

Attendance Portlet MyMAC for Faculty Mineral Area College



Presented by
Janet Porter
MAC IT Department



Create a custom session: programs, practices, field trips, labs, etc.

Automatically send email warnings to yourself & students

Add make-up time

EDU 2040 AA01 - Foundations Of Educ - Attendance | My MAC - Windows Internet Explorer

https://my.mineralarea.edu/ics/Academics/EDU/EDU_2040/2010_SP-EDU_2040-AA01/Attendance.jnz

File Edit View Favorites Tools Help

Convert Select

Y! WEB SEARCH

EDU 2040 AA01 - Foundations Of Educ - Attendance |...

Home Student Registration My Account Info Course Search Instructional Advising Academics Staff My Pages

You are here: Academics > Education - EDU > Foundations Of Educ > EDU 2040 AA01 - Foundations Of Educ > Attendance

Current view: Faculty

My MAC

Welcome back **Lois M Ragland** ([Personal Info](#) | [Logout](#))

Attendance

[Edit page](#) [Printer Friendly](#)

< April 2010 >

S	M	T	W	T	F	S
28	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	1

[Weekly View](#)

[Add a Session](#)

Most Recent Session

Name	Monday 4/5
Arcand, Robert D i	Present <input type="button" value="v"/>
Bonham, Dylan James i	Present <input type="button" value="v"/>
Bowyer, Bradley A i	Present <input type="button" value="v"/>
Dorsey, Debra E i	Present <input type="button" value="v"/>
Fenwick, Crystal M i	Present <input type="button" value="v"/>
Fowler, Mary L i	Present <input type="button" value="v"/>
Lenz, Leslie E i	Present <input type="button" value="v"/>

Done

Internet 100%

start

E. P. A

2:47 PM

Attendance Portlet

- A link in the sidebar.
- Use this portlet to track attendance by session [both official (sessions brought over from the course catalog) & custom (sessions added by an instructor)], by hour, or by minute.
- Because attendance & coursework are the two main components of a student's grade, attendance info & coursework grades are automatically imported from the **Attendance & Coursework** portlets to **Gradebook**.

The screenshot displays the My MAC Attendance Portlet interface. The browser title is "EDU 2040 AA01 - Foundations Of Educ - Attendance | My MAC - Windows Internet Explorer". The URL is "https://my.mineralarea.edu/cs/Academics/EDU/EDU_2040/2010_SP-EDU_2040-AA01/Attendance.jnz". The page features a navigation menu with "Attendance" highlighted. A sidebar on the left contains a "Quick Links" section with "Attendance" selected. The main content area shows a calendar for April 2010 and a table of student attendance for the "Monday 4/5" session.

< April 2010 >						
S	M	T	W	T	F	S
28	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	1

Most Recent Session	
Name	Monday 4/5
Arcand, Robert D	Present
Bonham, Dylan James	Present
Bowyer, Bradley A	Present
Dorsey, Debra E	Present
Fenwick, Crystal M	Present
Fowler, Mary L	Present
Lenz, Leslie E	Present

Attendance Portlet

- The **Navigation Calendar** is the current month view with the following functions:
- Each day is a link to the **Add/Edit a Session** screen or the **View a Session** screen, depending on whether sessions have been defined for that day.
- The **Add/Edit a Session** screen allows you to add a custom session for that day.
- The **View a Session** screen allows you to mark attendance for that day.

The screenshot shows the My MAC Attendance page for EDU 2040 AA01. The page has a navigation menu with links for Home, Student, Registration, My Account Info, Course Search, Instructional, Advising, Academics, Staff, and My Pages. The main content area is titled "Attendance" and includes a navigation calendar for April 2010. A yellow arrow points to the "Add a Session" link in the calendar. To the right of the calendar is a table titled "Most Recent Session" with columns for Name and Attendance status. The table lists several students and their attendance status for the current session.

Name	Monday 4/5
Arcand, Robert D	Present
Bonham, Dylan James	Present
Bowyer, Bradley A	Present
Dorsey, Debra J	Present
Fanwick, Crystal M	Present
Fowler, Mary L	Present
Lenz, Leslie E	Present

The screenshot shows the My MAC Attendance page for ENG 1440 AA04. The page is titled "Attendance - View a Session" and shows the "Main Screen > Manage Sessions" view for Wednesday, May 5, 2010. The page includes a table titled "Student Attendance" with columns for Name and Attendance status. The table lists several students and their attendance status for the current session.

Name	Attendance
Bange, Tiffane M	Present
Black, Karen R	Present
Brownfield, Landon J	Present
Caldwell, Blair H	Present
Christopher, Katie L	Present
Coleman, Jamie M	Present
DeClue, Elizabeth A	Present
Gallagher, Tabitha L	Present
Ivester, Tanja N	Present

Attendance Portlet

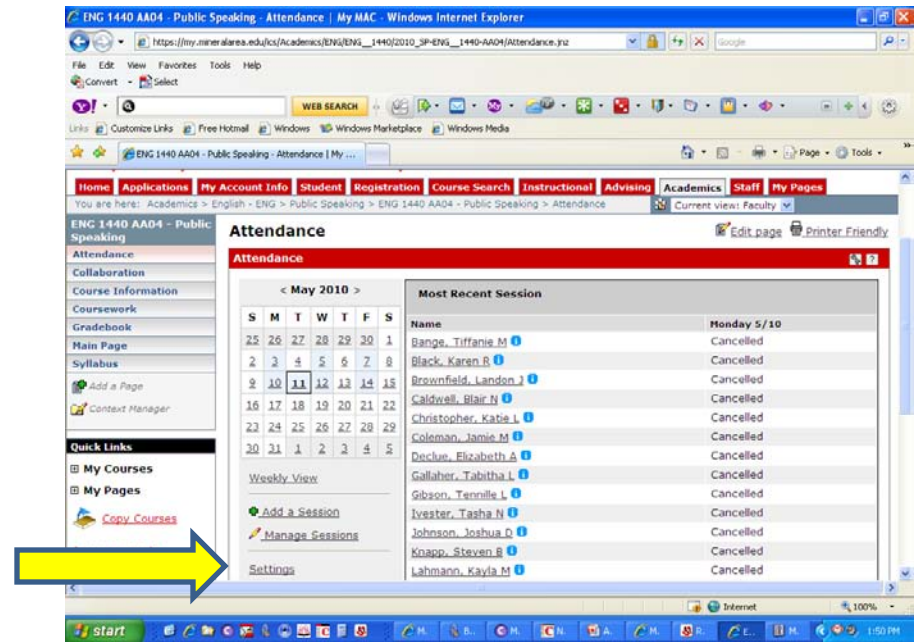
- Days with sessions scheduled are highlighted.
- Days not in the current month are shaded in gray.
- The current day is displayed with a dark gray border.

The screenshot shows the My MAC Attendance Portlet interface. The page title is "EDU 2040 AA01 - Foundations Of Educ - Attendance". The user is logged in as "Lois M Ragland". The navigation menu includes Home, Student, Registration, My Account Info, Course Search, Instructional, Advising, Academics, Staff, and My Pages. The left sidebar contains links for Attendance, Collaboration, Course Information, Coursework, Gradebook, Main Page, Syllabus, Add a Page, and Context Manager. The main content area is titled "Attendance" and shows a calendar for April 2010. The current day, Monday 4/5, is highlighted with a dark gray border. The "Most Recent Session" table lists the following students and their attendance status:

Name	Monday 4/5
Arcand, Robert D	Present
Bonham, Dylan James	Present
Bowyer, Bradley A	Present
Dorsey, Debra E	Present
Fenwick, Crystal M	Present
Fowler, Mary L	Present
Lenz, Leslie E	Present

Settings

- The *Settings* link allows you to determine how you want to track attendance for this course & how you want to manage notification to yourself & others.



The screenshot shows a web application interface for managing attendance. The main content area is titled "Attendance" and displays a calendar for May 2010. A table on the right, titled "Most Recent Session", lists student names and their attendance status for a session on Monday 5/10. The "Settings" link is highlighted with a yellow arrow.

< May 2010 >						
S	M	T	W	T	F	S
25	26	27	28	29	30	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

Most Recent Session		
Name		Monday 5/10
Bange, Tiffanie M		Cancelled
Black, Karen R		Cancelled
Brownfield, Landon J		Cancelled
Caldwell, Blair N		Cancelled
Christopher, Katie L		Cancelled
Coleman, Jamie M		Cancelled
Decker, Elizabeth A		Cancelled
Gallaher, Tabitha L		Cancelled
Gibson, Tennille L		Cancelled
Ivester, Tasha N		Cancelled
Johnson, Joshua D		Cancelled
Knapp, Steven B		Cancelled
Lahmann, Kayla M		Cancelled

Settings

- There are two sets of settings:
 - Attendance Marking Method, Attendance Display, & Notification

The grading window will open on Tuesday, May 4, 12:01AM and will close on Sunday, May 10, 3:00 PM.

Home | Notifications | Account | Info | Student | Collaboration | Course Search | Instructions | Advising | Academics | Staff | Pages

You are here: Academics > English - ENG > Public Seating > ENG 1440 A04 - Public Seating > Attendance

Attendance

Attendance - Notification and Attendance Method

Attendance Marking Method

Whole Sessions
Use this method if you want to simply mark each student who was present at a session as "Present" or "Tardy".

By Hour
Use this method if you want to track the amount of time each student was present for. Time is tracked to the quarter hour (e.g., :00, :15, :30, :45).

By Minute
Use this method if you want to track the amount of time each student was present for. Time is tracked to the minute (e.g., :00, :05).

Attendance Display

To the current date
Current attendance data is shown as a ratio out of the number of sessions to date. A student who was present for 5 of 5 sessions so far out of a 20 session course would show 5/5 (100%).

Full Course
Current attendance data is shown as a ratio out of the number of sessions in the entire course. A student who was present for 5 of 5 sessions so far out of a 20 session course would show 5/20 (25%).

Notification

Acceptable Use Policy | Send a warning after: 5 | Unexcused Absences: 3 | Powered by Seneca, v7.2.0

Consecutive

Send the warning to:

student

faculty

Other:

To enter more than one address, separate them with semicolons (;).

Settings

– And, Manage Sessions

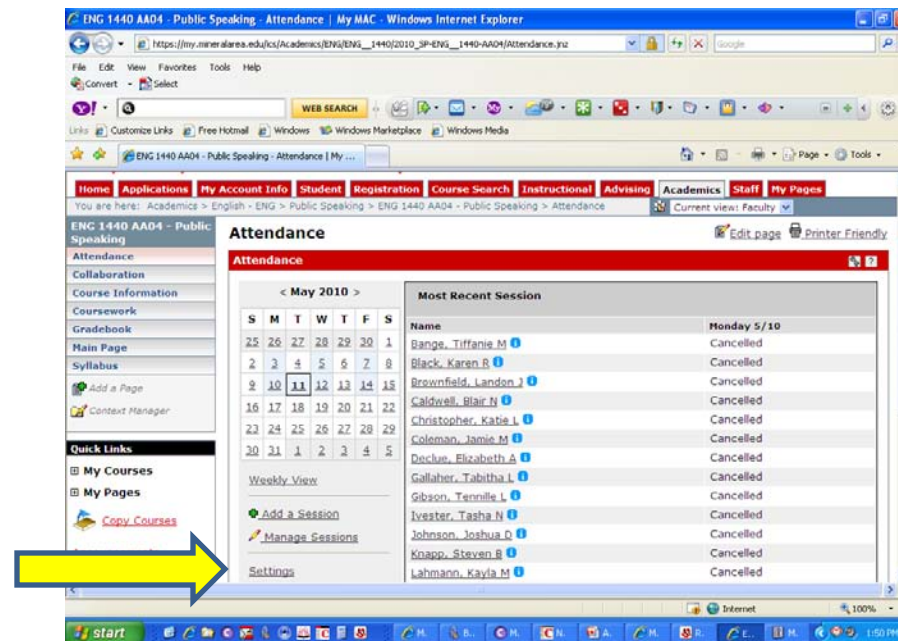
The screenshot displays a web browser window with the following elements:

- Browser Title:** ENG 1440 AA04 - Public Speaking - Attendance | My MAC - Windows Internet Explorer
- Address Bar:** https://my.mineralarea.edu/lcs/Academics/ENG/ENG_1440/2010_SP-ENG_1440-AA04/Attendance.jnz
- Navigation Menu:** Home, Applications, My Account Info, Student, Registration, Course Search, Instructional, Advising, Academics, Staff, My Pages
- Breadcrumbs:** You are here: Academics > English - ENG > Public Speaking > ENG 1440 AA04 - Public Speaking > Attendance
- Left Sidebar:**
 - ENG 1440 AA04 - Public Speaking
 - Attendance
 - Collaboration
 - Course Information
 - Coursework
 - Gradebook
 - Main Page
 - Syllabus
 - Add a Page
 - Context Manager
 - Quick Links
 - My Courses
 - My Pages
 - Copy Courses
 - Announcements
 - Class Cancellations
- Main Content Area:**
 - Attendance** (Section Header)
 - Calendar for May 2010 (Week of 25-31)
 - Weekly View
 - Add a Session
 - Manage Sessions (highlighted with a red arrow)
 - Settings
 - Most Recent Session Table:

Name	Monday 5/10
Bange, Tiffanie M	Cancelled
Black, Karen R	Cancelled
Brownfield, Landon J	Cancelled
Caldwell, Blair N	Cancelled
Christopher, Katie L	Cancelled
Coleman, Jamie M	Cancelled
Declue, Elizabeth A	Cancelled
Gallaher, Tabitha L	Cancelled
Gibson, Tennille L	Cancelled
Ivester, Tasha N	Cancelled
Johnson, Joshua D	Cancelled
Knapp, Steven B	Cancelled
Lahmann, Kayla M	Cancelled

Attendance Marking Method, Attendance Display & Notification

1. From the *Attendance* screen, click the *Settings* link.



The screenshot shows a web browser window displaying the 'Attendance' page for 'ENG 1440 AA04 - Public Speaking'. The page includes a navigation menu with links like 'Home', 'Applications', 'My Account Info', 'Student', 'Registration', 'Course Search', 'Instructional', 'Advising', 'Academics', 'Staff', and 'My Pages'. The main content area shows a calendar for May 2010 and a table of 'Most Recent Session' records. A yellow arrow points to the 'Settings' link in the left sidebar.

S	M	T	W	T	F	S
25	26	27	28	29	30	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

Name	Monday 5/10
Bange, Tiffanie M	Cancelled
Black, Karen R	Cancelled
Brownfield, Landon J	Cancelled
Caldwell, Blair N	Cancelled
Christopher, Katie L	Cancelled
Coleman, Jamie M	Cancelled
Deckus, Elizabeth A	Cancelled
Gallaher, Tabitha L	Cancelled
Gibson, Tennille L	Cancelled
Ivester, Tasha N	Cancelled
Johnson, Joshua D	Cancelled
Knapp, Steven B	Cancelled
Lahmann, Kayla M	Cancelled

Settings

Attendance Marking Method

2. Set the following configurations:

- *Attendance Method* allows you to track how you want to mark/track attendance in each session for this course.
- *Whole Sessions* – track a student as *Present* or *Absent*.

Attendance

Edit page Print

Attendance - Notification and Attendance Method

Attendance Marking Method

Whole Sessions

Use this method if you want to simply mark each student who was present at a session as "Present" or "Tardy".

By Hour

Use this method if you want to track the amount of time each student was present for. **Time is tracked to the quarter** (e.g. .50, 1.00, 1.75).

By Minute

Use this method if you want to track the amount of time each student was present for. **Time is tracked to the minute** (e.g. 60, 105).

Settings

Attendance Marking Method

- *By Hour* – use hours to track the amount of time a student was in class. Time is tracked to the quarter hour. If you select this check box, an additional *Hours* column is available for you to enter the number of hours (to the quarter hour) the student was present in the session. Using *By Hours* removes the Tardy option from the drop-down list box to select individual attendance.

Attendance

 [Edit page](#)  [Printer Friendly](#)

Attendance - Notification and Attendance Method

Attendance Marking Method

Whole Sessions

Use this method if you want to simply mark each student who was present at a session as "Present" or "Tardy".

By Hour

Use this method if you want to track the amount of time each student was present for. **Time is tracked to the quarter hour** (e.g. .50, 1.00, 1.75).

By Minute

Use this method if you want to track the amount of time each student was present for. **Time is tracked to the minute** (e.g. 60, 105).

Settings

Attendance Marking Method

- *By Minute* – use minutes to track the amount of time a student was in class. Time is tracked to the minute (no seconds). Using *By Minutes* also removes the Tardy option from the drop-down list box to select individual attendance.

Attendance

 [Edit page](#)  [Printer Friend](#)

Attendance - Notification and Attendance Method

Attendance Marking Method

Whole Sessions

Use this method if you want to simply mark each student who was present at a session as "Present" or "Tardy".

By Hour

Use this method if you want to track the amount of time each student was present for. **Time is tracked to the quarter hour (e.g. .50, 1.00, 1.75).**


By Minute

Use this method if you want to track the amount of time each student was present for. **Time is tracked to the minute (e.g. 60, 105).**

Settings

Attendance Display

- Determines if you want to use the current sessions to date or all sessions when the ratio is computed to display current attendance data on the View a Student screen.



Attendance Display

To the current date

Current attendance data is shown as a ratio out of the number of sessions to date. A student who was present for 5 of 5 sessions so far out of a 20 session course would show 5/5 (100%).


Full Course

Current attendance data is shown as a ratio out of the number of sessions in the entire course. A student who was present for 5 of 5 sessions so far out of a 20 session course would show 5/20 (25%).

Settings

Attendance Display to the Current Date

- Use the number of sessions to date. For example, if 10 of the scheduled 20 sessions have been held & the student attended all 10 sessions, the ratio would display 10/10 or 100%.



Attendance Display

To the current date

Current attendance data is shown as a ratio out of the number of sessions to date. A student who was present for 5 of 5 sessions so far out of a 20 session course would show 5/5 (100%).

Full Course


Current attendance data is shown as a ratio out of the number of sessions in the entire course. A student who was present for 5 of 5 sessions so far out of a 20 session course would show 5/20 (25%).

Settings

Attendance Display

Full Course


- Use the total number of sessions in the course. For example, if 20 sessions are scheduled and the student has attended 10 sessions, the ratio would display 10/20 or 50%.



Attendance Display

To the current date

Current attendance data is shown as a ratio out of the number of sessions to date. A student who was present for 5 of 5 sessions so far out of a 20 session course would show 5/5 (100%).



Full Course

Current attendance data is shown as a ratio out of the number of sessions in the entire course. A student who was present for 5 of 5 sessions so far out of a 20 session course would show 5/20 (25%).

Settings

Notification

Send a Warning After

- Notifications go to the student and/or the instructor and/or others (names manually entered) for each session a student is absent (unexcused) after the set number of percentage you enter is reached.

The screenshot shows the Blackboard interface for the 'Attendance - Notification and Attendance Method' settings. The page is titled 'Attendance - Notification and Attendance Method' and includes a navigation menu on the left. The main content area is divided into three sections: 'Attendance Marking Method', 'Attendance Display', and 'Notification'. The 'Notification' section is currently active and shows the following settings:

- Send a warning after:** Unexcused Absences (selected from a dropdown menu)
- Send the warning to:** Student (selected from radio buttons)
- Others:** [Empty text input field]

At the bottom of the 'Notification' section, there is a note: 'To enter more than one address, separate them with semicolons (;)'. The page footer indicates it is 'Powered by Seneca, v7.2.0'.

Settings

Notification

Send a Warning After

- If you select *Unexcused Absences*, the *Consecutive* check box is available for you to indicate that the warning is to be sent only if the student misses the classes successively. If you select *Percent Missed*, the *Consecutive* check box is not available.

The grading window will open on Tuesday, May 4, 12:01AM and will close on Sunday, May 16, 3:00 PM.

Home | Application | Account | Info | Student | Information | News | Search | Instructional | Advising | Academics | Staff | Pages

You are here: Academics > English - DIV > Public Speaking > DIV 1440 A04 - Public Speaking > Attendance

Attendance

Attendance - Notification and Attendance Method

Attendance Marking Method

Whole Sessions
Use this method if you want to simply mark each student who was present at a session as 'Present' or 'Tardy'.

By Hour
Use this method if you want to track the amount of time each student was present for. Time is tracked to the quarter hour (e.g., 1:00, 1:30, 1:45).

By Minute
Use this method if you want to track the amount of time each student was present for. Time is tracked to the minute (e.g., 40, 105).

Attendance Display

To the current date
Current attendance data is shown as a ratio out of the number of sessions to date. A student who was present for 5 of 5 sessions so far out of a 20 session course would show 5/5 (100%).

Full Course
Current attendance data is shown as a ratio out of the number of sessions in the entire course. A student who was present for 5 of 5 sessions so far out of a 20 session course would show 5/20 (25%).

Notification

Attendance Use Policy | Send a warning after: Powered by Seneca, v7.2.0

Consecutive

Send the warning to:

Student

Faculty

Others:

To enter more than one address, separate them with semicolons (;).

Settings

Notification

Send the Warning To

- Warning notifications go to the Message Centers of both student & faculty. A warning notification can be sent to an email address, if one is entered in the *Other* text box. To enter multiple email addresses in the *Other* text box, separate the addresses with a semicolon.

The grading window will open on Tuesday, May 4, 12:01AM and will close on Sunday, May 16, 3:00 PM.

Home | Notification | Account Info | Student | Information | News | Search | Instructional | Advising | Academics | Staff | Pages

You are here: Academics > English > ENG > Public Speaking > ENG 1440 A04 > Public Speaking > Attendance

Attendance

Attendance - Notification and Attendance Method

Attendance Marking Method

Whole Sessions
Use this method if you want to simply mark each student who was present at a session as 'Present' or 'Tardy'.

By Hour
Use this method if you want to track the amount of time each student was present for. Time is tracked to the quarter hour (e.g., 50, 1:00, 1:25).

By Minute
Use this method if you want to track the amount of time each student was present for. Time is tracked to the minute (e.g., 40, 1:05).

Attendance Display

To the current date
Current attendance data is shown as a ratio out of the number of sessions to date. A student who was present for 5 of 5 sessions so far out of a 20 session course would show 5/5 (100%).

Full Course
Current attendance data is shown as a ratio out of the number of sessions in the entire course. A student who was present for 5 of 5 sessions so far out of a 20 session course would show 5/20 (25%).

Notification

Access the Policy | Send a warning after: Powered by Seneca, v7.2.0

Consecutive

Send the warning to:

Student

Faculty

Others:

To enter more than one address, separate them with semicolons (,).

Settings

Notification

Resend All Warnings

- If you click the *Send* button, notification emails will be sent to those recipients who meet the warning condition you entered in the *Send the warning after* option, even though they might have received a warning previously.

The screenshot shows the Blackboard interface for the 'Attendance' settings page. The page title is 'Attendance - Notification and Attendance Method'. The 'Attendance Marking Method' section has three radio button options: 'Whole Sessions' (selected), 'By Hour', and 'By Minute'. The 'Attendance Display' section has two radio button options: 'To the current date' (selected) and 'Full Course'. The 'Notification' section includes a dropdown menu for 'Send a warning after' set to 'Unrecorded Absences', a 'Powered by Seneca v7.2.0' label, and checkboxes for 'Consecutive', 'Student', and 'Faculty'. There is also a text input field for 'Others' and a note: 'To enter more than one address, separate them with semicolons (;)'.

Red arrows from the text on the left point to the following elements in the screenshot:

- Arrow 1: Points to the 'Attendance Use Policy' link.
- Arrow 2: Points to the 'Send a warning after' dropdown menu.
- Arrow 3: Points to the 'Send the warning to' checkboxes.
- Arrow 4: Points to the 'Others' text input field.
- Arrow 5: Points to the note below the input field.

Settings

Notification

Warning Highlight

- Select this check box if you want to highlight students on the *Weekly View* screen who meet the warning conditions set in the *Send a warning after* option.
- **WARNING:** selecting this option will increase the amount of time it takes the *Weekly View* screen to load & display.
- Click *Save*.

Notification

Send a warning after:

Consecutive

Send the warning to: Student

Faculty

Other:

To enter more than one address, separate them with semicolons (;).

Resend all warnings:

This will send notification emails (to the indicated recipients) for students who currently meet the "warning" condition set above.

Warning Highlight: On the Weekly View screen, highlight students who meet the "warning" condition set above.

This is a useful indicator, but it will make your Weekly View noticeably slower to load and display.

Most Recent Session

The screenshot shows a web browser window displaying the MyMAC attendance page for EDU 2040 AA01. The page includes a navigation menu, a sidebar with course information, and a main content area with an attendance table. A yellow arrow points to the 'Most Recent Session' header in the table.

< April 2010 >						
S	M	T	W	T	F	S
28	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	1

Most Recent Session	
Name	Monday 4/5
Arcand, Robert D	Present
Bonham, Dylan James	Present
Bowyer, Bradley A	Present
Dorsey, Debra E	Present
Ferwick, Crystal M	Present
Fowler, Mary L	Present
Lenz, Leslie E	Present

- Table displays & allows you to enter attendance info for the course's most recent session.

Navigation Links

Weekly View

- The *Weekly View* link shows attendance for the current week.
- This view includes useful summary info for each student.

The screenshot shows a web browser window with the URL https://my.mineralarea.edu/academics/EDU/EDU_2040/2010_SP/EDU_2040-AA01/Attendance.js. The page title is 'Attendance'. The left sidebar contains a 'Quick Links' section with a yellow arrow pointing to the 'Weekly View' link. The main content area shows a calendar for April 2010 and a table of student attendance for the most recent session.

Name	Monday 4/5
Accard, Robert D	Present
Bohman, Dylan James	Present
Bowyer, Bradley A	Present
Dorsey, Debra E	Present
Farnick, Crystal M	Present
Fowler, Mary L	Present
Lenz, Leslie E	Present

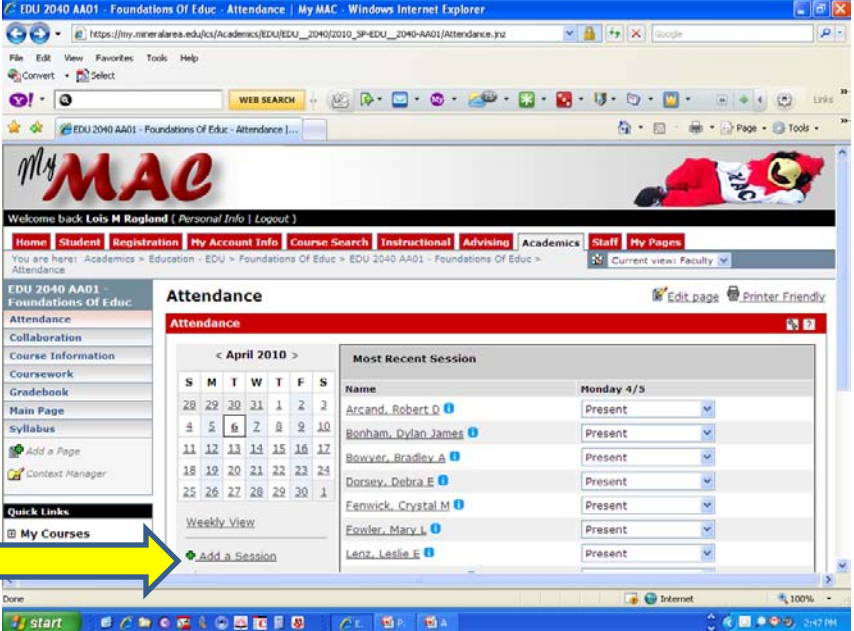
The screenshot shows a web browser window with the URL https://my.mineralarea.edu/cs/academics/ENG/ENG_1340/2010_SP/ENG_1340-AA06/Attendance.js. The page title is 'Attendance - Weekly View'. The main content area displays a table of student attendance for the week of Sunday 4/18 to Saturday 4/24.

Name	Tardy	Present	Program	Tuesday 4/20	Thursday 4/22
Beltran, Anthony J	0	21/25 (84%)	106/118 (90%)	Present	Present
Counts Jr, Jeffery B	2	24/25 (96%)	24/25 (96%)	Present	Present
Cunningham, Kristen B	4	24/25 (96%)	105/192 (96%)	Present	Present
Davis, Cheryl L	1	22/25 (88%)	62/67 (93%)	Present	Present
Fortner, Angela D	1	22/25 (88%)	55/62 (89%)	Present	Present
Hall, Rebecca E	0	22/25 (88%)	171/181 (94%)	Absent (Unexcused)	Present
Hill, Cordans B	0	22/25 (88%)	132/141 (94%)	Present	Present
Joman, Joshua M	0	23/25 (92%)	135/147 (92%)	Present	Present
Kruus, Kelly A	0	20/25 (80%)	252/272 (93%)	Absent (Unexcused)	Present
Lloyd, Rebekah M	0	23/25 (92%)	94/97 (97%)	Present	Present
Marler, Dylan T	1	25/25 (100%)	143/147 (97%)	Present	Present
McCormick, Cassandra M	0	22/25 (88%)	58/61 (95%)	Present	Absent (Unexcused)

Navigation Links

Add a Session

- The *Add a Session* link allows you to add custom sessions to the *Add/Edit a Session* screen.
- For example, if you schedule a review, field trip, program, etc. that is not included in the official course schedule, you would define this custom session on the *Add/Edit a Session* screen.



The screenshot shows a web browser window displaying a course management system. The page title is 'EDU 2040 AA01 - Foundations Of Educ - Attendance'. The main content area is titled 'Attendance' and features a calendar for April 2010 and a table of 'Most Recent Session' records. A yellow arrow points to the 'Add a Session' link located below the calendar.

< April 2010 >						
S	M	T	W	T	F	S
28	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	1

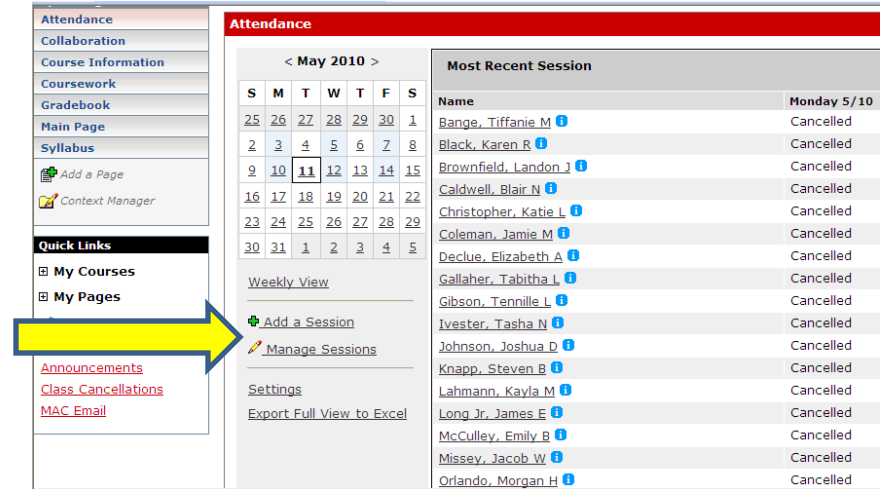
Name	Monday 4/5
Arcand, Robert D.	Present
Bonham, Dylan James	Present
Bowyer, Bradley A.	Present
Dorsey, Debra E.	Present
Ferwick, Crystal M.	Present
Fowler, Mary L.	Present
Lenz, Leslie E.	Present

Navigation Links

Add a Session

1. From the *Attendance* screen, open *Add/Edit a Session* in one of the following ways:

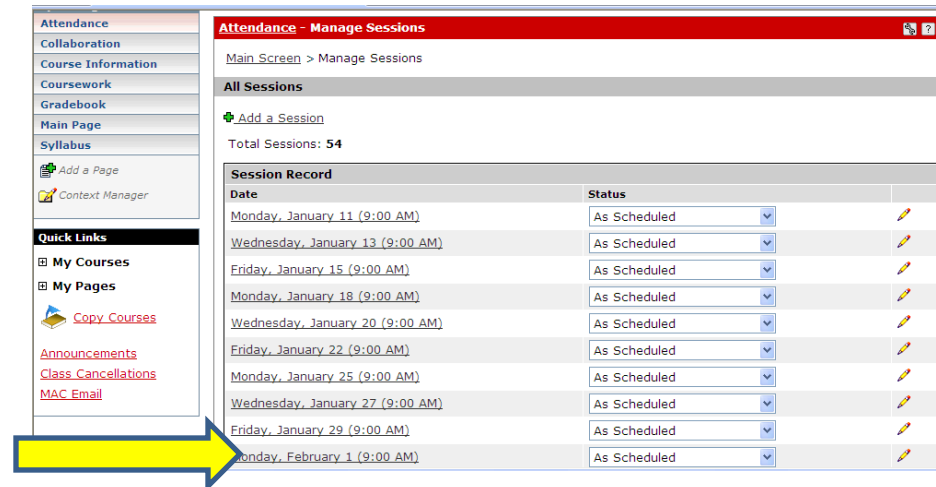
- Click the *Add a Session* link.
- Click the *Manage Sessions* link & then click the *Add a Session* link.
- Click the day on the Calendar.



The screenshot shows the 'Attendance' screen. On the left is a navigation menu with 'Attendance' selected. Below it are 'Quick Links' including 'My Courses' and 'My Pages'. A yellow arrow points to the 'Add a Session' link in the main content area. The main content area also features a calendar for May 2010 and a 'Most Recent Session' table.

< May 2010 >						
S	M	T	W	T	F	S
25	26	27	28	29	30	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

Most Recent Session	
Name	Monday 5/10
Bange, Tiffanie M	Cancelled
Black, Karen R	Cancelled
Brownfield, Landon J	Cancelled
Caldwell, Blair N	Cancelled
Christopher, Katie L	Cancelled
Coleman, Jamie M	Cancelled
Declue, Elizabeth A	Cancelled
Gallaher, Tabitha L	Cancelled
Gibson, Tennille L	Cancelled
Ivester, Tasha N	Cancelled
Johnson, Joshua D	Cancelled
Knapp, Steven B	Cancelled
Lahmann, Kayla M	Cancelled
Long Jr, James E	Cancelled
McCulley, Emily B	Cancelled
Missey, Jacob W	Cancelled
Orlando, Morgan H	Cancelled



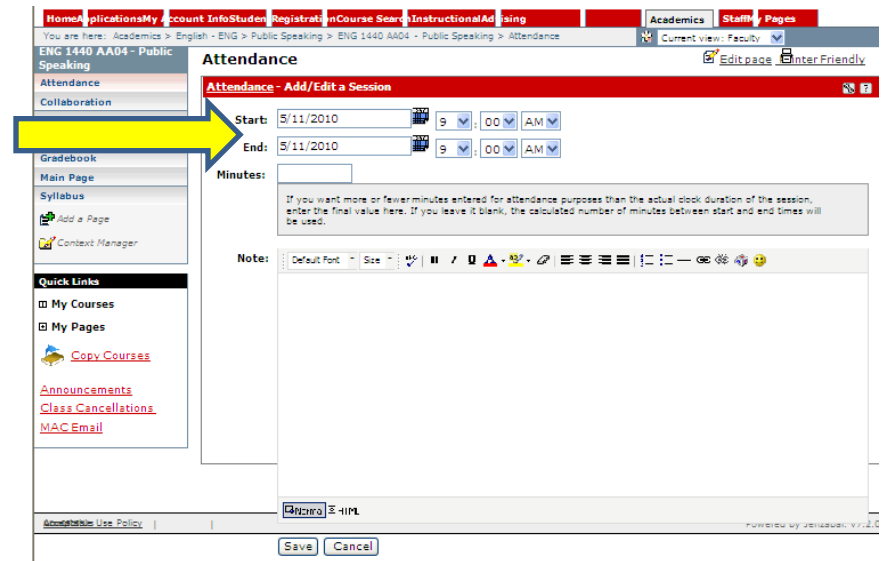
The screenshot shows the 'Attendance - Manage Sessions' screen. On the left is the same navigation menu as in the previous screenshot. A yellow arrow points to the 'Add a Session' link in the main content area. The main content area displays 'All Sessions' and a 'Session Record' table.

Date	Status
Monday, January 11 (9:00 AM)	As Scheduled
Wednesday, January 13 (9:00 AM)	As Scheduled
Friday, January 15 (9:00 AM)	As Scheduled
Monday, January 18 (9:00 AM)	As Scheduled
Wednesday, January 20 (9:00 AM)	As Scheduled
Friday, January 22 (9:00 AM)	As Scheduled
Monday, January 25 (9:00 AM)	As Scheduled
Wednesday, January 27 (9:00 AM)	As Scheduled
Friday, January 29 (9:00 AM)	As Scheduled
Monday, February 1 (9:00 AM)	As Scheduled

Navigation Links

Add a Session

2. Select the appropriate Start date from the calendar & time of the session from the drop-downs.
3. Select the appropriate End date from the calendar & time of the session from the drop-downs.



The screenshot shows a web application interface for adding a session. The page title is "Attendance - Add/Edit a Session". The interface includes a navigation menu on the left with links for "Home", "Applications", "My Account", "Info", "Student", "Registration", "Course Search", "Instructional", and "Assessing". The main content area contains a form for adding a session. The form has fields for "Start" and "End" dates and times, both set to 5/11/2010 at 9:00 AM. There is a "Minutes" field and a "Note" field. A yellow arrow points to the "Add a Page" link in the left sidebar.

Attendance - Add/Edit a Session

Start: 5/11/2010 9:00 AM

End: 5/11/2010 9:00 AM

Minutes:

Note:

Save Cancel

Navigation Links

Add a Session

4. If you selected the *By Minutes* check box as the *Attendance Method* on the *Notification & Attendance Method* screen, a *Minutes* field displays. This field is used to enter more or fewer minutes than the actual clock duration selected in the start & end dates & times. In other words, the value entered in this field overrides the actual clock duration.

Navigation Links

Add a Session

5. Enter a note, if desired, in the *Note* field & click *Save*.

The screenshot shows a web application interface for adding or editing an attendance session. The page title is "Attendance - Add/Edit a Session". The form contains the following fields:

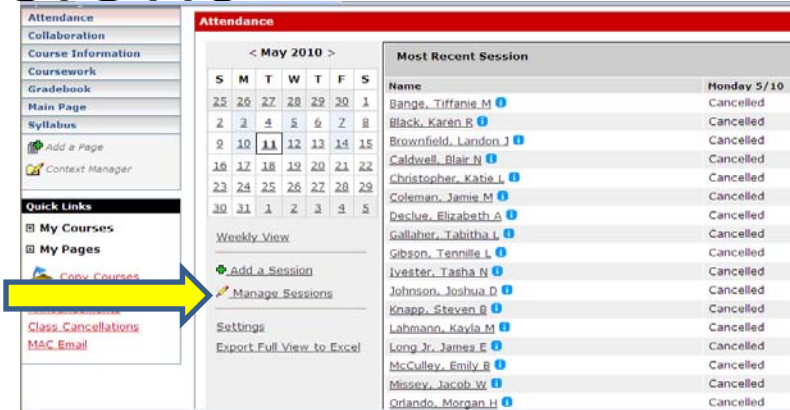
- Start:** 5/11/2010 9:00 AM
- End:** 5/11/2010 9:00 AM
- Minutes:** (empty text box)
- Note:** A rich text editor with a toolbar and a large text area.

At the bottom of the form, there are "Save" and "Cancel" buttons. A yellow arrow points from the "Note" field to the "Save" button. Another yellow arrow points from the "Quick Links" section on the left to the "Note" field.

Navigation Links

Edit Sessions

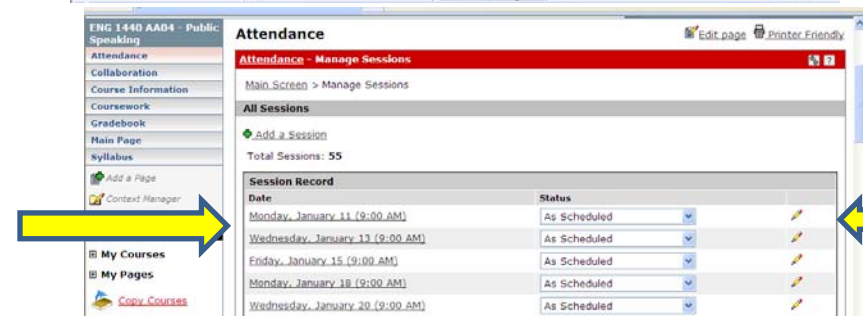
1. From the *Attendance* screen, click the *Manage Sessions* link.
2. The *Manage Sessions* screen displays.
3. Locate the session you want to edit, and click its *Edit* icon at the far right of the screen.
4. All fields are editable. Edit as necessary.
5. Click the *Save* button.



The screenshot shows the 'Attendance' page with a sidebar on the left containing navigation links like 'Attendance', 'Collaboration', and 'Course Information'. The main content area features a calendar for May 2010 and a 'Most Recent Session' table. A yellow arrow points from the 'Manage Sessions' link in the sidebar to the 'Manage Sessions' link in the main content area.

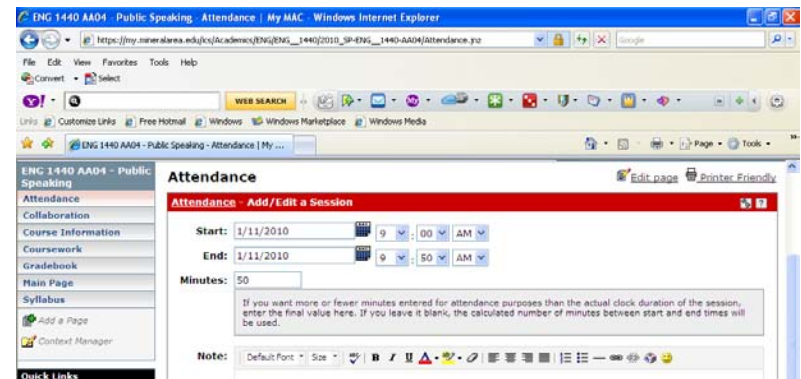
< May 2010 >						
S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Name	Monday 5/10
Bange, Tiffanie M	Cancelled
Black, Karen F	Cancelled
Brownfield, Landon J	Cancelled
Caldwell, Blair N	Cancelled
Christopher, Katie L	Cancelled
Coleman, Jamie M	Cancelled
DeClue, Elizabeth A	Cancelled
Gallagher, Tabitha L	Cancelled
Gibson, Tennille L	Cancelled
Ivester, Tasha N	Cancelled
Johnson, Joshua D	Cancelled
Knapp, Steven B	Cancelled
Lahmann, Kayla M	Cancelled
Long Jr, James E	Cancelled
McCulley, Emily B	Cancelled
Missey, Jacob W	Cancelled
Orlando, Morgan H	Cancelled



The screenshot shows the 'Attendance - Manage Sessions' page. A yellow arrow points from the 'Manage Sessions' link in the previous screenshot to the 'Manage Sessions' link in the sidebar. Another yellow arrow points from the 'Edit' icon in the 'Session Record' table to the right edge of the screen.

Date	Status
Monday, January 11 (9:00 AM)	As Scheduled
Wednesday, January 13 (9:00 AM)	As Scheduled
Friday, January 15 (9:00 AM)	As Scheduled
Monday, January 18 (9:00 AM)	As Scheduled
Wednesday, January 20 (9:00 AM)	As Scheduled

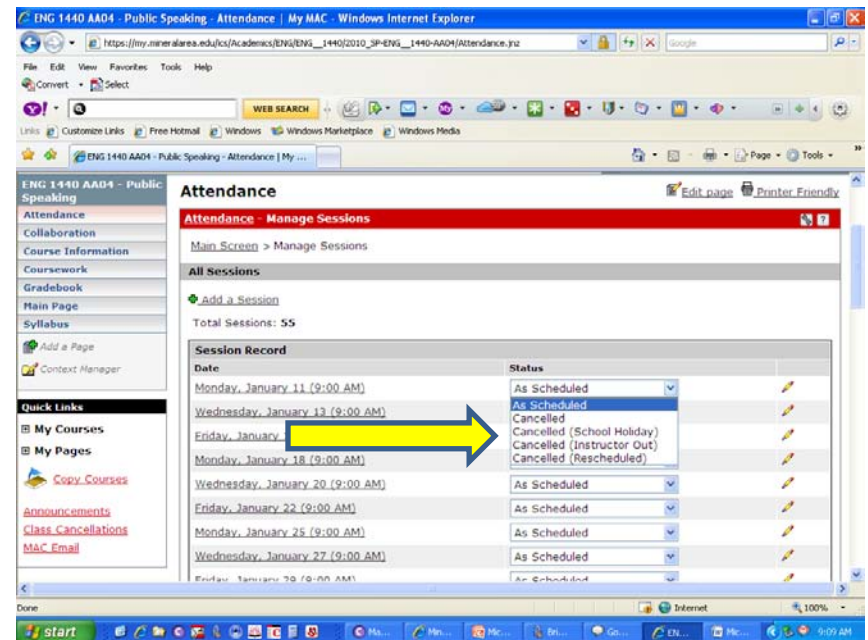


The screenshot shows the 'Attendance - Add/Edit a Session' page. The 'Start' field is set to 1/11/2010 9:00 AM and the 'End' field is set to 1/11/2010 9:50 AM. The 'Minutes' field is set to 50. A note at the bottom states: 'If you want more or fewer minutes entered for attendance purposes than the actual clock duration of the session, enter the final value here. If you leave it blank, the calculated number of minutes between start and end times will be used.'

Navigation Links

Cancel Sessions

1. From the *Attendance* screen, click the *Manage Sessions* link.
2. The *Manage Sessions* screen displays.
3. Locate the session you want to cancel.
4. In the *Status* drop-down beside the session, select the appropriate option: *Cancelled*, *Cancelled (School Holiday)*, *Cancelled (Instructor Out)*, or *Cancelled (Rescheduled)*.



Navigation Links

Cancel Sessions

5. Click the *Save* button.
6. The *View a Session* screen displays the attendance roster. The *Attendance* column is populated with the selected *Cancelled* status.

Navigation Links

Delete Sessions

1. Note: Official sessions cannot be deleted; however, you can delete custom sessions (sessions that you have added).
2. From the *Attendance* screen, click the *Manage Sessions* link.
3. The *Manage Sessions* screen displays.

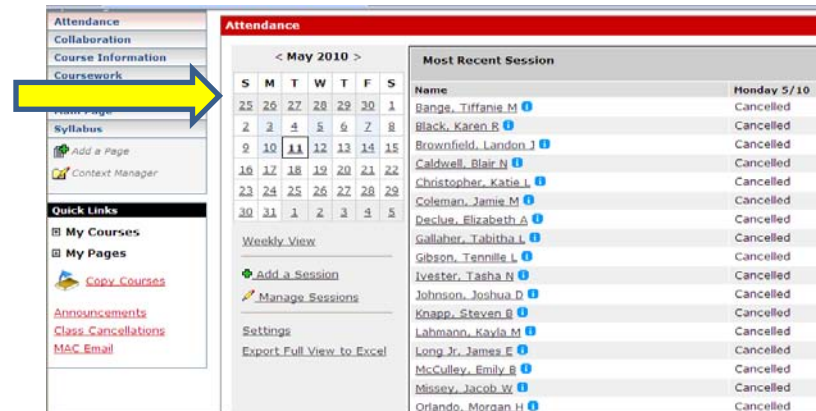
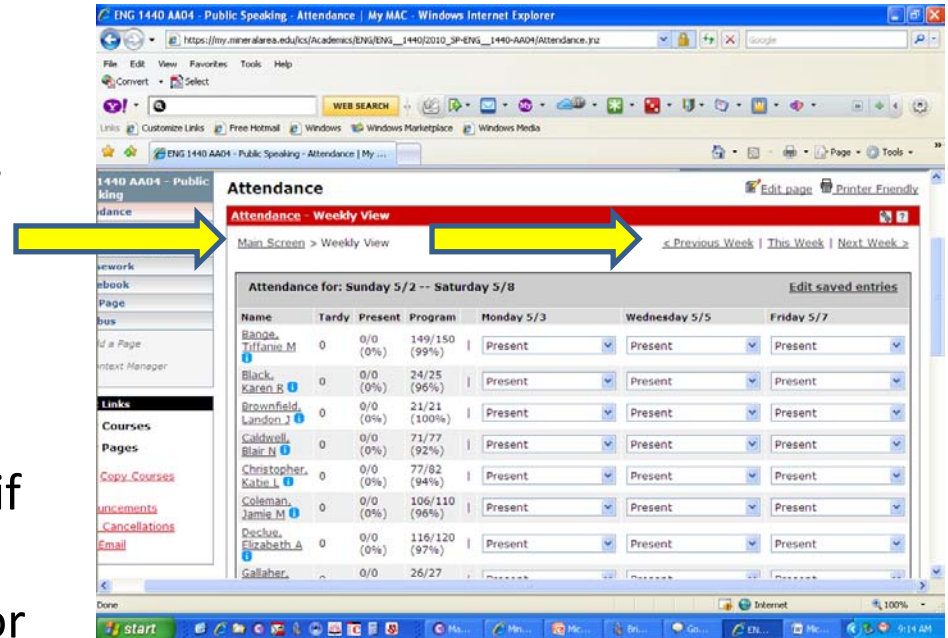
Navigation Links

Delete Sessions

4. Locate the session you want to delete, and click its *Delete* icon at the far right of the screen. (The *Delete* icon is available for custom sessions only.)
5. The following message appears: “Are you sure you want to delete this item?”
6. Click the *OK* button to complete the deletion process.

View Weekly Attendance

- Session attendance can be displayed in a weekly view. Also, you can view current, previous, and future weeks' attendance.
- If attendance has been marked for any sessions for that week, the status (& minutes or hours, if applicable) is displayed; otherwise, fields are available for making session attendance. To edit this week's saved entries, click on the day you wish to change in the Navigation Calendar.



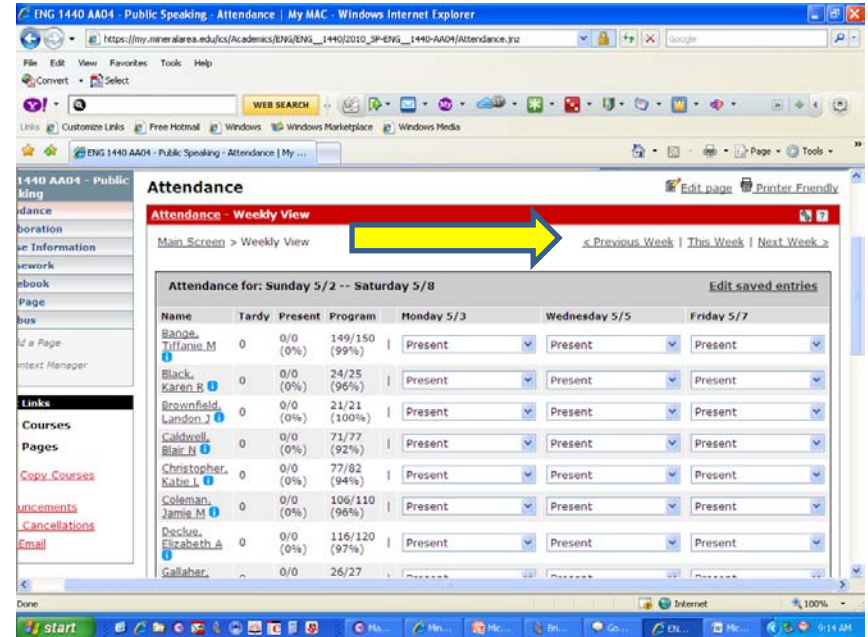
(Current) Weekly View

- On the main *Attendance* screen, click on the *Weekly View* link below the Navigation Calendar to view the current week's session attendance data on the *Weekly View* screen.
- If for some reason, you navigated to other weeks, return to the current week by clicking the *Current Week* link at the top of the *Weekly View* screen.

Attendance for: Sunday 5/2 -- Saturday 5/8						
Name	Tardy	Present	Program	Monday 5/3	Wednesday 5/5	Friday 5/7
BADGE, Triffanie M	0	0/0 (0%)	149/150 (99%)	Present	Present	Present
Black, Karen B	0	0/0 (0%)	24/25 (96%)	Present	Present	Present
Brownfield, Landon J	0	0/0 (0%)	21/21 (100%)	Present	Present	Present
Caldwell, Blair H	0	0/0 (0%)	71/77 (92%)	Present	Present	Present
Christopher, Kabe J	0	0/0 (0%)	77/82 (94%)	Present	Present	Present
Coleman, Jamie M	0	0/0 (0%)	106/110 (96%)	Present	Present	Present
Dockley, Elizabeth A	0	0/0 (0%)	116/120 (97%)	Present	Present	Present
Gallagher, ...	0/0	0/0	26/27	Present	Present	Present

Previous Week View

- On the main *Attendance* screen, click on the *Weekly View* link below the Navigation Calendar to open the *Weekly View* link below the Navigation Calendar to open the *Weekly View* screen.
- On the *Weekly View* screen, click the *Previous Week* link at the top of the screen.

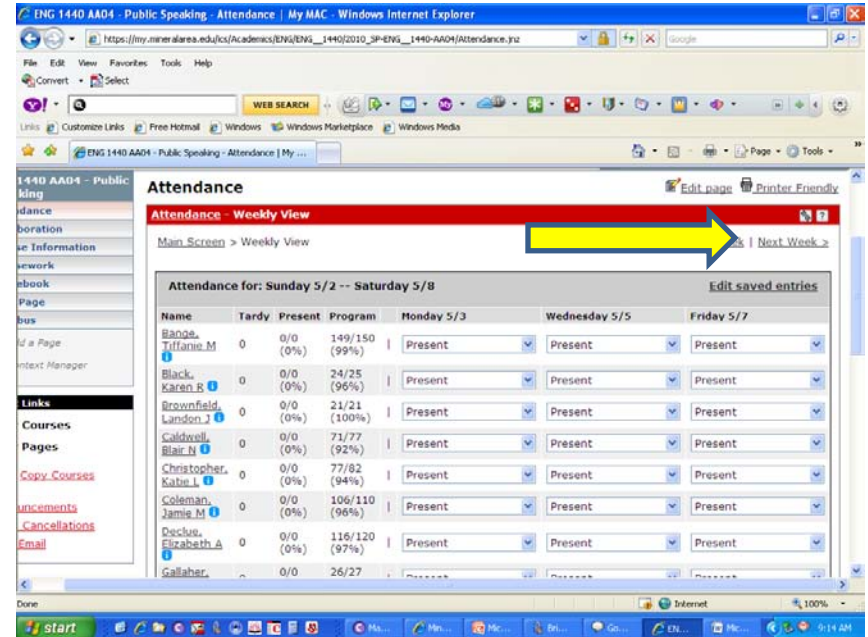


The screenshot shows a web browser window displaying the 'Attendance Weekly View' page. The page title is 'Attendance - Weekly View'. A yellow arrow points to the '< Previous Week' link at the top of the attendance table. The table shows attendance for Sunday 5/2 -- Saturday 5/8. The table has columns for Name, Tardy, Present, Program, Monday 5/3, Wednesday 5/5, and Friday 5/7. The data is as follows:

Name	Tardy	Present	Program	Monday 5/3	Wednesday 5/5	Friday 5/7
Baage, Tiffany M	0	0/0 (0%)	149/150 (99%)	Present	Present	Present
Black, Karen B	0	0/0 (0%)	24/25 (96%)	Present	Present	Present
Brownfield, Landon J	0	0/0 (0%)	21/21 (100%)	Present	Present	Present
Caldwell, Blair N	0	0/0 (0%)	71/77 (92%)	Present	Present	Present
Christopher, Katie L	0	0/0 (0%)	77/82 (94%)	Present	Present	Present
Coleman, Jamie M	0	0/0 (0%)	106/110 (96%)	Present	Present	Present
Declue, Elizabeth A	0	0/0 (0%)	116/120 (97%)	Present	Present	Present
Gallahar, ..	0	0/0 (0%)	26/27	Present	Present	Present

Next Week View

- On the main *Attendance* screen, click on the *Weekly View* link below the Navigation Calendar to open the *Weekly View* link below the Navigation Calendar to open the *Weekly View* screen.
- On the *Weekly View* screen, click the *Next Week* link at the top of the screen.



The screenshot shows a web browser window displaying the 'Attendance - Weekly View' page. The page title is 'Attendance - Weekly View' and the URL is 'https://my.meritarea.edu/cs/Academics/ENG/ENG_1440/2010_3P-ENG_1440-AA04/Attendance.jz'. The page content includes a navigation menu on the left and a main table of attendance data. A yellow arrow points to the 'Next Week >' link at the top right of the main content area.

Name	Tardy	Present	Program	Monday 5/3	Wednesday 5/5	Friday 5/7
Baage, Tiffany M	0	0/0 (0%)	149/150 (99%)	Present	Present	Present
Black, Karen B	0	0/0 (0%)	24/25 (96%)	Present	Present	Present
Brownfield, Landon J	0	0/0 (0%)	21/21 (100%)	Present	Present	Present
Caldwell, Blair N	0	0/0 (0%)	71/77 (92%)	Present	Present	Present
Christopher, Katie L	0	0/0 (0%)	77/82 (94%)	Present	Present	Present
Coleman, Jamie M	0	0/0 (0%)	106/110 (96%)	Present	Present	Present
Declue, Elizabeth A	0	0/0 (0%)	116/120 (97%)	Present	Present	Present
Gallahar, ..	0	0/0 (0%)	26/27	Present	Present	Present

Marking Session Attendance

- The following five options are available.
- Note: If you are marking attendance using minutes, the Tardy option is not available.

Status	Font Display	Example
Present	Black, Italic	Present
Absent, Excused	Black, Regular	Absent, Excused
Tardy	Red, Regular	Tardy
Absent, Unexcused	Red, Bold	Absent, Unexcused
Late Start	Maroon, Regular	Late Start

Marking Attendance for Most Recent Session

- Use the *Most Recent Session* table on the main *Attendance* screen to mark attendance for the most recent session:

Name	Friday 5/14	Minutes
Bange, Tiffanie M	Present	50 / 50
Black, Karen R	Present Absent (Excused) Absent (Unexcused) Late Start	50 / 50
Caldwell, Blair N	Present	50 / 50

1. In the *Most Recent Session* table, locate the name of the student for which you want to mark attendance.
2. Select the appropriate attendance option from the drop-down.
3. Enter the number of minutes (if applicable) the student was in class.
4. Click the *Save* button.

Marking Attendance for Other Sessions, by Student

1. From the main *Attendance* screen, click the appropriate student's name in the *Most Recent Session* table.
2. The *View a Student* screen opens & displays all sessions for that student.
3. You can mark attendance and optionally enter minutes for all sessions up to today. No attendance can be marked for future sessions.
4. Click the *Save* button.

The screenshot shows a web browser window with the URL https://my.mheducation.edu/UCS/Academics/ENGL/ENG_1440/2010_SP_ENG_1440-AA04/Attendance.jnz. The page title is "ENG 1440 AA04 - Public Speaking - Attendance | My MAC - Windows Internet Explorer". The main content area shows the "View a Student" screen for Jacob A Sansoucie. The attendance statistics are:

- Total Attendance: 1/1 (100%)
- Absences (Unexcused): 0/1 (0%)
- Absences (Excused): 0/1 (0%)
- Total Missed Sessions: 0/1 (0%)
- Minutes Attended/Total Minutes: 0/50 (0%)

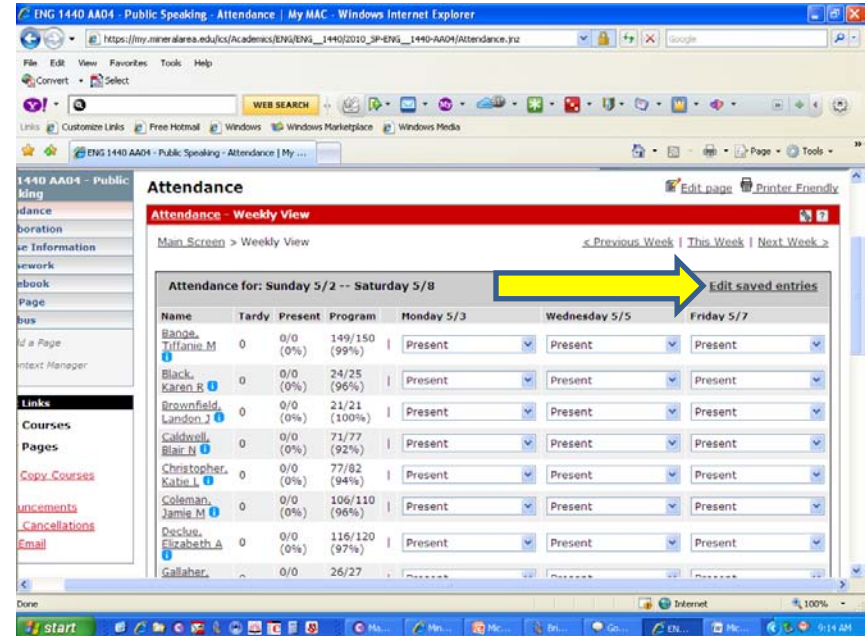
The "Attendance Record" table is as follows:

Date	Attendance	Minutes
Monday, January 11 (9:00 AM)	Present	0/50
Wednesday, January 13 (9:00 AM)	Present	50 /50
Friday, January 15 (9:00 AM)	Absent (Excused)	50 /50
Monday, January 18 (9:00 AM)	Absent (Unexcused) Late Start	50 /50
Wednesday, January 20 (9:00 AM)	Present	50 /50
Friday, January 22 (9:00 AM)	Present	50 /50
Monday, January 25 (9:00 AM)	Present	50 /50
Wednesday, January 27 (9:00 AM)	Present	50 /50

Editing Session Attendance

Most Recent Session

1. From the *Attendance* screen, click the *Edit saved entries* link at the *Most Recent Session* table.
2. All rows for that session are reopened for editing.
3. Edit as necessary.
4. Click the *Save* button.

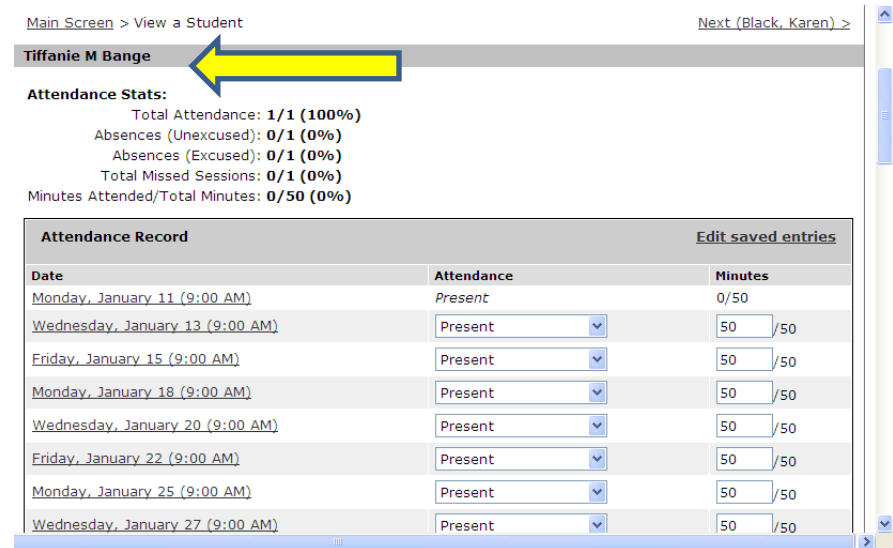
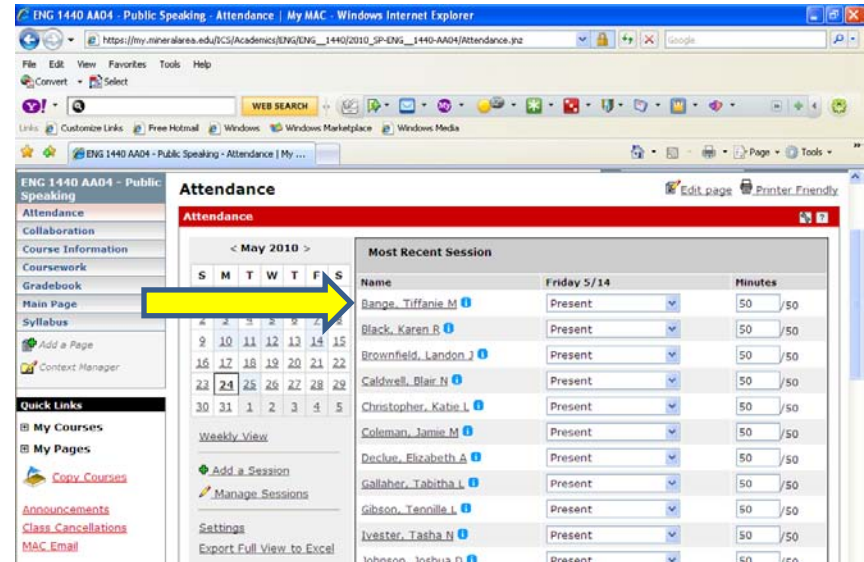


The screenshot shows a web browser window displaying an attendance management interface. The page title is "Attendance" and it is in "Weekly View" mode. A table titled "Attendance for: Sunday 5/2 -- Saturday 5/8" is visible. The table has columns for "Name", "Tardy", "Present", "Program", and three days: "Monday 5/3", "Wednesday 5/5", and "Friday 5/7". A yellow arrow points to the "Edit saved entries" link located at the top right of the table.

Name	Tardy	Present	Program	Monday 5/3	Wednesday 5/5	Friday 5/7
Range, Tiffany M	0	0/0 (0%)	149/150 (99%)	Present	Present	Present
Black, Karen B	0	0/0 (0%)	24/25 (96%)	Present	Present	Present
Brownfield, Landon J	0	0/0 (0%)	21/21 (100%)	Present	Present	Present
Caldwell, Blair H	0	0/0 (0%)	71/77 (92%)	Present	Present	Present
Christopher, Katie L	0	0/0 (0%)	77/82 (94%)	Present	Present	Present
Coleman, Jamie M	0	0/0 (0%)	106/110 (96%)	Present	Present	Present
DeClus, Elizabeth A	0	0/0 (0%)	116/120 (97%)	Present	Present	Present
Gallagher, ~	0	0/0 (0%)	26/27	Present	Present	Present

View/Mark/Edit Individual Student Attendance

1. From the *Attendance* screen, click the name of the student whose attendance you want to view, mark, or edit in the *Most Recent Session* table.
2. The *View a Student* screen opens & displays attendance statistics & attendance for all sessions for the student. Attendance for sessions with a status of *Future Date* & *Cancelled* cannot be marked/edited.



View/Mark/Edit

Individual Student Attendance

3. For those sessions for which attendance has not been marked, mark attendance by selecting the appropriate status from the *Attendance* drop-down. The default for the drop-down is *Select One*.
4. To edit attendance for those sessions for which attendance has been marked, click the *Edit saved entries* link, which reopens the *Attendance* column for editing.

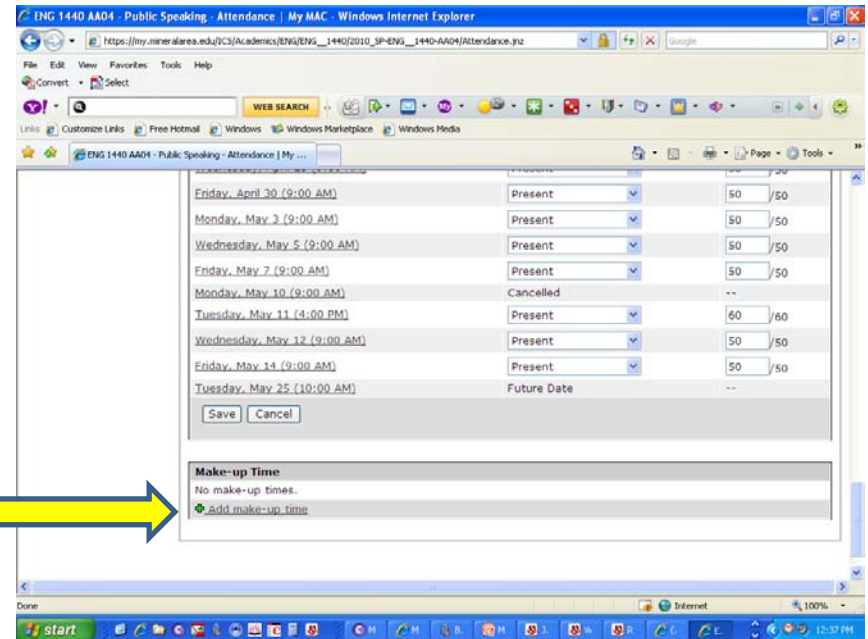
View/Mark/Edit

Individual Student Attendance

5. If you are using *Minutes*, you can Add make-up times for individuals by using that option at the bottom of the *View a Student* screen.
6. Click the *Save* button.

View/Mark/Edit Add Make-up Time

1. From any linked student name, click the name link.
2. In the *Make-Up Time* table, click the *Add make-up time* link.
3. Enter or select from the calendar the *Start* date for the make-up time.
4. Select the *Start* times from the drop-downs.



View/Mark/Edit

Add Make-up Time

5. Click the *Save* button.
6. The make-up time appears in the *Make-Up Time* table for the student.
7. Make-up time can be edited & deleted by clicking the appropriate icon beside the make-up session.