

MyCampus: Attendance & Roster Certification

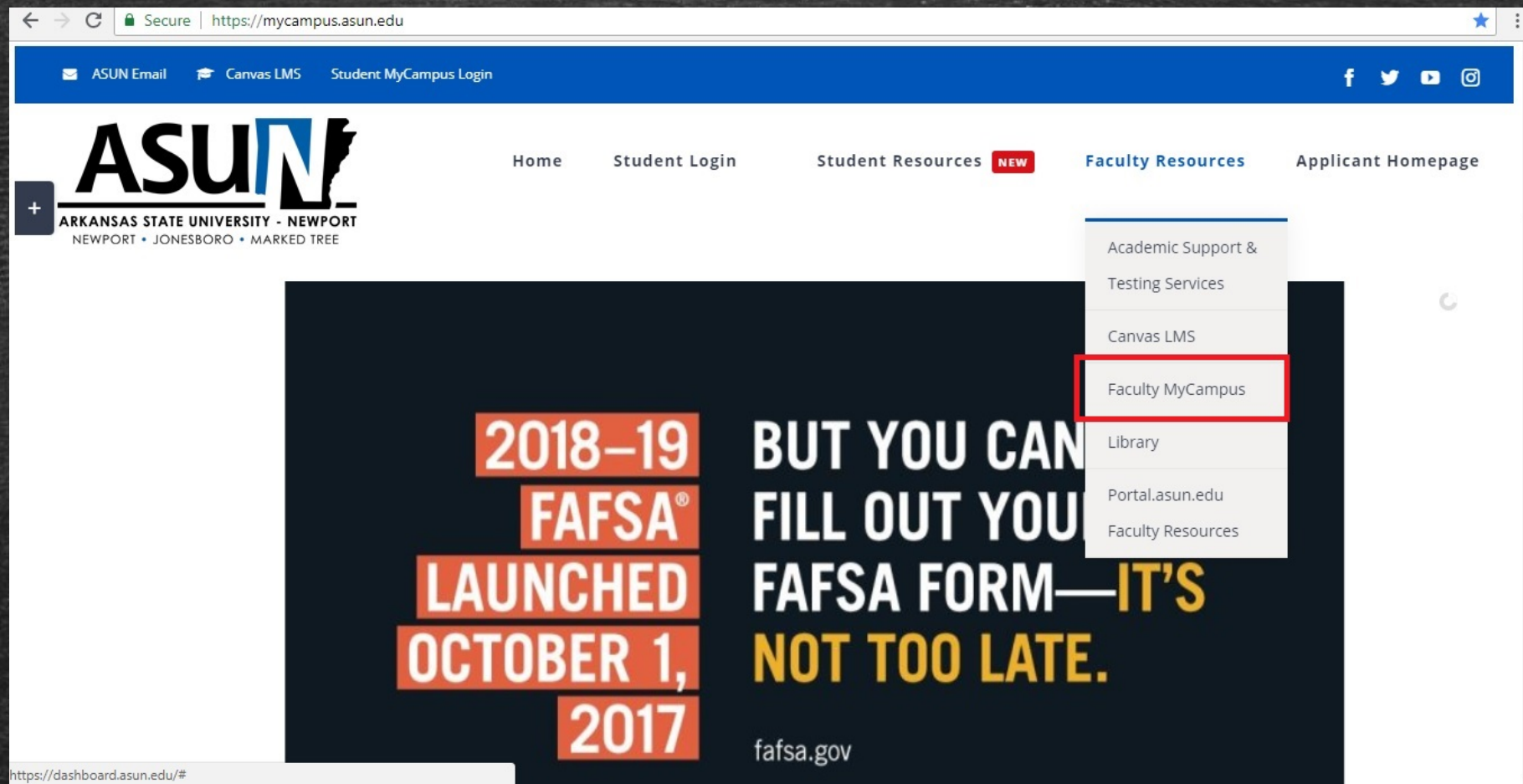
Concurrent Onsite Courses

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.

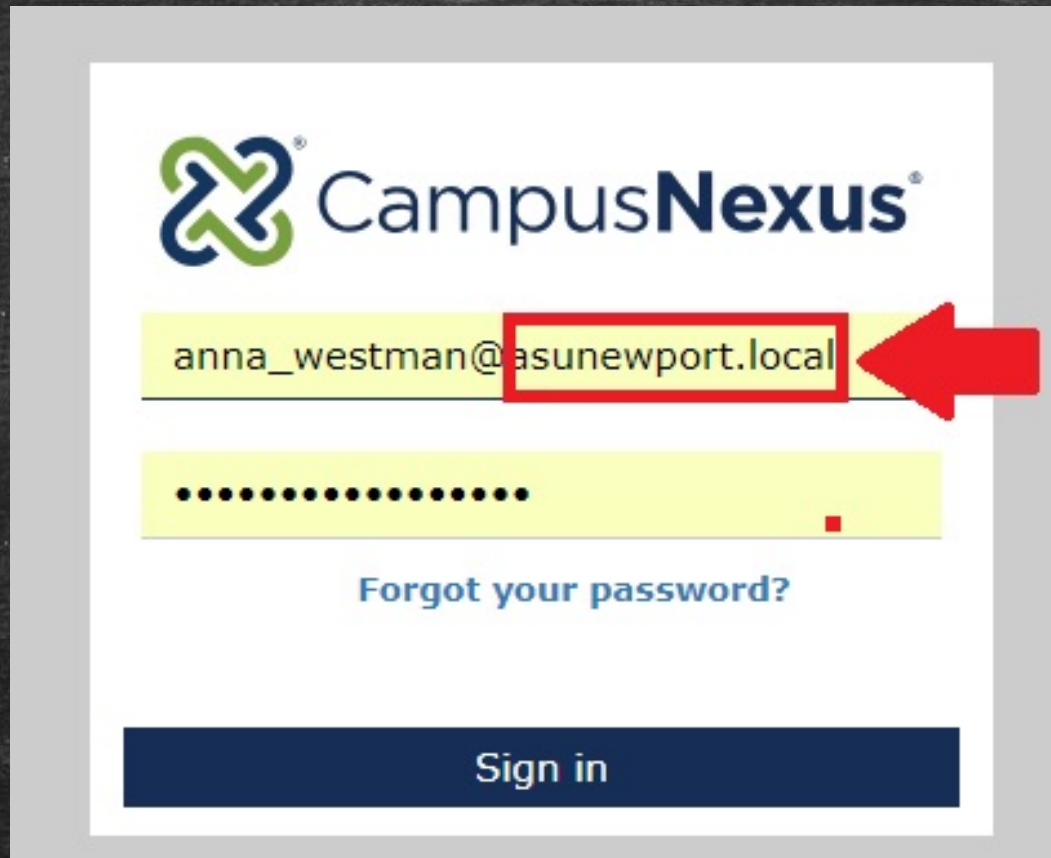
1. Log in to MyCampus by:


- 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



 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

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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



After you click on the course title, it will show you a calendar.

Attendance Midterm Grades Final Grades

Class Attendance

[Next Month](#) ▶

Click on a day within the calendar to view complete attendance

August 2018						
S	M	T	W	T	F	S
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

■ Fully Posted ■ Requires Posting ■ Scheduled ■ Holiday ■ Cancelled

For an **onsite course**, you will see a calendar. The dates the course is scheduled to meet are marked in **GRAY**. *When we enter the concurrent course in our system, we choose a “random” day per week for the class to meet. We know this is not the only or correct date. This is just what we use in our system. When you post attendance, you have to select a date with a “colored box.”

GREEN means you have recorded attendance.

RED means you have not recorded attendance.


To record attendance, click on a date in **GRAY** or **RED**.

After you click on a date (in GRAY or RED), the roster for the course will show:

Student Attendance [Help](#)

Only show active students

Name	Status	Time Present	Course Absent	Excused?	Reason
Bonham, Leah	Current	Not Posted	0.00%		
Carter, Riane	Current	Not Posted	0.00%		
Ford, Terrell	Current	Not Posted	0.00%		
Madison, Lisa	Current	Not Posted	0.00%		
Martinez, Martin	Current	Not Posted	0.00%		
Munguia, Daisy	Current	Not Posted	0.00%		

 [- Print Roster](#)

[Edit](#)

*If you cannot see all of the students on your roster, try unchecking the box “Only show active students.”



Student Attendance [Help](#)

Only show active students

Name	Status	Time Present	Course Absent	Excused?	Reason
Bonham, Leah	Current	Not Posted	0.00%		
Carter, Riane	Current	Not Posted	0.00%		
Ford, Terrell	Current	Not Posted	0.00%		
Madison, Lisa	Current	Not Posted	0.00%		
Martinez, Martin	Current	Not Posted	0.00%		
Munguia, Daisy	Current	Not Posted	0.00%		

- [Print Roster](#)

[Edit](#)

To enter attendance, go to the bottom right corner of the screen and click on the box “Edit.”

Student Attendance [Help](#)

Only show active students


Name	Status	Time Present	Course Absent	Excused?	Reason
Bonham, Leah	Current	Not Posted	0.00%		
Carter, Riane	Current	Not Posted	0.00%		
Ford, Terrell	Current	Not Posted	0.00%		
Madison, Lisa	Current	Not Posted	0.00%		
Martinez, Martin	Current	Not Posted	0.00%		
Munguia, Daisy	Current	Not Posted	0.00%		

- Print Roster

[Edit](#)




After you click the “Edit” button, the “Time Present” column will offer you a drop down menu for each student. The Default setting is “Present.” This means you only have to click on the drop down menu for students that either have been “Absent” or “Excused
Absence.”



Only show active students

Name	Status	Time Present	Course Absent	Reason
J. Williams	Scheduled	<input type="text" value="Present"/>	0.00%	<input type="text"/>
Daniel, Bradley	Scheduled	<input type="text" value="Present"/>	0.00%	<input type="text"/>
Sargent, Bryan	Scheduled	<input type="text" value="Present"/>	0.00%	<input type="text"/>

Thomas, Destiny	Current	Present ▼	0.00%	<input type="text"/>
Washington, Carl	Current	Present ▼	0.00%	<input type="text"/>
Woods, Allison	Current	Present ▼	0.00%	<input type="text"/>

 - Print Roster

After you have recorded the attendance for the entire class, at the bottom of the screen, click on the “**Update**” button.

Attendance & Roster Certification Reminders

- Remember dates of Roster Certification (see calendar).
- If you need your password reset, please email 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)!