

How to Submit Week-One Attendance

There are two ways to enter attendance depending on the modality of the course. Please be sure to follow the instructions below for the type of course(s) you are offering this term.

Synchronous courses (scheduled meeting days and times):

Click on the “Gradebook” under “My Classes” and select the course you are entering attendance on:

The screenshot shows the 'Gradebook' page in a web application. At the top, there is a navigation bar with 'Hello Kira', 'Show Quick Links...', 'Logout', and 'Help'. Below this is a 'RECENT STUDENTS' section with a dropdown menu and a 'FIND STUDENT' button. The main content area is titled 'Gradebook' and includes a 'View Course List for Term' dropdown set to '2024-25 Spring Term'. Underneath, there are sections for 'Primary Course List' and 'Secondary Course List'. The 'Primary Course List' section states 'Below are all courses to which you are assigned as the Primary Instructor' and 'There are no current courses to display for this term'. The 'Secondary Course List' section states 'Below are all courses to which you are assigned as a Secondary Instructor' and shows a table with two entries. The first entry is 'Cell Biology for Health Occupations' (Course Code: BI112) and the second is 'Introduction to Intercultural Communication' (Course Code: COMM140). Both entries are marked with an orange background, indicating they are available for attendance entry. A search bar and pagination controls are also visible.

Course	Course Title	Class Section Availability	Term Period	Day/Time	Place	Students Due
BI112	Cell Biology for Health Occupations	Z2	3/31/2025 to 6/14/2025			1
COMM140	Introduction to Intercultural Communication	Z1	3/31/2025 to 6/14/2025			0

Classes that have already occurred are marked in orange; these are available to select for entering attendance. Click on the date.

The screenshot shows the 'Course Details - Cell Biology for Health Occupations' page. The course code is BI112, and it is a Secondary Section that is Not Available. The start date is 3/31/2025, and the end date is 6/14/2025. The last posted attendance is also Not Available, and the attendance due date is 1 day. There are 0 ungraded assignments and exams. A 'BACK' button is visible. Below the course details, there is a 'Class Attendance' section with a calendar view for April and May 2025. The calendar shows dates from 30 to 7. The date 31 in April is highlighted in orange, indicating it is available for attendance entry. A 'PRINT PAGE' button is located at the bottom right of the page.

April 2025							May 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31	1	2	3	4	5	27	28	29	30	1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	1	2	3	25	26	27	28	29	30	31
4	5	6	7	8	9	10	1	2	3	4	5	6	7

Once you have selected the date, your roster will open up. Make sure to uncheck the “only show active students” box in the upper left corner. Verify you are not missing any students on your roster. Then click on the edit button in the lower right corner.

Student Attendance [Help](#)

Only show active students

Student ID	Pronouns	Name	Status	Time Absent	Course Absent	Excused?	Reason
[REDACTED]		[REDACTED]	Scheduled	Not Posted	0.00%		
[REDACTED]		[REDACTED]	Scheduled	Not Posted	0.00%		
[REDACTED]		[REDACTED]	Scheduled	Not Posted	0.00%		
[REDACTED]		[REDACTED]	Scheduled	Not Posted	0.00%		
[REDACTED]		[REDACTED]	Scheduled	Not Posted	0.00%		
[REDACTED]		[REDACTED]	Scheduled	Not Posted	0.00%		
[REDACTED]		[REDACTED]	Scheduled	Not Posted	0.00%		
[REDACTED]		[REDACTED]	Scheduled	Not Posted	0.00%		
[REDACTED]		[REDACTED]	Scheduled	Not Posted	0.00%		
[REDACTED]		[REDACTED]	Scheduled	Not Posted	0.00%		
[REDACTED]		[REDACTED]	Future	Not Posted	0.00%		
[REDACTED]		[REDACTED]	Scheduled	Not Posted	0.00%		
[REDACTED]		[REDACTED]	Scheduled	Not Posted	0.00%		
[REDACTED]		[REDACTED]	Scheduled	Not Posted	0.00%		
[REDACTED]		[REDACTED]	Scheduled	Not Posted	0.00%		
[REDACTED]		[REDACTED]	Scheduled	Not Posted	0.00%		
[REDACTED]		[REDACTED]	Scheduled	Not Posted	0.00%		
[REDACTED]		[REDACTED]	Scheduled	Not Posted	0.00%		
[REDACTED]		[REDACTED]	Scheduled	Not Posted	0.00%		

PRINT ROSTER EMAIL CLASS

EDIT

Enter the attendance. **Please note that you are entering the amount of time the student was absent from the class. If the student was present and/or participated in class, please mark 0. If the student was absent, record the time absent.**

If a student is absent, it is important that you enter the correct number of minutes for the class. Entering a partial time for synchronous courses will record the student as present and they will not be dropped for non-attendance. If your class is 110 minutes, be sure to enter 110 for absent students.

If your class is offered more than once a week and the student missed one class but was present for the other, make sure to mark them present in week one or they will be dropped for non-attendance. If the student had an excused absence, please mark them present. The excused absence registers as an absence in the system and students sometimes get dropped by mistake.

Once you have entered attendance for all students click on the “update” button in the lower right corner.

Only show active students

Student ID	Pronouns	Name	Status	Time Absent	Course Absent	Excused?	Reason
[Redacted]		[Redacted]	Scheduled	[Redacted] mins	0.00%	<input type="checkbox"/>	<input type="text"/>
[Redacted]		[Redacted]	Scheduled	<input type="text"/> mins	0.00%	<input type="checkbox"/>	<input type="text"/>
[Redacted]		[Redacted]	Scheduled	<input type="text"/> mins	0.00%	<input type="checkbox"/>	<input type="text"/>
[Redacted]		[Redacted]	Scheduled	<input type="text"/> mins	0.00%	<input type="checkbox"/>	<input type="text"/>
[Redacted]		[Redacted]	Scheduled	<input type="text"/> mins	0.00%	<input type="checkbox"/>	<input type="text"/>
[Redacted]		[Redacted]	Scheduled	<input type="text"/> mins	0.00%	<input type="checkbox"/>	<input type="text"/>
[Redacted]		[Redacted]	Scheduled	<input type="text"/> mins	0.00%	<input type="checkbox"/>	<input type="text"/>
[Redacted]		[Redacted]	Scheduled	<input type="text"/> mins	0.00%	<input type="checkbox"/>	<input type="text"/>
[Redacted]		[Redacted]	Scheduled	<input type="text"/> mins	0.00%	<input type="checkbox"/>	<input type="text"/>
[Redacted]		[Redacted]	Future	<input type="text"/> mins	0.00%	<input type="checkbox"/>	<input type="text"/>
[Redacted]		[Redacted]	Scheduled	<input type="text"/> mins	0.00%	<input type="checkbox"/>	<input type="text"/>
[Redacted]		[Redacted]	Scheduled	<input type="text"/> mins	0.00%	<input type="checkbox"/>	<input type="text"/>
[Redacted]		[Redacted]	Scheduled	<input type="text"/> mins	0.00%	<input type="checkbox"/>	<input type="text"/>
[Redacted]		[Redacted]	Scheduled	<input type="text"/> mins	0.00%	<input type="checkbox"/>	<input type="text"/>
[Redacted]		[Redacted]	Scheduled	<input type="text"/> mins	0.00%	<input type="checkbox"/>	<input type="text"/>
[Redacted]		[Redacted]	Scheduled	<input type="text"/> mins	0.00%	<input type="checkbox"/>	<input type="text"/>
[Redacted]		[Redacted]	Scheduled	<input type="text"/> mins	0.00%	<input type="checkbox"/>	<input type="text"/>

PRINT ROSTER EMAIL CLASS

Asynchronous Courses (no scheduled meeting days and times):

Click on the “Gradebook” under “My Classes” and select the course you are entering attendance on:

Campus Info

My Students

My Classes

Class Schedule

Gradebook

External Links

Gradebook

View Course List for Term: 2024-25 Spring Term

Primary Course List

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

There are no current courses to display for this term

Secondary Course List

Below are all courses to which you are assigned as a Secondary Instructor

Showing 1 to 2 of 2 entries Search

Course	Course Title	Class Section Availability	Term Period	Day/Time	Place	Roster Due
	Cell Biology for Health Occupations	22	3/9/2025 to 6/14/2025			1
COMM140	Introduction to Intercultural Communication	21	3/9/2025 to 6/14/2025			0

Showing 1 to 2 of 2 entries Showing 1 to 2 of 2 entries

Previous 1 Next

