

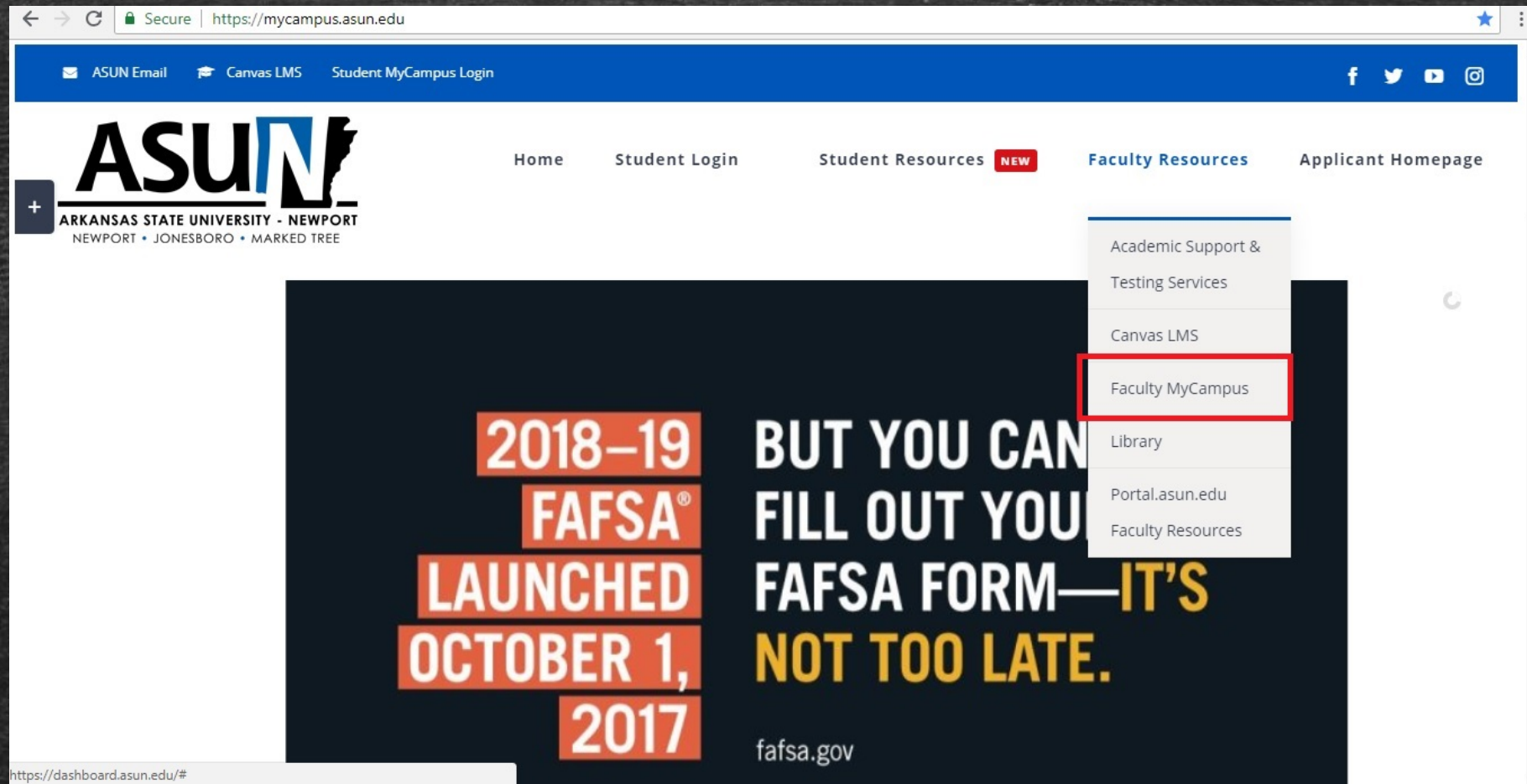
MyCampus: Attendance & Roster Certification

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:

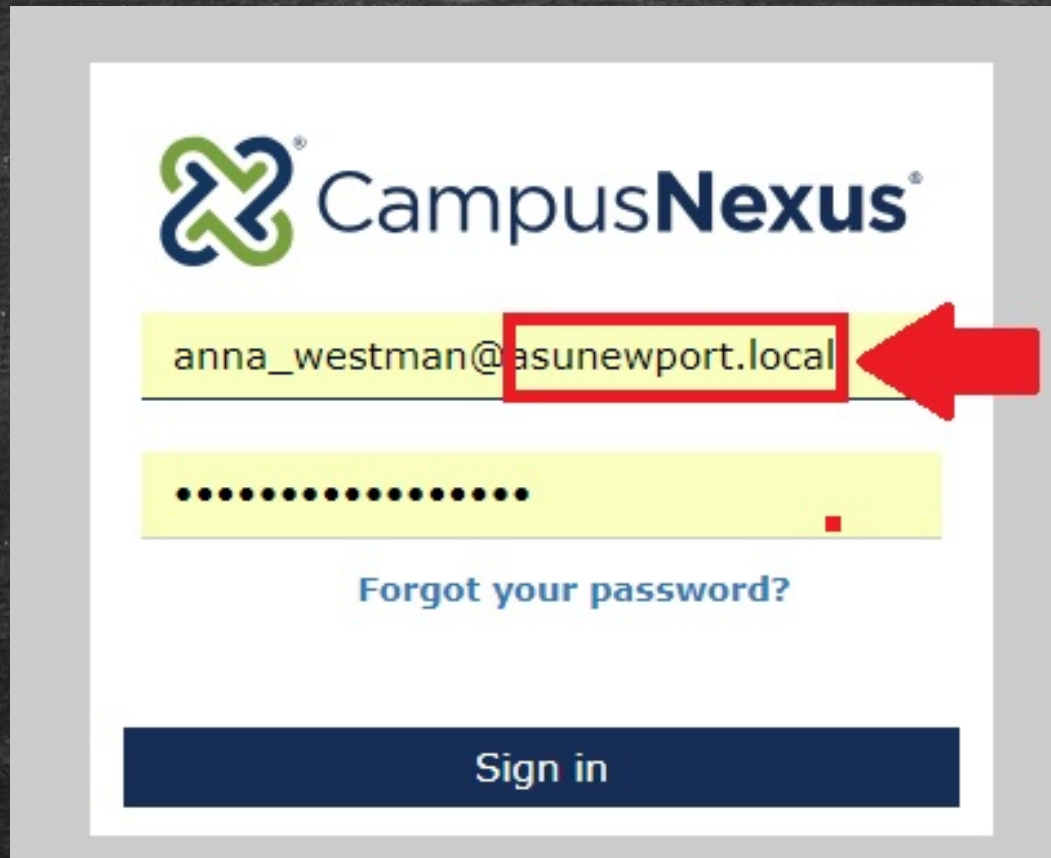
- Going to: <https://mycampus.asun.edu>
- In Faculty Resources drop-down menu, select “Faculty MyCampus”




The screenshot shows a web browser window 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 bar is a large banner for the 2018-19 FAFSA launch, dated October 1, 2017, with the text "BUT YOU CAN'T FILL OUT YOUR FAFSA FORM—IT'S NOT TOO LATE." and the website fafsa.gov.

2. Log in to MyCampus using:

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



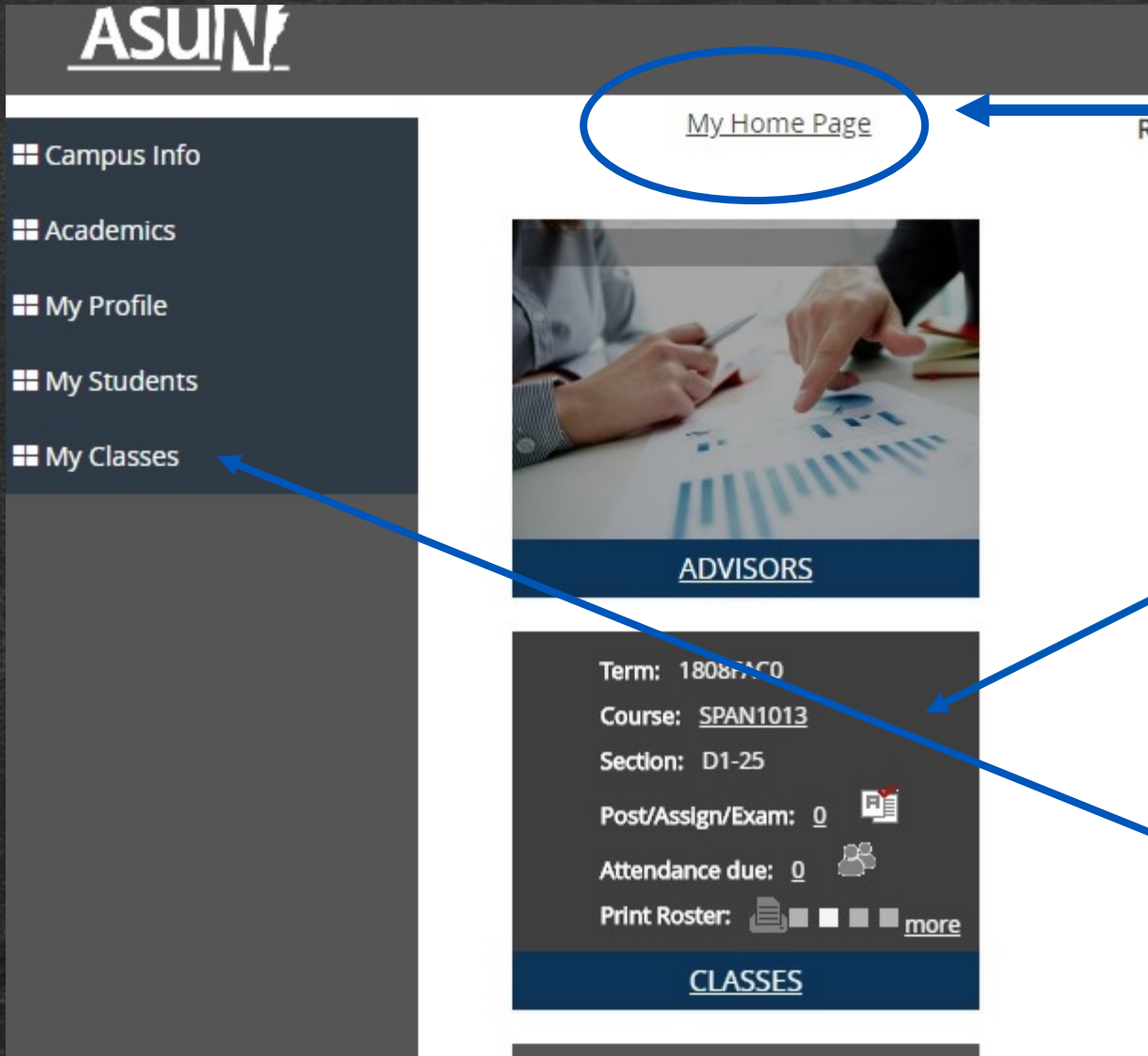
 CampusNexus[®]

anna_westman@asunewport.local

.....

[Forgot your password?](#)

Sign in



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

My Home Page Recent Students Walker Darden Find Student

Gradebook

Course List for Term 2018-08 Fall Term (Child Full)

Primary Course List

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

Show 10 entries Search

Course	Course Title	Section	Course Start/End Date	Day/Time	Place	Rosters Due
UNIV1001	College and Life Skills	D2-25	8/20/2018 to 12/11/2018			0
UNIV1001	College and Life Skills		12/11/2018	8:30a-9:50a	Wing Bu..	
UNIV1001	College and Life Skills	J5-31	8/20/2018 to 12/11/2018	T 8:30a-9:50a	Main Buildin..	2
SPAN1013	Elementary Spanish I	D1-25	8/20/2018 to 12/11/2018			0

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.

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
Ellen ...	<input type="text"/>
Baldon ...	<input type="text"/>
...	<input type="text"/>
Cochran ...	<input type="text"/>

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 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)!