

Attendance Entry for online/internship/independent study courses

Note that:

- Use every Saturday for the attendance date
- Time From & Time To must be entered

Step 1) Faculty Portal > My Courses > Course Attendance > Attendance Entry > Click “Course Attendance”

The screenshot shows the 'Graduate Internship I [MBA560]' page. The breadcrumb trail is 'MY COURSES > COURSE OPTIONS > ATTENDANCE ENTRY'. Below this, there is an 'Attendance Entry' section with the following information: 'Course Start Date: 1/12/2015' and 'Course End Date: 4/25/2015'. A button labeled 'Course Attendance' is circled in purple.

Step 2) Click “Add Daily Attendance”

The screenshot shows the 'Graduate Internship I [MBA560]' page. The breadcrumb trail is 'MY COURSES > COURSE OPTIONS > ATTENDANCE WEEKLY ENTRY'. Below this, there is a blue bar with the text 'For online class please enter attendance once in a week.' A button labeled 'Add Daily Attendance' is circled in purple.

Step 3) Type the Attendance Date (mm/dd/yyyy) using every Saturday, and click “Load Daily Attendance”

The screenshot shows the 'Graduate Internship I [MBA560]' page. The breadcrumb trail is 'MY COURSES > COURSE OPTIONS > ATTENDANCE ENTRY'. Below this, there is an 'Attendance Entry' section with the following information: 'Course Start Date: 1/12/2015' and 'Course End Date: 4/25/2015'. There is an 'Attendance Date' input field with the value '01/17/2015' and a dropdown menu for 'Display Students on the roster page' set to 'All'. A button labeled 'Load Daily Attendance' is circled in purple.

Step 4) Enter **09:00 AM** for “Time From” and **12:00 PM** for “Time To”

Update the Status (Present/Absent/Late, etc), and click “Save Daily Attendance”

Graduate Internship I [MBA560]

MY COURSES ▸ COURSE OPTIONS ▸ ATTENDANCE DAILY ENTRY

Display students per page. Show Students Photo Show Withdrawn Students

Sched Hrs

Time From Time To

Warning: Class does not normally meet on this day

Attendance Entry for Saturday, January 24, 2015

Student ID	Student Name	Status	Hours	Comment
		<input type="text" value="Present"/>	<input type="text" value="3"/>	<input type="text"/>
		<input type="text" value="Present"/>	<input type="text" value="3"/>	<input type="text"/>
		<input type="text" value="Present"/>	<input type="text" value="3"/>	<input type="text"/>
		<input type="text" value="Present"/>	<input type="text" value="3"/>	<input type="text"/>
		<input type="text" value="Present"/>	<input type="text" value="3"/>	<input type="text"/>

Tips: If you see the following messages, click “OK” to proceed.

This change will reset any previously edited/saved student attendance hours. Do you wish to continue?

Time from is greater than Time to. Please correct.

Prevent this page from creating additional dialogs