

# Job Aid – Faculty 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.”**

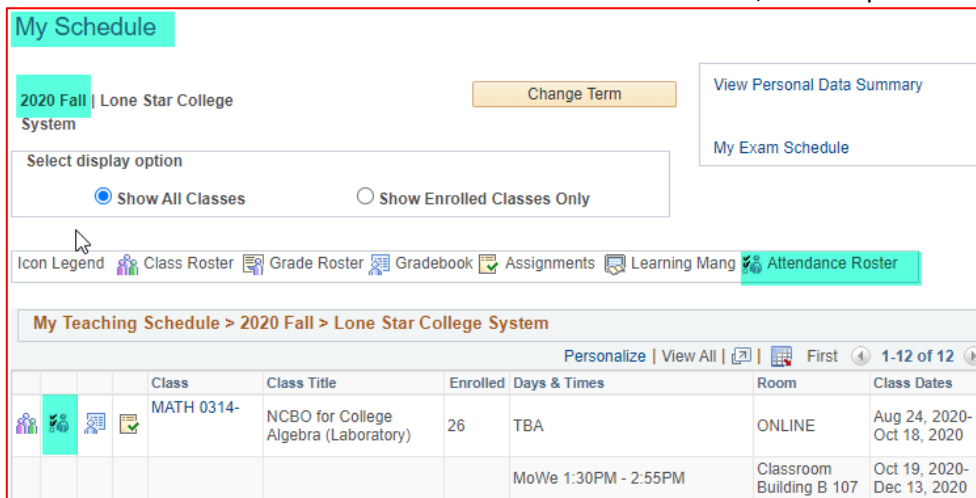
Attendance rosters will be generated each term at the beginning of the session.

**Note: Attendance Rosters are not generated for ONLINE CLASSES.**

## NAVIGATION

Faculty Center > My Schedule > Choose Correct Term

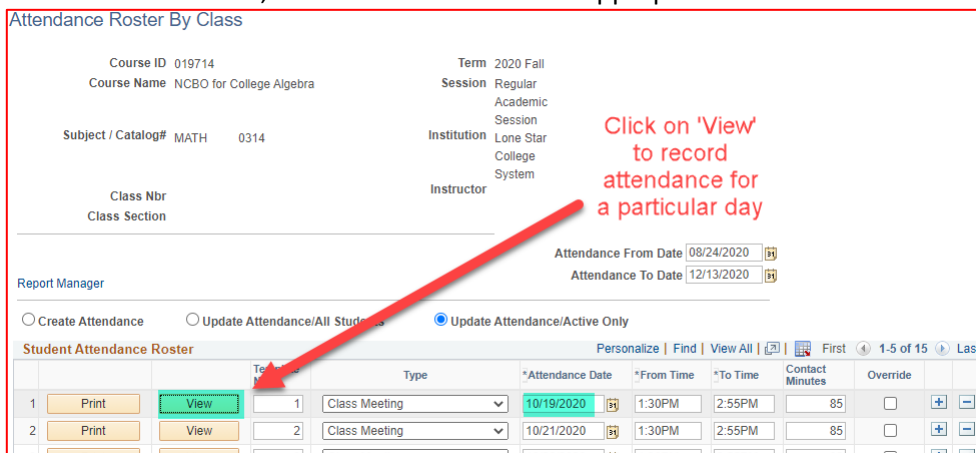
1. Click on the attendance roster icon of the class in which to take, view or print attendance.



The screenshot shows the 'My Schedule' interface. At the top, it displays '2020 Fall | Lone Star College System' with a 'Change Term' button and a 'View Personal Data Summary' link. Below this, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. A navigation bar includes icons for 'Class Roster', 'Grade Roster', 'Gradebook', 'Assignments', 'Learning Mang', and 'Attendance Roster' (highlighted in green). The main section is titled 'My Teaching Schedule > 2020 Fall > Lone Star College System' and contains a table of classes.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
MATH 0314-	NCBO for College Algebra (Laboratory)	26	TBA	ONLINE	Aug 24, 2020- Oct 18, 2020
			MoWe 1:30PM - 2:55PM	Classroom Building B 107	Oct 19, 2020- Dec 13, 2020

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



The screenshot shows the 'Attendance Roster By Class' page. It displays course information: Course ID 019714, Course Name NCBO for College Algebra, Subject / Catalog# MATH 0314, Class Nbr, and Class Section. It also shows Term 2020 Fall, Session Regular Academic Session, Institution Lone Star College System, and Instructor. There are date pickers for 'Attendance From Date' (08/24/2020) and 'Attendance To Date' (12/13/2020). Below this is a 'Report Manager' section with radio buttons for 'Create Attendance', 'Update Attendance/All Students', and 'Update Attendance/Active Only' (selected). The main section is titled 'Student Attendance Roster' and contains a table with columns for 'Print', 'View', 'Attendance Date', 'From Time', 'To Time', 'Contact Minutes', and 'Override'. A red arrow points to the 'View' button in the first row of the table.

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

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

3. 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, I	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	Flournor,	Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1:30PM	2:55PM	85
7 746	Fulton, I	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,	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*

4. 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	Jonner 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
6 751	Sallea	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.

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

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

**6. Report Manager:**

Administration

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**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	<a href="#">Details</a>
<input type="checkbox"/>	16108888	25164604	LSC_SR800CA - LSC_SR800CA.pdf	09/30/2020 4:04:44PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

**PDF:**



### *LSCS Class Attendance Roster*

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

MATH 019714	0314	<b>NCBO for College Algebra</b>	Lone Star College System 2020 Fall Regular
Attendance Date: <span style="background-color: #00b050; color: white; padding: 2px 5px;">10/19/2020</span>			

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