

Job Aid – Administratively Recording Attendance on the Attendance Rosters

10/08/2020

ATTENDANCE ROSTERS

In accordance with the Return to Buildings 1.5 Confirmed Positive Individual Isolation Protocols, “Instructors should take attendance of all individuals that visit these sessions every time a class meets face to face.”

Attendance rosters will be generated each term at the beginning of the session.

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"/>	<input type="button" value="🔍"/>
Campus begins with	<input type="text"/>	<input type="button" value="🔍"/>
Session =	<input type="text"/>	<input type="button" value="🔍"/>
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](#)

- To record attendance, click 'View' and enter the appropriate information for each student.

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

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

- Fill out appropriate status 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
1 7430	Ahsan	Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sick			
2 77160	Anderson	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:30PM	2:55PM	85
3 7714	Coonrod,	Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jury Duty			
4 7687	Crawford,J	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:30PM	2:55PM	85
5 7332	Diaz,	Credit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other	1:30PM	2:55PM	85
6 7707	Flournoy,	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:30PM	2:55PM	85
7 746	Fulton,J	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:30PM	2:55PM	85
8 761	Garza,	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:30PM	2:55PM	85
9 1130	Gonzales,J	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:30PM	2:55PM	85

Each student is automatically shown as 'Present.' Change status

- Click on 'Verify' and then 'Save and Return' at the bottom of the page when complete. IT MUST BE VERIFIED, or the page will not save.

Template Nbr 25 Attendance Type Meeting Attendance Date 10/06/2020

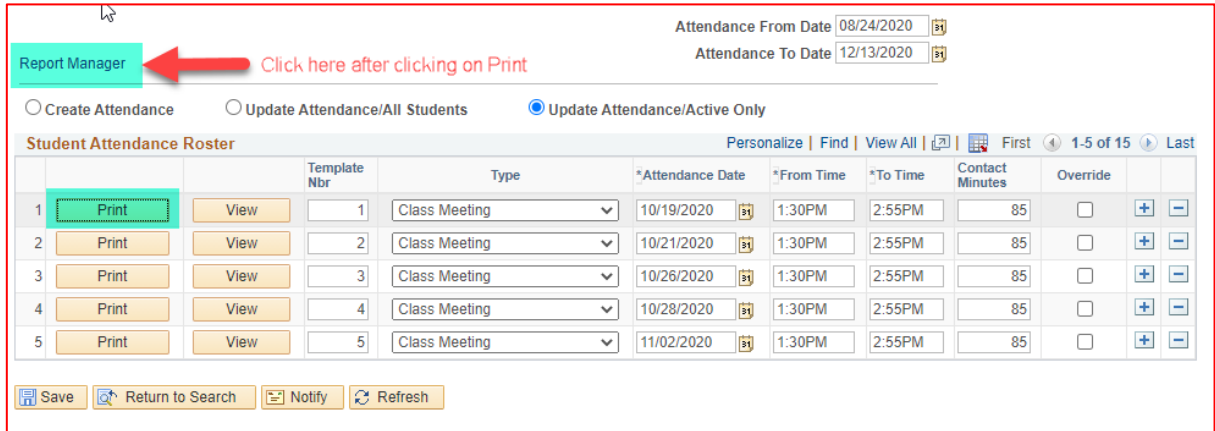
Student Attendance Roster Personalize | Find | View 5 | First | 1-9 of 9 | Last

* Student ID	Name	* Academic Career	Present	Tardy	Left Early	Reason	From Time	* To Time	Contact Minutes
1 750	Mike	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:45AM	7:45AM	60
2 768	Donner Lee	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:45AM	7:45AM	60
3 7700	Edward	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:45AM	7:45AM	60
4 768	Bryan M	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:45AM	7:45AM	60
5 771	Nicole	Credit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		6:45AM	7:45AM	60
6 75	Gallea	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:45AM	7:45AM	60
7 0411	Justin E	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:45AM	7:45AM	60
8 770	David	Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sick			
9 761	Cole	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:45AM	7:45AM	60

Verified

By clicking on the verified checkbox and saving you are affirming that you verified the roster.

5. 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.



Report Manager ← Click here after clicking on Print

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

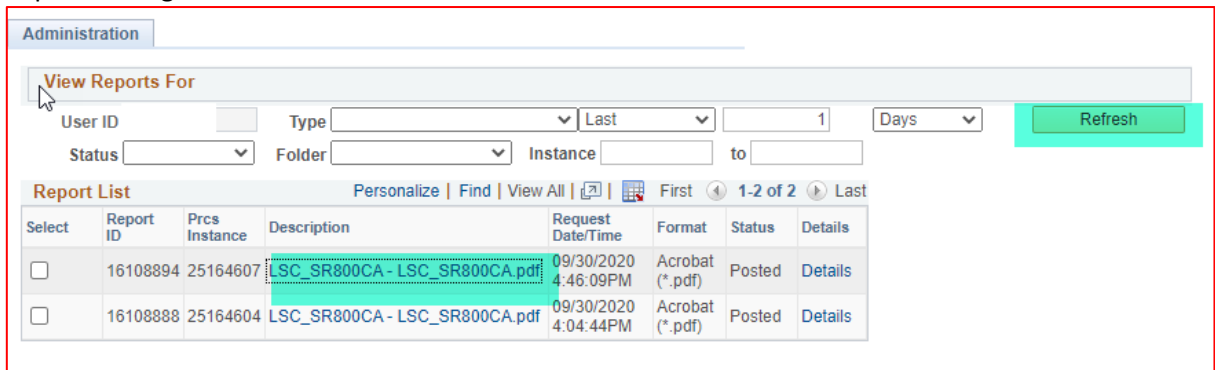
Create Attendance Update Attendance/All Students Update Attendance/Active Only

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

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

Save | Return to Search | Notify | Refresh

6. Report Manager:



Administration

View Reports For

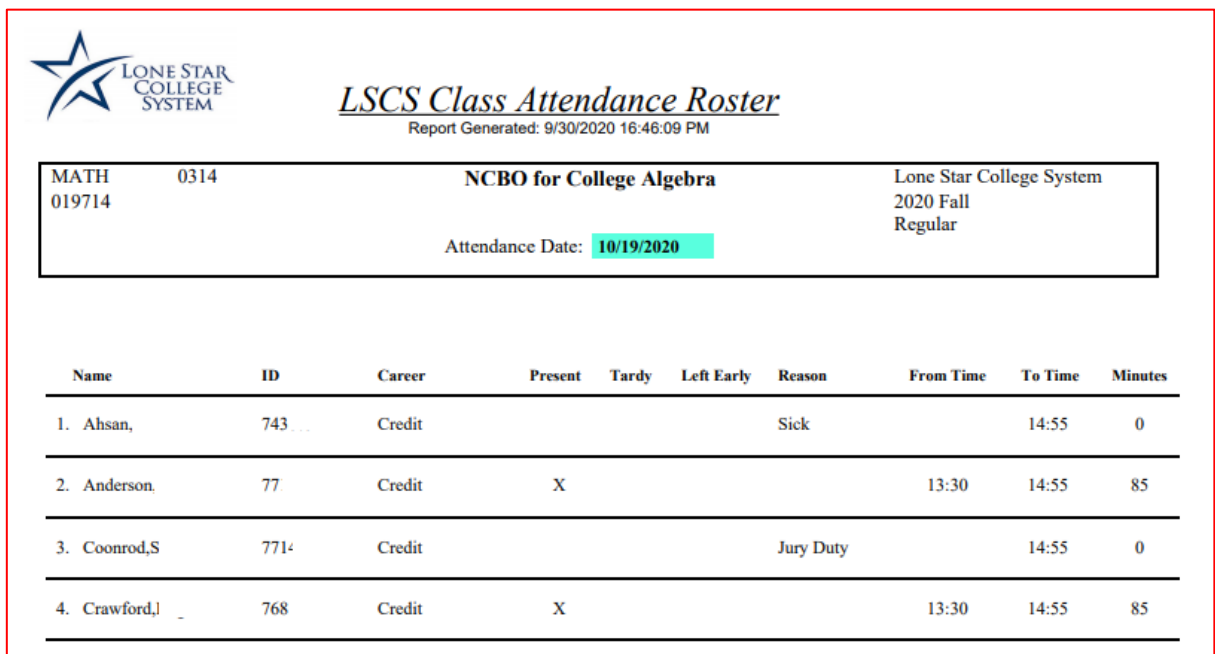
User ID: Type: Last: 1 Days: Refresh

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:



LONE STAR COLLEGE SYSTEM

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,l	768	Credit	X				13:30	14:55	85