar with links for Home, Student Login, Student Resources (marked as NEW), Faculty Resources, and Applicant Homepage. A drop-down menu is open under Faculty Resources, listing several options: Academic Support & Testing Services, Canvas LMS, Faculty MyCampus (highlighted with a red box), Library, Portal.asun.edu, and Faculty Resources. Below the navigation, there is a large banner for the 2018-19 FAFSA launch, stating "2018-19 FAFSA® LAUNCHED OCTOBER 1, 2017" and "BUT YOU CAN FILL OUT YOUR FAFSA FORM—IT'S NOT TOO LATE." with the website fafsa.gov.

2. Log in to MyCampus using:

- Username: first name_last name@asunewport.local
- Password: same as for your email



 CampusNexus®

anna_westman@asunewport.local

.....

[Forgot your password?](#)

Sign in

[My Home Page](#)

- Campus Info
- Academics
- My Profile
- My Students
- My Classes



[ADVISORS](#)

Term: 1808FAC0
Course: [SPAN1013](#)
Section: D1-25
Post/Assign/Exam: 0
Attendance due: 0
Print Roster: [more](#)

[CLASSES](#)

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.

My Home Page Recent Students: Landon Crumpton Find Student Tuesday, January 26, 2021

Gradebook

View Course List for Term: 2021-01 Spring Term (Child Full)

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

Show ALL entries Search: _____

Showing 1 to 4 of 4 entries Previous 1 Next

Course	Course Title	Section	Course Start/End Date	Day/Time	Place	Rosters Due
PHIL1103	Introduction to Philosophy	D1-25	1/19/2021 to 5/10/2021			0
PHIL1103	Introduction to Philosophy	D2-25	1/19/2021 to 5/10/2021			0
PHIL1103	Introduction to Philosophy	J1-31	1/19/2021 to 5/10/2021	TR 10:00a-11:20a	West Wing Bu..	0
PHIL1103	Introduction to Philosophy	V1-25	1/19/2021 to 5/10/2021	TR 10:00a-11:20a	Walton Hall..	0

Show ALL entries Search: _____

Showing 1 to 4 of 4 entries Previous 1 Next

Student Search

Campus: _____

First Name: _____

Last Name: _____

Social Security #: _____

Student ID: _____

Enrollment ID: _____


Email: _____

Results Per Page: 10 Per Page

Clear Search

[Advanced Search](#)

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





View Course List for Term 2021-01 Spring Term (Child Full) 

Primary Course List


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

Show ALL entries Search

Showing 1 to 4 of 4 entries Previous 1 Next

Course	Course Title	Section	Course Start/End Date	Day/Time	Place	Rosters Due
PHIL1103	Introduction to Philosophy	D1-25	1/19/2021 to 5/10/2021			0 
PHIL1103	Introduction to Philosophy	D2-25	1/19/2021 to 5/10/2021			0 
PHIL1103	Introduction to Philosophy	J1-31	1/19/2021 to 5/10/2021	TR 10:00a-11:20a	West Wing Bu..	0 
PHIL1103	Introduction to Philosophy	V1-25	1/19/2021 to 5/10/2021	TR 10:00a-11:20a	Walton Hall:..	0 

Show ALL entries Search



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.

The screenshot shows a web browser window with the URL https://mycampus.asun.edu/secure/Staff/Acad/GradeBook_Detail.aspx?sm=18. The page title is "Course Details - Intro to Literature of the Western World II (D1-25)". The course information includes:

- Start Date: 8/20/2018
- End Date: 12/11/2018
- Assignments & Exams: 0 ungraded
- Last Posted Attendance: Not Available
- Attendance Due: 0 days

There is a "Back" button below the course information. Below this, there are three tabs: "Attendance" (which is selected and highlighted in blue), "Midterm Grades", and "Final Grades". Under the "Attendance" tab, the text "Class Attendance" is displayed, followed by "There are no records to display." At the bottom right of the attendance section, there is a blue button labeled "Student Specific Time" which is enclosed in a red rectangular box. A red arrow points from the text "Student Specific Time." in the blue callout box to this button.

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.”

Help

August, 2018

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8


From : 8/26/2018


Today: September 4, 2018

To : 9/10/2018

Build Grid :

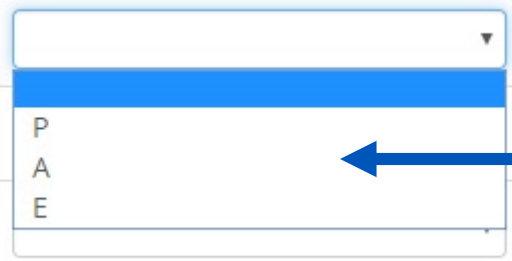
t be posted.

From : 8/26/2018 

To : 8/26/2018 

Build Grid :

Blank Attendance will not be posted.

Name	8/26/2018
Ellis, Cecilia, Thilla	
Balden, Brandon	
Edwards, Jennifer	
Cochran, Audrey	

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.

Williams, [unclear]	P
[unclear]	P

Attendance Posting Value Index

P	Present
A	Absent
E	Excused Absence

Update



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)!