



SUPPORTNET

SOUTHEAST'S STUDENT SUCCESS NETWORK



Record Attendance

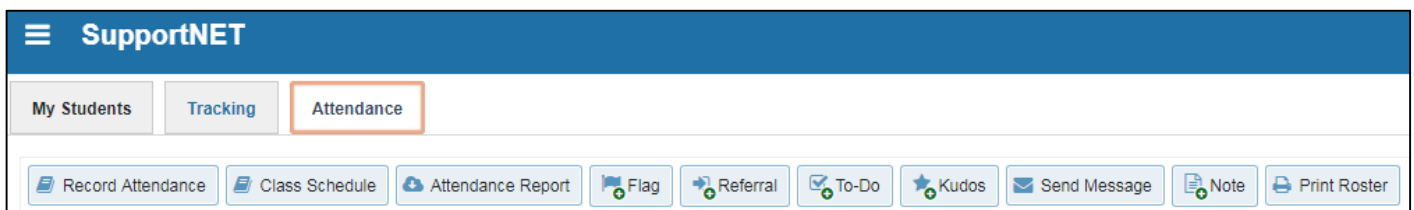
With SupportNET, you are able to record Attendance. The Attendance tab is displayed within the Students section of SupportNET. Additionally, the Record Attendance button will appear on your Home page if you are a faculty or TA with active course sections. The general steps are:

Quick Instructions:

1. Click the **Record Attendance** button.
2. Select a section.
3. Select a meeting time.
4. Record or edit attendance.
5. Review attendance data as needed.

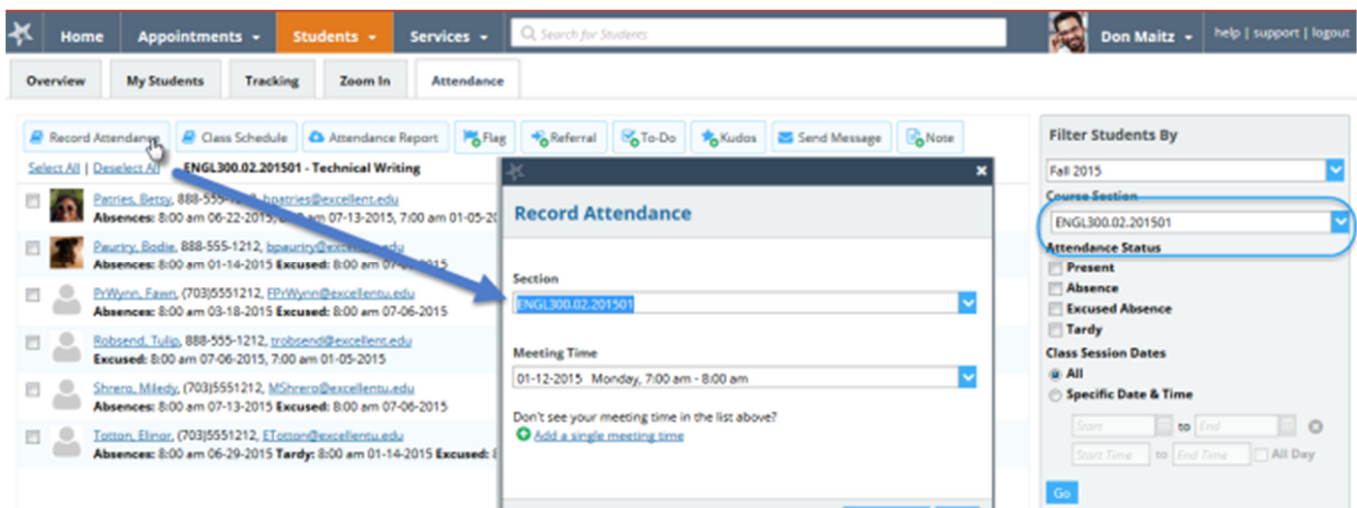
Detailed Instructions:

1. Select the Record Attendance Button



2. Select a Section

In the Record Attendance tool, first select the **Section** and the **Meeting Time** of the class session for which you want to record attendance. Select a **section** from the drop-down list presented.





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- Next Search for the students that should be marked as Absent or Tardy using the search field or by scrolling down through your class roster.

The screenshot shows the 'Record Attendance' interface for a class. The section is 'Microbiology II (SCI-BIOL202-601-201503)' and the meeting time is '08-10-2015 from 9:10 am - 10:15 am'. The interface is divided into 'Students' and 'Attendance' sections. The 'Students' section has a search field and a table with columns for 'Present', 'Absent', 'Excused', and 'Tardy'. The 'Attendance' section shows 'All students are present'. At the bottom right, there are buttons for 'Never Mind', 'Back', and 'Save'.

Students	Present	Absent	Excused	Tardy
Husker, Herbie thusker@school.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Messi, Lionel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Olivas, Alex Alex.Olivas@starfishcollege.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ramapo, Mary Mary.Ramapo@starfishcollege.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Umsl, Wayne Wayne.Umsl@starfishcollege.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- If all of your students attended class on the selected date, simply select the **Save** button to mark all of your students as present. If any students were late or not present, select the appropriate status for each of the students. Available options are: Present, Absent, Excused (for excused absences) and Tardy.
- When all students are marked with appropriate status, select the **Save** button to submit.