MyCampus:
Attendance & Roster Certification

ASUN
ARKANSAS STATE UNIVERSITY - NEWPORT
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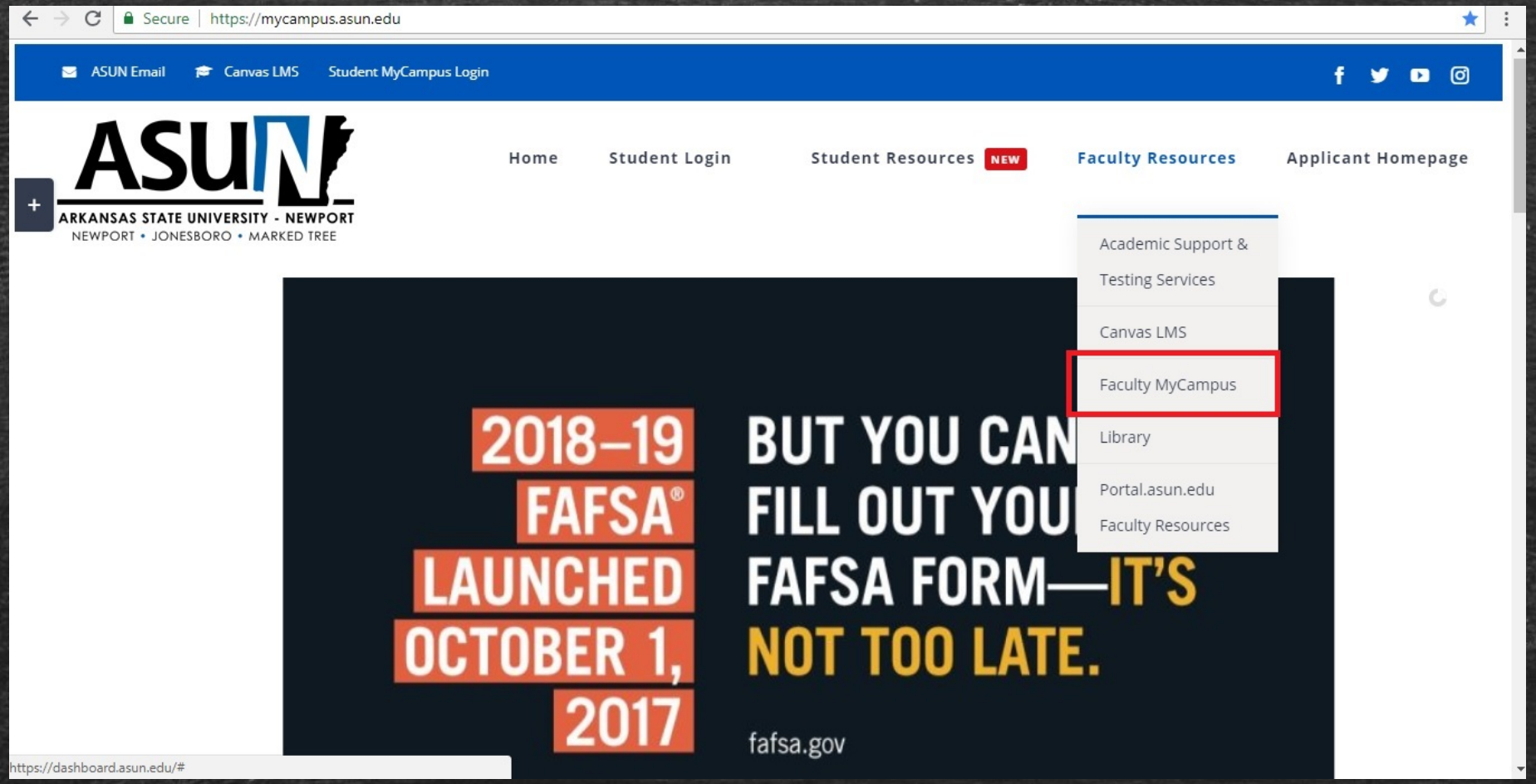
ARKANSAS STATE UNIVERSITY - NEWPORT
AVIATORS

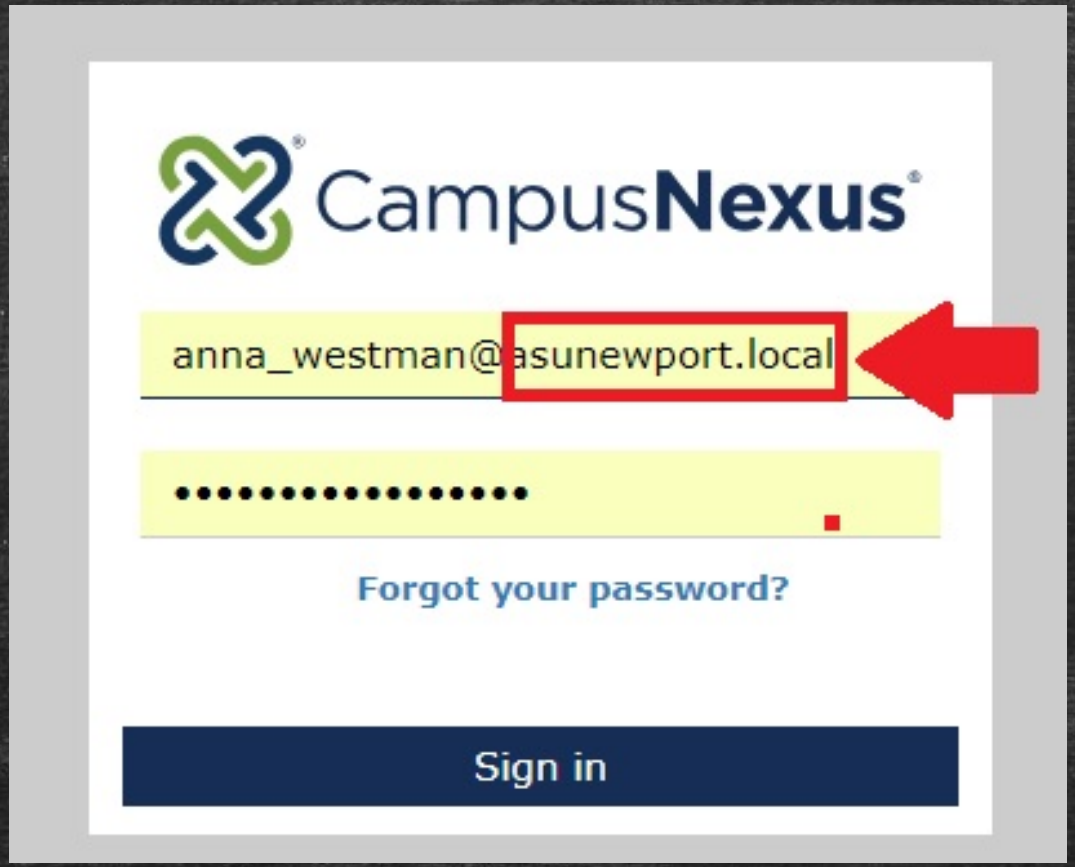
General Information

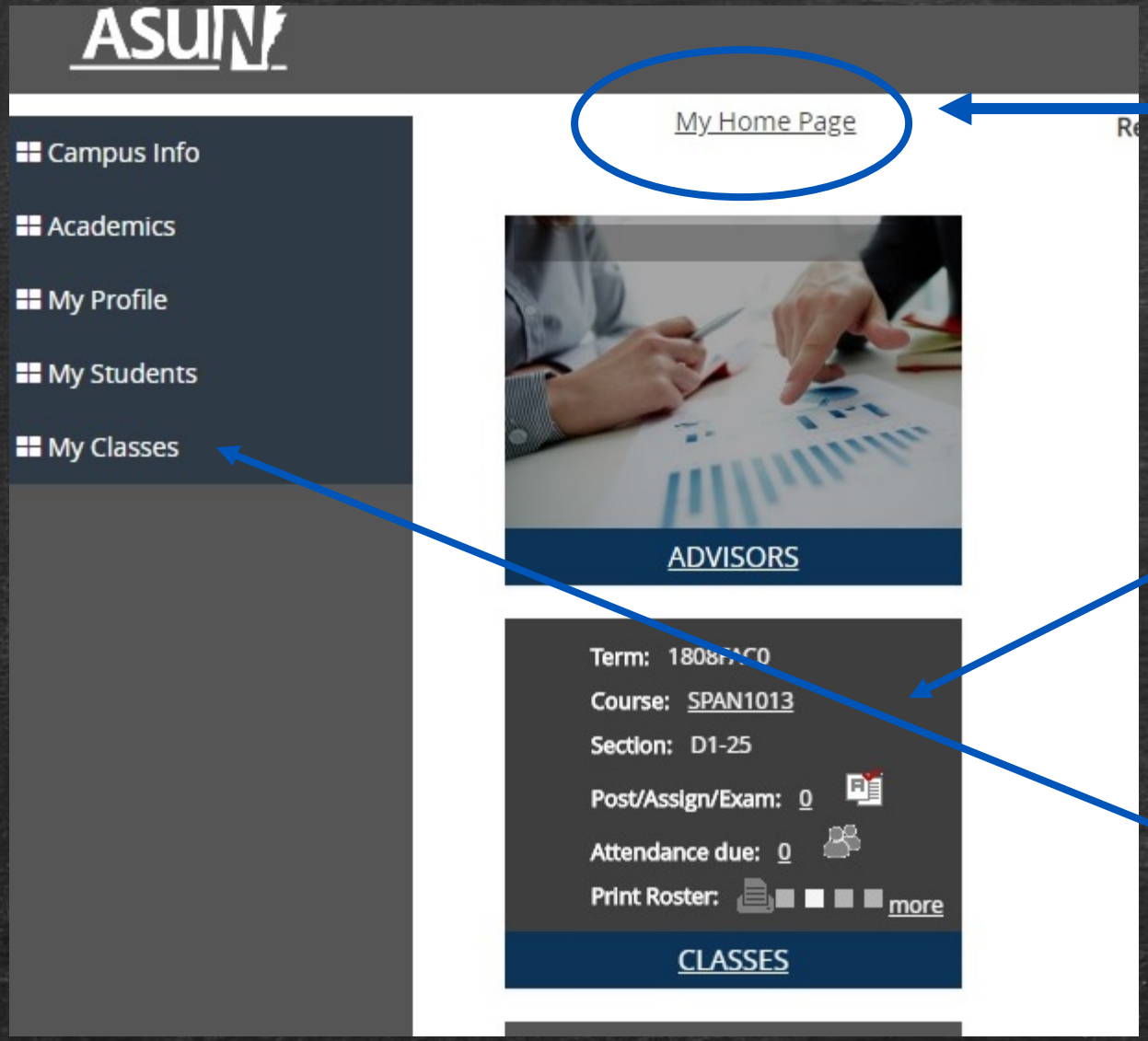
- We are using **MyCampus** to enter attendance
  - url: https://mycampus.asun.edu
  - Login name: first name_last name@asunewport.local
  - Login password: same as for email
- Take attendance on a **weekly** basis in all courses:
  - On Campus: Take attendance for all class meetings.
  - Online: Take attendance once per week.

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





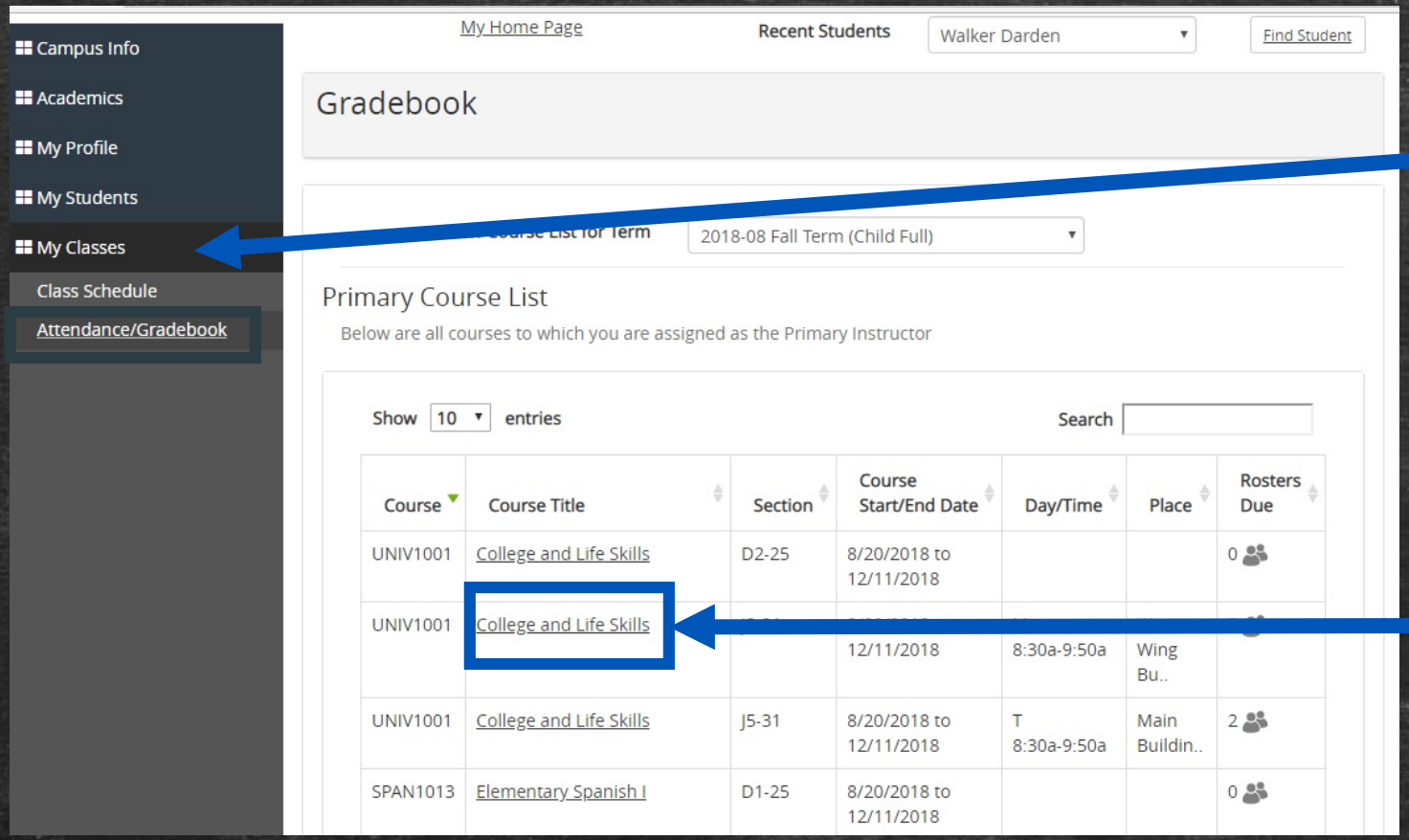
After you log in to MyCampus, you will see your Home Page.

You can access your rosters to post attendance in more than one way:

Option 1: In the box titled "Classes," you can click on the Course ID.

Option 2: In the left menu, you can click on "My Classes."

Click on My Classes/Attendance



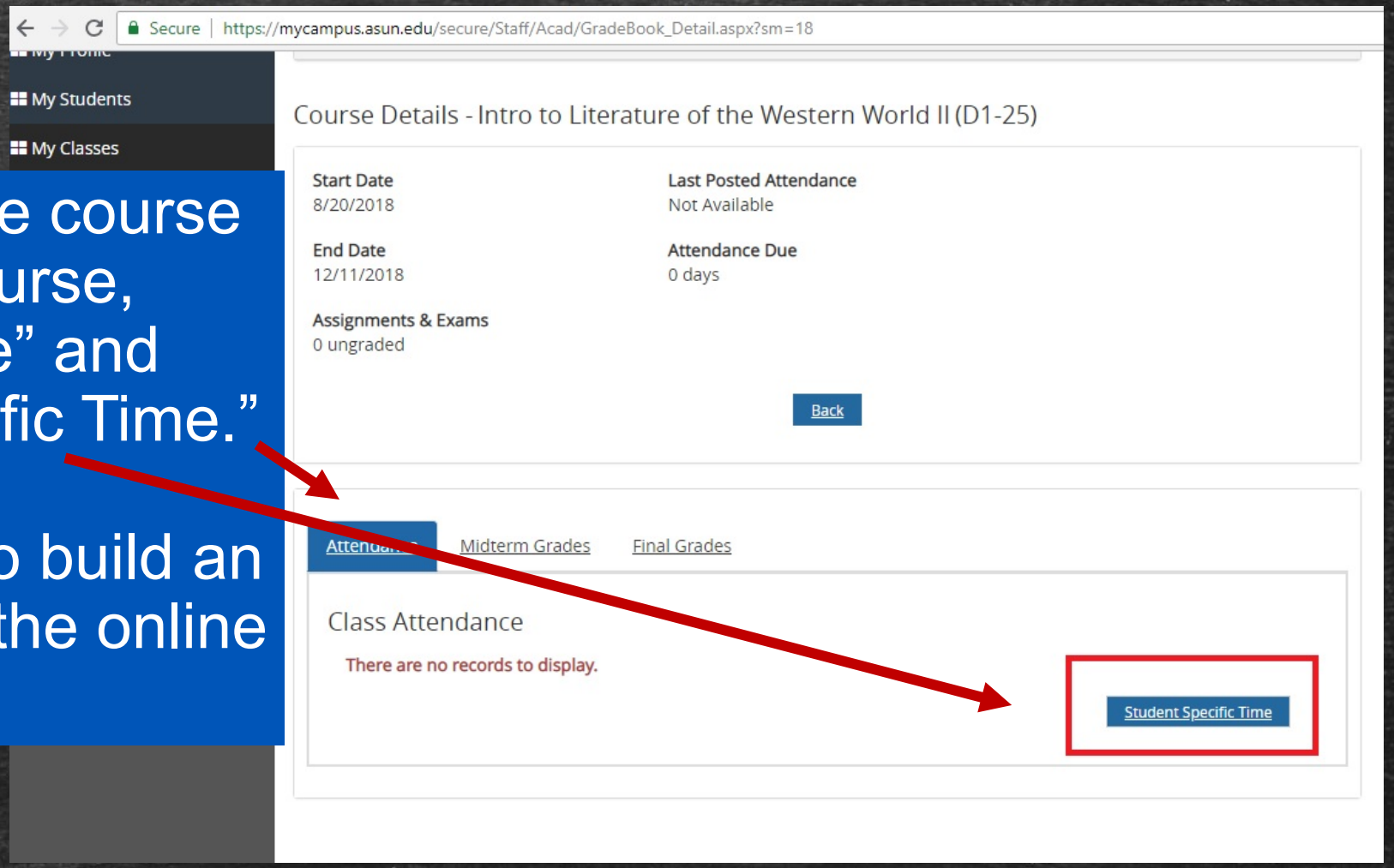
If you clicked on the left menu option “My Classes” and then selected “Attendance/Gradebook,” a page with all of your courses will show up.

To access a specific course, click on the Course Title. Then the Calendar will show up. Click on the date for which you want to record attendance.

Recording Attendance: Online Course

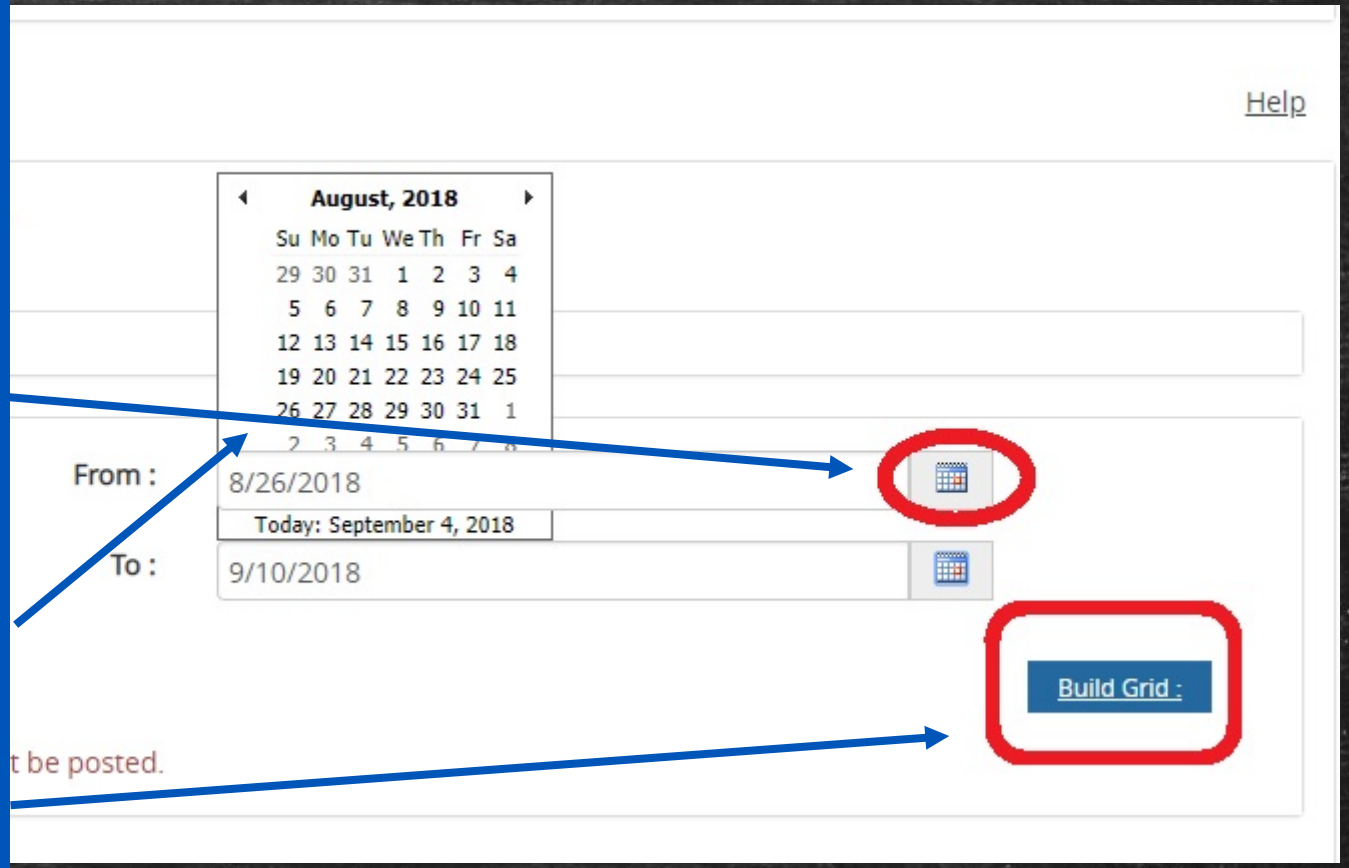
After you click on the course title for an online course, click on “Attendance” and then “Student Specific Time.”

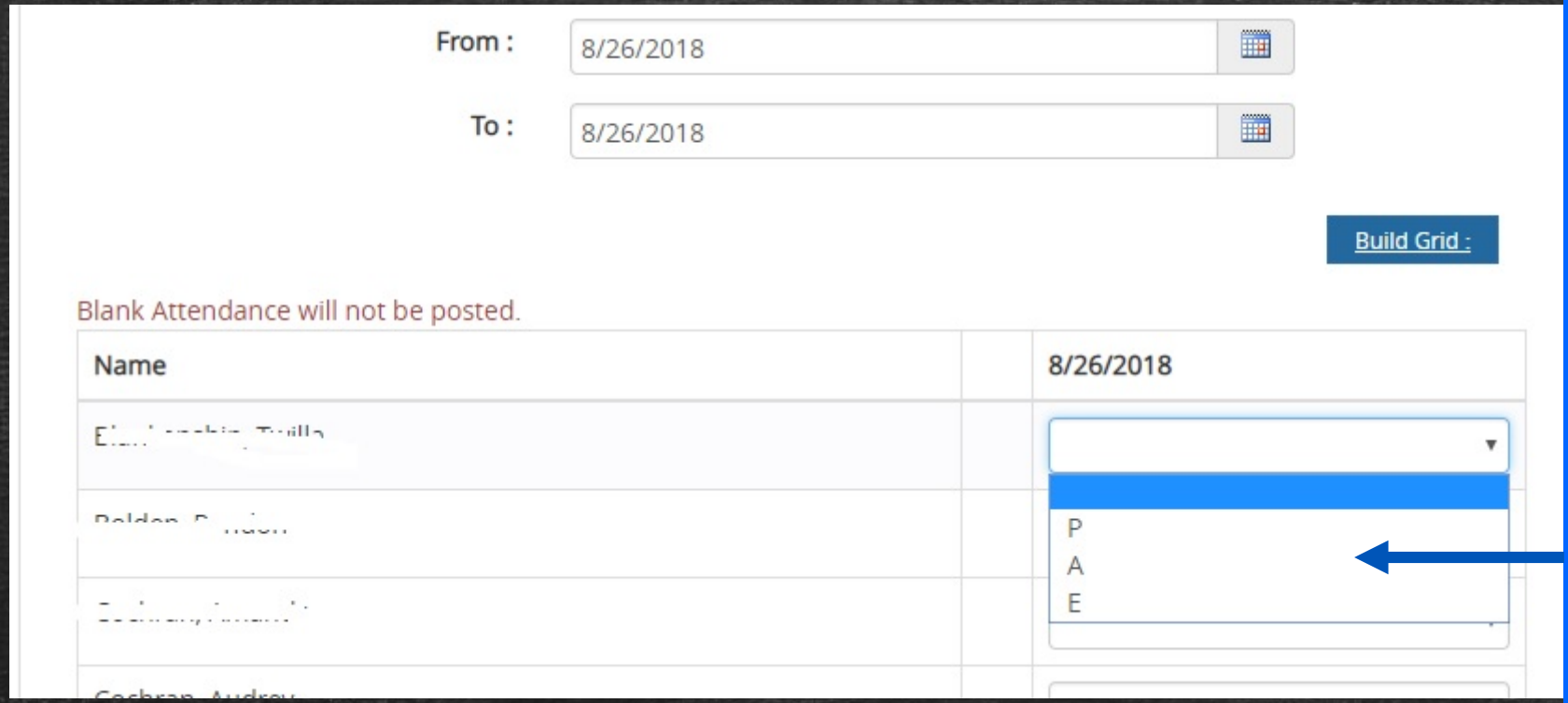
This will allow you to build an attendance grid for the online course.



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.”

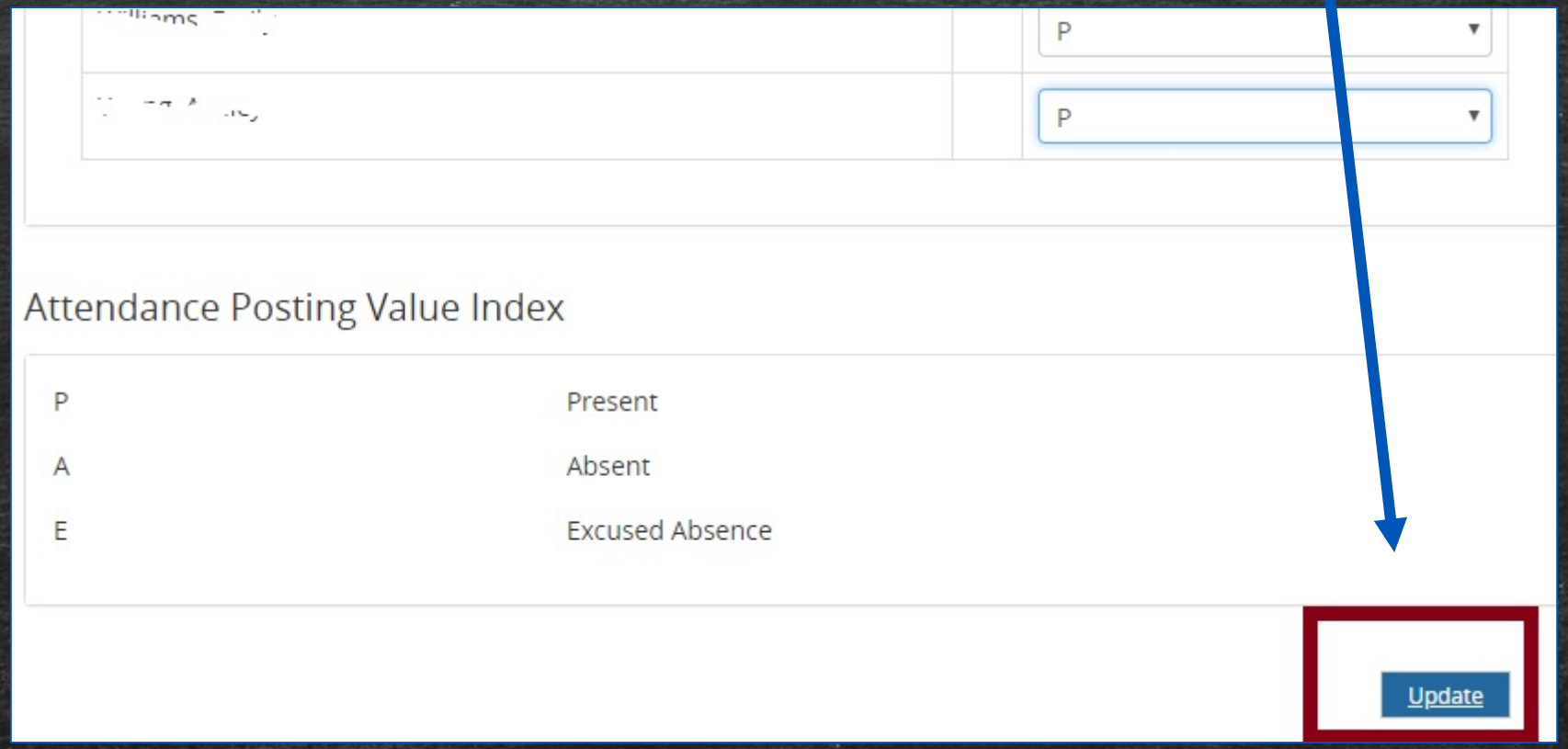




After you have built the attendance grid, you will see a roster of the course. Remember to uncheck “Only show active students” box.

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 ITS Specialist: anthony_may@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)!