

MyCampus: Attendance & Roster Certification

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.

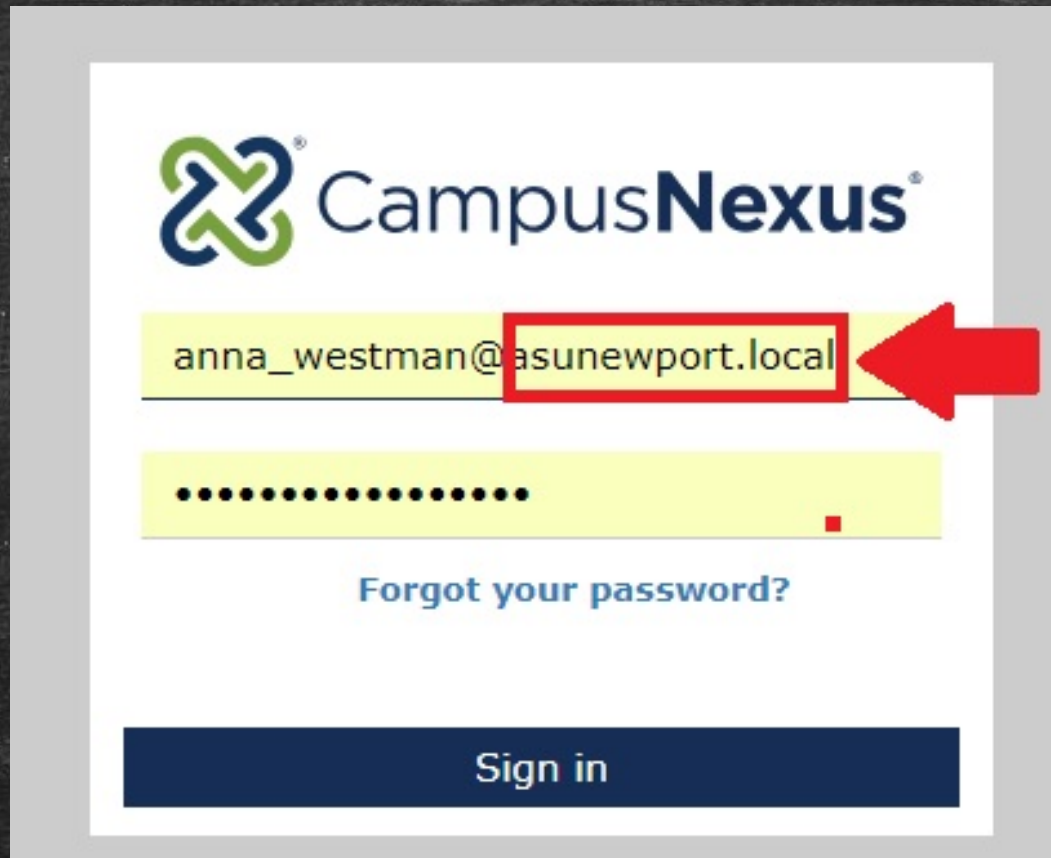
1. Log in to MyCampus by:


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

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 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

[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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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



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 details

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 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



Make sure to remember to uncheck the box “Only show active students.”

I've removed names from this roster.

Name	Status	Time Present	Course Absent	Excused?	Reason
[REDACTED]	Current	80 mins	0.00%		
[REDACTED]	Current	80 mins	3.23%		
[REDACTED]	Current	80 mins	0.00%		
[REDACTED]	Scheduled	0 mins	12.90%		
[REDACTED]	Current	80 mins	6.45%		
[REDACTED]	Current	80 mins	3.23%		
[REDACTED]	Current	80 mins	0.00%		
[REDACTED]	Current	80 mins	0.00%		
[REDACTED]	Current	80 mins	6.45%		

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

Only show active students


Name	Status	Time Present	Course Absent	Excused?	Reason
[Redacted]	Current	80 mins	0.00%		
[Redacted]	Current	80 mins	3.23%		
[Redacted]	Current	80 mins	0.00%		
[Redacted]	Scheduled	0 mins	12.90%		
[Redacted]	Current	80 mins	6.45%		
[Redacted]	Current	80 mins	3.23%		
[Redacted]	Current	80 mins	0.00%		
[Redacted]	Current	80 mins	0.00%		
[Redacted]	Current	80 mins	6.45%		

- 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
[Name]	Scheduled	<input type="button" value="Present"/>	0.00%	<input type="text"/>
[Name]	Scheduled	<input type="button" value="Present"/> <input type="button" value="Absent"/> <input type="button" value="Excused"/>	0.00%	<input type="text"/>
[Name]	Scheduled	<input type="button" value="Present"/>	0.00%	<input type="text"/>

Washington, T...	Current	Present ▼	0.00%	<input type="text"/>
Washington, T...	Current	Present ▼	0.00%	<input type="text"/>
Washington, T...	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.