

Job Aid – Administrative View for Attendance Rosters 10/08/2020

ATTENDANCE ROSTERS

Attendance rosters will be generated each term at the beginning of the session. They may be viewed by a specific class or viewed by a specific student.

Note: Attendance Rosters are not generated for ONLINE CLASSES.

NAVIGATION

Curriculum Management > Attendance Roster > Attendance Roster by Class

1. Enter the appropriate term and class information.

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Attendance Roster](#) > [Attendance Roster By Class](#)

Attendance Roster by Class

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Academic Institution	=	▼	<input type="text" value="LSC01"/>	<input type="button" value="🔍"/>
Term	=	▼	<input type="text" value="1208"/>	<input type="button" value="🔍"/>
Subject Area	=	▼	<input type="text" value="math"/>	<input type="button" value="🔍"/>
Catalog Nbr	begins with	▼	<input type="text" value="0314"/>	
Academic Career	=	▼	<input type="text"/>	
Campus	begins with	▼	<input type="text"/>	<input type="button" value="🔍"/>
Session	=	▼	<input type="text"/>	
Class Nbr	=	▼	<input type="text"/>	
Class Section	begins with	▼	<input type="text"/>	
Description	begins with	▼	<input type="text"/>	
Course ID	begins with	▼	<input type="text"/>	<input type="button" value="🔍"/>
Course Offering Nbr	=	▼	<input type="text"/>	<input type="button" value="🔍"/>

Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

- Click 'View' for the appropriate day's attendance.

Attendance Roster By Class

Course ID 019714 Term 2020 Fall
 Course Name NCBO for College Algebra Session Regular
 Subject / Catalog# MATH 0314 Institution Lone Star College System
 Class Nbr Instructor
 Class Section

Attendance From Date 08/24/2020
 Attendance To Date 12/13/2020

Report Manager

Create Attendance Update Attendance/All Students Update Attendance/Active Only

Student Attendance Roster Personalize | Find | View All | First | 1-5 of 15 | Last

	Print	View	Template Nbr	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override
1	Print	View	1	Class Meeting	10/19/2020	1:30PM	2:55PM	85	<input type="checkbox"/>
2	Print	View	2	Class Meeting	10/21/2020	1:30PM	2:55PM	85	<input type="checkbox"/>
3	Print	View	3	Class Meeting	10/26/2020	1:30PM	2:55PM	85	<input type="checkbox"/>

Click on 'View' to record attendance for a particular day

- Recorded attendance shown for each student.

Template Nbr 1 Attendance Type Meeting Attendance Date 10/19/2020

Student Attendance Roster Personalize | Find | View 5 | First | 1-25 of 25 | Last

* Student ID	Name	* Academic Career	Present	Tardy	Left Early	Reason	From Time	* To Time	Contact Minutes
7430...	Ahsan	Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sick			
77160	Anderson	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:30PM	2:55PM	85
7714	Coonrod,	Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jury Duty			
7687	Crawford, J	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:30PM	2:55PM	85
7332	Diaz,	Credit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other	1:30PM	2:55PM	85
7707	Flourno;	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:30PM	2:55PM	85
746	Fulton, J	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:30PM	2:55PM	85
761	Garza, J	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:30PM	2:55PM	85
1130	Gonzales, J	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:30PM	2:55PM	85

All attendance shown if recorded

- The page can be printed by clicking on the 'Print.' Button. Afterwards click on the 'Report Manager' link to refresh the screen and view the PDF.

Attendance From Date 08/24/2020 Attendance To Date 12/13/2020

Report Manager *Click here after clicking on Print*

Create Attendance Update Attendance/All Students Update Attendance/Active Only

Student Attendance Roster Personalize | Find | View All | First | 1-5 of 15 | Last

	Print	View	Template Nbr	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override
1	Print	View	1	Class Meeting	10/19/2020	1:30PM	2:55PM	85	<input type="checkbox"/>
2	Print	View	2	Class Meeting	10/21/2020	1:30PM	2:55PM	85	<input type="checkbox"/>
3	Print	View	3	Class Meeting	10/26/2020	1:30PM	2:55PM	85	<input type="checkbox"/>
4	Print	View	4	Class Meeting	10/28/2020	1:30PM	2:55PM	85	<input type="checkbox"/>
5	Print	View	5	Class Meeting	11/02/2020	1:30PM	2:55PM	85	<input type="checkbox"/>

Save Return to Search Notify Refresh

5. Report Manager:

Administration

View Reports For


User ID Type Last 1 Days Refresh

Status Folder Instance to

Report List Personalize | Find | View All | | | First 1-2 of 2 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	16108894	25164607	LSC_SR800CA - LSC_SR800CA.pdf	09/30/2020 4:46:09PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	16108888	25164604	LSC_SR800CA - LSC_SR800CA.pdf	09/30/2020 4:04:44PM	Acrobat (*.pdf)	Posted	Details

PDF:



LSCS Class Attendance Roster

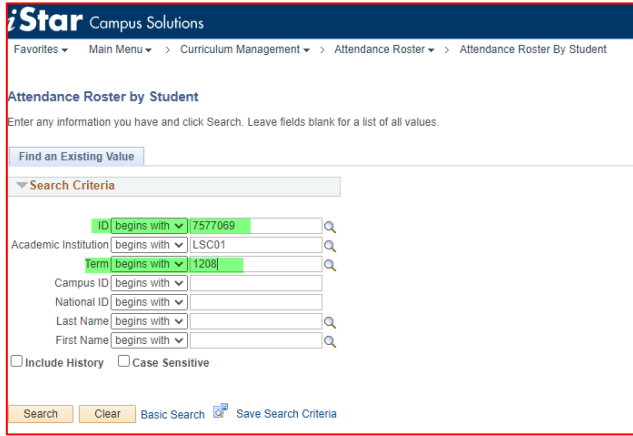
Report Generated: 9/30/2020 16:46:09 PM

MATH 019714	0314	NCBO for College Algebra	Lone Star College System 2020 Fall Regular
Attendance Date: 10/19/2020			

Name	ID	Career	Present	Tardy	Left Early	Reason	From Time	To Time	Minutes
1. Ahsan,	743	Credit				Sick		14:55	0
2. Anderson,	77	Credit	X				13:30	14:55	85
3. Coonrod,S	771	Credit				Jury Duty		14:55	0
4. Crawford,I	768	Credit	X				13:30	14:55	85

Curriculum Management > Attendance Roster > Attendance Roster by Student

1. Enter the appropriate term and student ID or name to search for the student.



iStar Campus Solutions

Favorites > Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Student

Attendance Roster by Student

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID begins with 7577069

Academic Institution begins with LSC01

Term begins with 1208

Campus ID begins with

National ID begins with

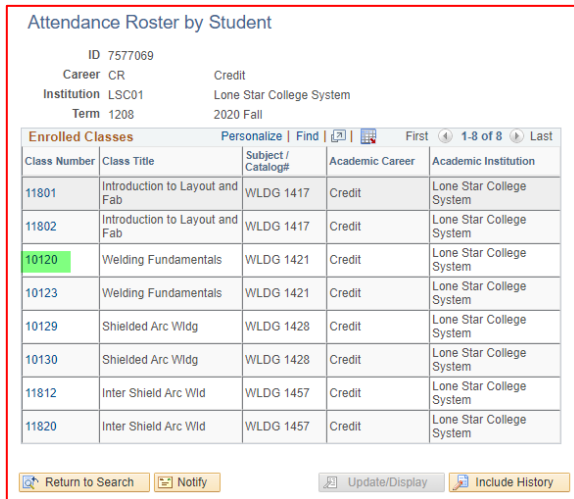
Last Name begins with

First Name begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

2. The list will show all classes the student is enrolled in. Choose the appropriate class to show attendance.



Attendance Roster by Student

ID 7577069
 Career CR Credit
 Institution LSC01 Lone Star College System
 Term 1208 2020 Fall

Enrolled Classes		Personalize	Find	First	1-8 of 8	Last
Class Number	Class Title	Subject / Catalog#	Academic Career	Academic Institution		
11801	Introduction to Layout and Fab	WLDG 1417	Credit	Lone Star College System		
11802	Introduction to Layout and Fab	WLDG 1417	Credit	Lone Star College System		
10120	Welding Fundamentals	WLDG 1421	Credit	Lone Star College System		
10123	Welding Fundamentals	WLDG 1421	Credit	Lone Star College System		
10129	Shielded Arc Wldg	WLDG 1428	Credit	Lone Star College System		
10130	Shielded Arc Wldg	WLDG 1428	Credit	Lone Star College System		
11812	Inter Shield Arc Wld	WLDG 1457	Credit	Lone Star College System		
11820	Inter Shield Arc Wld	WLDG 1457	Credit	Lone Star College System		

Return to Search Notify Update/Display Include History

3. Then it shows attendance for each day. **However, remember that attendance automatically shows present unless verified by the faculty member.** Please use the AIR report to verify attendance that faculty entered. Here are a few examples showing student was marked absent.



OFFICE OF STUDENT SUCCESS & COMPLETION

Class Nbr 10120 Welding Fundamentals Section CH01
 WLDG Catalog 1421 Component: Lecture
 Academic Group: Lone Star College-Montgomery Session 8 8W1
 Status/ Reason: Enrolled / Enrolled Status Date 08/18/2020

This shows the student was absent on 10/5

Attendance Date	Type	Description	Present	Tardy	Left Early	Reason	From Time	To Time	Contact Minutes	Template Nbr
08/24/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	1
08/25/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	2
08/26/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	3
08/27/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	4
08/31/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	5
09/01/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	
09/02/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	
09/03/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	
09/08/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	
09/09/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	
09/10/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	
09/14/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	
09/15/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	
09/16/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	
09/17/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	
09/21/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	
09/22/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	
09/23/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	
09/24/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	
09/28/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	
09/29/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	
09/30/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	
10/01/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	
10/05/2020	MTG	Class Meeting				Sick				
10/06/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	
10/07/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	
10/08/2020	MTG	Class Meeting	✓				6:45AM	7:45AM	60	

Student Attendance Roster

Galilea Perates 7577069
 Term: 2020 Fall Career: Credit Institution: Lone Star College System

Class Nbr 10123 Welding Fundamentals Section CH02
 WLDG Catalog 1421 Component: Laboratory
 Academic Group: Lone Star College-Montgomery Session 8 8W1
 Status/ Reason: Enrolled / Enrolled Status Date 08/18/2020

This shows the student was absent on 10/6 and 10/7,

Attendance Date	Type	Description	Present	Tardy	Left Early	Reason	From Time	To Time	Contact Minutes	Template Nbr
08/24/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	1
08/25/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	2
08/26/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	3
08/27/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	4
08/31/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	5
09/01/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	6
09/02/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	7
09/03/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	8
09/08/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	9
09/09/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	10
09/10/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	11
09/14/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	12
09/15/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	13
09/16/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	14
09/17/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	15
09/21/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	16
09/22/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	17
09/23/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	18
09/24/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	19
09/28/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	20
09/29/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	21
09/30/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	22
10/01/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	23
10/05/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	24
10/06/2020	MTG	Class Meeting				Sick				25
10/07/2020	MTG	Class Meeting				Sick				26
10/08/2020	MTG	Class Meeting	✓				7:50AM	9:15AM	85	27