

Attendance

1. Login to Self-Service
2. Select **Faculty** from your home screen. Can also be found under **Daily Work** in the left-hand tool bar.

Custom Message: S-MESS-01 defined on MYSI This feature is new in 18.2.12. (Untranslated link example)

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Notifications

Title	Details	Link
Registrar's Office	Please contact the registrar's office to register.	
Documents Required	There are 1 requests from your institution that require your action.	View required documents

1 Student Finance
Here you can view your latest statement and make a payment online.

2 Tax Information
Here you can change your consent for a delivery of tax information.

3 Employee
Here you can view your tax form, consent, working statement, banking information, discounts and leave balances.

4 Course Catalog
Here you can view and search the course catalog.

5 Graduation Overview
Here you can view and submit a graduation application.

6 Transcript Requests
Here you can view and request a transcript.

7 Advising
Here you can view your advising and provide guidance & feedback on their student's planning.

8 Financial Management
Here you can view the financial health of your cost centers and your projects.

9 Financial Aid
Here you can view financial aid data, forms, etc.

10 Banking Information
Here you can view and update your banking information.

11 Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

12 Grades
Here you can view your grades by term.

13 Enrollment Verifications
Here you can view and request an enrollment verification.

14 Academic Attendance
Here you can view your attendance by term.

15 Faculty
Here you can view your active classes, and submit grades and answers for students.

16 Financial Aid Counseling
Here you can view the financial aid information as a student would so you can help the student answer any questions.

3. Select the appropriate course section

[Daily Work](#) - [Faculty](#) - [Faculty Overview](#)

Manage your courses by selecting a section below

Summer 2019

Section	Times	Locations	Books
OSC-3602-01: Office Practices	M/T/W/Th/F 5:00 PM - 9:00 PM 5/16/2019 - 8/14/2019 Sa 12:00 PM - 1:00 PM 5/16/2019 - 8/14/2019	Cedar Bldg, 200 Classroom Hours Cedar Bldg, 200 Classroom Hours	

4. Select the **Attendance** tab

Section Details

[Back to Courses](#)

OSC-3602-01: Office Practices

Summer 2019
Main Campus

M/T/W/Th/F 5:00 PM - 9:00 PM
5/16/2019 - 8/14/2019
Cedar Bldg, 200 Classroom Hours

Sa 12:00 PM - 1:00 PM
5/16/2019 - 8/14/2019
Cedar Bldg, 200 Classroom Hours

Seats Available Unlimited

[Roster](#) **[Attendance](#)** [Grading](#) [Books](#) [Permissions](#)

5. Select Date: Ensure that the appropriate date is selected to record attendance
6. Use the drop-down arrow to select attendance for each student

P – Present

A – Absent, No Excuse

E – Absent, Excused. Only to be used when the campus is closed. This is the designation to be used for inclement weather.

L – Late

There is no longer an E used at the beginning of each class. You will just start taking attendance.

The P's for online attendance roster should match the course entry quiz dates.

Attendance will need to be taken every day a class meets and at least once per week for online courses.

Section Details

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FIP-3811-01: Fire Instructor I

Summer 2020
Off Campus

M/W 8:00 AM - 3:00 PM
7/1/2020 - 8/14/2020
Shady Pines, 115 Classroom Hours

Seats Available Unlimited

Deadline Dates

Roster Attendance Grading Books Permissions Waitlist

Update All ▼

Select Date: 8/12/2020 (Wednesday)

Student	8:00 AM	Last Attendance Recorded	P	A	E	L
One S. Massey 0076497	Absent, no excuse ▼	8/12/2020	8	4	0	1
Rosalene Massey 0075644	Late ▼	8/12/2020	8	3	1	1
Joyce N. Valentine 0075585 E	Present ▼	8/12/2020	8	3	1	1

Select Attendance ▼	3/3/2021	7	2	0	0
Select Attendance	3/3/2021	7	2	0	0
Present	3/3/2021	9	0	0	0
Absent, no excuse					
Absent, excused					
Late					

7. On the left there is a drop-down box that will allow you to populate all students for the same attendance for that date. You can update all students to present or all students to absent.

Another option is to individually mark only the students on your roster that are absent, absent then use this drop-down box to mark all the rest of the students in the class to present. This should reduce the amount of time it takes to mark attendance.

Do not use the E – Excused Absence unless the campus is closed due to inclement weather.

Roster **Attendance** Grading Books Permissions

Update All

Update All

Update Empty Records to Present

Update Empty Records to Absent

	not specified	Last
<div>Select Attendance</div>		3/3
<div>Select Attendance</div>		3/3
<div>Select Attendance</div>		3/3

- If you'd like to add a comment about a student's attendance you can do so by clicking the comment bubble beside their name. Please be aware that students will be able to see their attendance comments.

Section Details

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Seats Available Unlimited

Deadline Dates

Roster Attendance Grading Books Permissions Waitlist

Update All

Select Date 8/12/2020 (Wednesday)

Student	8:00 AM	Last Attendance Recorded	P	A	E	L
 Absent, no excuse		8/12/2020	8	4	0	1
 Late		8/12/2020	8	3	1	1
 Present		8/12/2020	8	3	1	1

Attendance 3/3/2021 7 2 0 0

Time not specified on 3/9/2021

Enter a comment up to 50 characters

Comment

Save Cancel

Attendance 3/3/2021 4 5 0 0

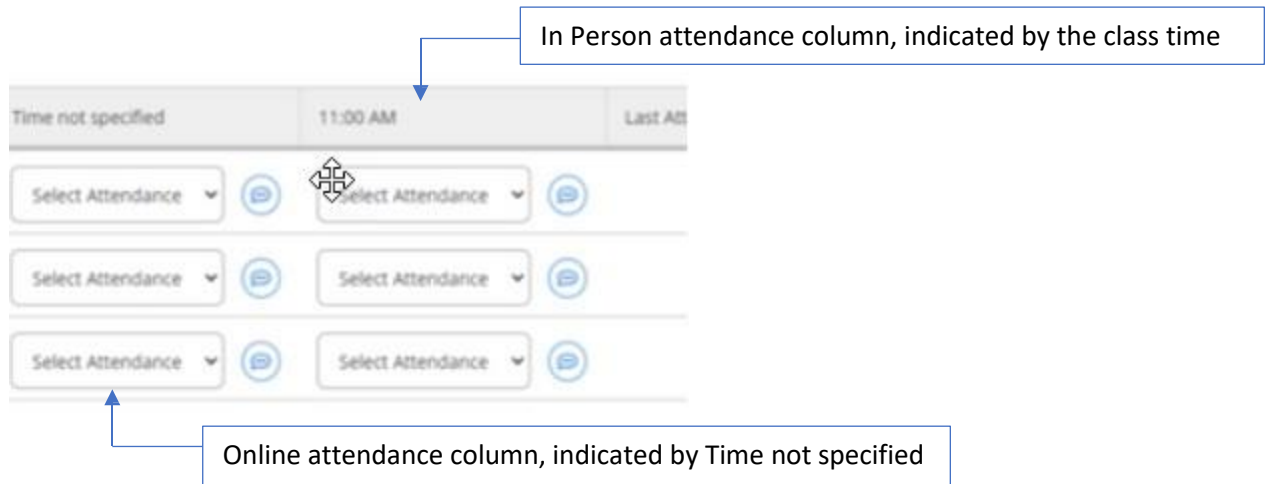
Self Service also allows you to see the last date you took attendance and keeps a count of each option for each student.

In a future update, faculty will be able to export their attendance to an excel spreadsheet. (this feature is not currently available).

Last Attendance Recorded	P	A	E	L
3/3/2021	7	2	0	0

Hybrid Classes – Attendance

For classes that have both an in person and online portion for the class, you will see both attendance options for the day.



Inclement Weather (Campus Closures)

1. Select the appropriate course for attendance
2. Select the date of the campus closure
3. Change the attendance for each student to **Absent, Excused**.
This is the **E** option on your attendance summary

