![Lone Star College logo] ![Office of Student Success & Completion]

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."
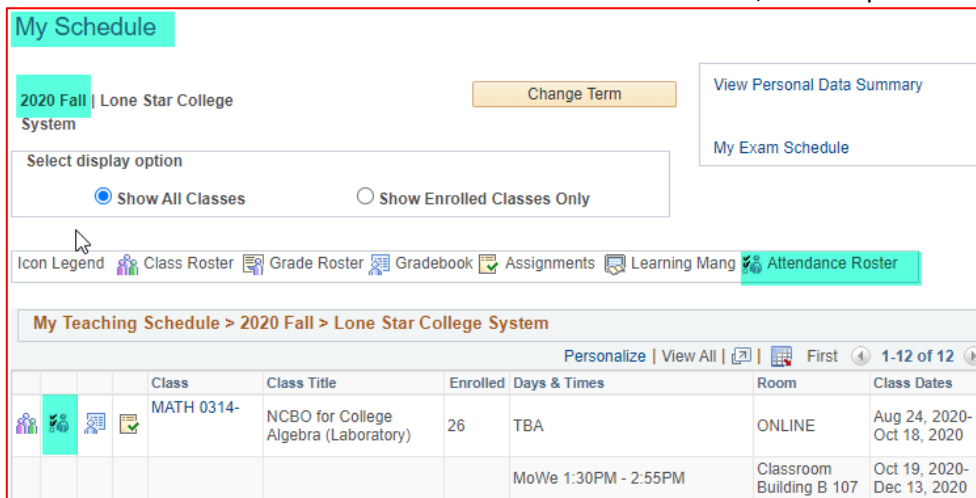Attendance rosters will be generated each term at the beginning of the session.
Note: Attendance Rosters are not generated for ONLINE CLASSES.

NAVIGATION

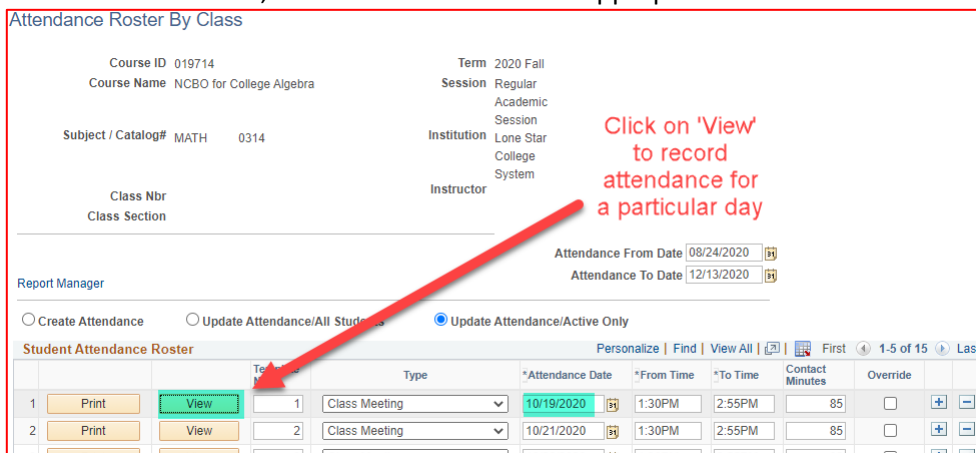**Faculty Center > My Schedule > Choose Correct Term**

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

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

3. Fill out appropriate status for each student.

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.

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.

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
☐	16108894	25164607	LSC_SR800CA - LSC_SR800CA.pdf	09/30/2020 4:46:09PM	Acrobat (*.pdf)	Posted	Details
☐	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 0314			**NCBO for College Algebra**			Lone Star College System 2020 Fall Regular			
019714									

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	7714	Credit				Jury Duty		14:55	0
4. Crawford,l	768	Credit	X				13:30	14:55	85