

Attendance Tracking

1. Sign in to MySam.
2. Click “Attendance Tracking” under the “faculty”

The screenshot displays the MySam portal interface for a faculty member. The top navigation bar includes the Sam Houston State University logo, the user's name (Timothy Roger Smith), and navigation links for Home, Campus Resources, My Account, Registration, Employees, Faculty, and Students. The main content area is divided into several sections:

- Registrar Announcements:** Contains links for important dates for Fall 2014 and Spring 2015.
- Faculty Self Service Links:** A menu with links for Summary Class List (Roster), Detail Class List, Faculty Detail Schedule, Week at a Glance, Final Grades, and **Attendance Tracking** (highlighted with a red arrow).
- Faculty Resources:** Lists various academic and administrative resources like calendars, handbooks, and committees.
- Faculty Dashboard:** Shows no class assignments at the time.
- Banner INB Access:** Provides instructions for logging into Banner INB.
- Lab & Classroom Services:** Offers information about IT@Sam computer labs and classroom services.
- Newton Gresham Library:** Lists library services and provides a chat option.
- SHSU Online Newsletter:** Promotes online academic support services.

Attendance Tracking

3. Click “Take Roll” for relevant section.

MY COURSES									
Term	CRN	Subject	Cour...	Secti...	Title	Schedule	Time	Session	
201540	40318	Mathematics	1410	01	Elementary Functions	S M T W R F S	09 : 00	01	Take Roll
201540	40421	Accounting	5304	01	Accounting For Management	S M T W R F S	18 : 00	01	Take Roll
201540	41258	Psychology	5336	01	Advanced Cognitive Psychology	S M T W R F S	18 : 00	01	Take Roll

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Course Details Getting Started

Attendance Tracking

Use this page to enter attendance information for the students in your courses.

- To begin tracking attendance click the **Take Roll** button and follow the steps below:
 - Double click the circle beside each student that was absent (a negative sign denotes absence for the date)
 - In the bottom right-hand corner click the **Update Empty Records to Present** button. This will mark all students not previously marked absent as present (a green check will appear).

If you have questions, please Email the Registrar Registrar@shsu.edu

Attendance Tracking

4. You can enter student attendance using a variety of methods:

- Toggle students one at a time.
- Mark all students as absent or present all at once, then toggle exceptions.
- Toggle relevant students, then automatically fill in all remaining blanks as either present or absent.
- **The recommended method is to record the absent students, then click the “Update Empty Records to Present” to record everyone else as present.**

Tuesday 6/16	
	<input type="checkbox"/>
	<input type="checkbox"/>
Absent	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
Absent	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Records found: 8

Update Empty Records to Present

Click to mark everyone else present

Attendance **Select a date from the calendar or click on a tab to choose the date of attendance tracking**

Photo	Full Name	ID	Attendance	Tuesday 6/23	Tuesday 6/30	Tuesday 7/7	Tuesday 7/14	Tuesday 7/21
			0%					<input type="radio"/>
			0%					<input type="radio"/>
			0%					<input checked="" type="radio"/>
			0%					<input type="radio"/>
			0%					<input type="radio"/>
			0%					<input type="radio"/>
			0%					<input type="radio"/>
			0%					<input type="radio"/>

Click the circle to toggle a single student

Check mark indicates present

Subtraction symbol indicates absent

Attendance has not been recorded if left blank

Student Details

Status: **Web Registered**
Attendance Percentage: 0%



Present

Hours Attended: Hr Min

Absence

Absence Notified:

Extended Absence...

Use the drop down options to automatically update large quantities of students at once.

The fastest way to record attendance in most situations is to record all absent students and then use the "Update Empty Records to Present" button to record the remaining students as present.

Update Empty Records to Present

- Update Empty Records to Present
- Update Empty Records to Absent
- Mark All Present
- Mark All Absent

Attendance Tracking for Online Courses

When tracking attendance for classes that do not meet with a regular schedule, attendance hours must be entered once by the twelfth class day. This only needs to be done once per semester to verify student participation.

* This also applies to other courses where the meeting time is not established. Thesis, Dissertation, Independent Study, etc.

Attendance Tracking for Online Courses

1. Sign in to MySam.
2. Click “Attendance Tracking” under the “faculty” tab.

The screenshot shows the MySam Faculty Dashboard. At the top, the Sam Houston State University logo is on the left, and the 'My Sam' logo is on the right. Below the logo is a navigation bar with tabs for Home, Campus Resources, My Account, Registration, Employees, Faculty, and Students. The 'Faculty' tab is selected. The dashboard is divided into several sections:

- Registrar Announcements:** Contains two bullet points about important dates for Fall 2014 and Spring 2015.
- Faculty Dashboard:** States 'There are no class assignments at this time.'
- Banner INB Access:** Provides a link to 'Access to Banner INB' and notes that the MySam portal is inoperational, with instructions to use Banner INB.
- Newton Gresham Library:** Lists various library services like 'Borrow or Renew Books' and 'Interlibrary Loan'.
- Faculty Self Service Links:** Lists links for 'Summary Class List (Roster)', 'Detail Class List', 'Faculty Detail Schedule', 'Week at a Glance', 'Final Grades', and 'Attendance Tracking'. A red arrow points to the 'Attendance Tracking' link.
- Faculty Resources:** Lists resources such as 'Academic (and other) Calendars', 'Academic Policy Manual', 'ACE', 'Committee Book', 'Emergency Policies and Procedures', 'Faculty Handbook', and 'Faculty Senate'.
- Lab & Classroom Services:** Provides information about IT@Sam Lab and Classroom Services, including contact details for the Service Desk.
- SHSU Online Newsletter:** Promotes the 'SHSU Online Newsletter' and offers quality academic support for faculty.

Attendance Tracking

3. Click "Take Roll" for relevant section.

MY COURSES									
Term	CRN	Subject	Course	Secti...	Title	Schedule	Time	Session	
201580	80771	Interdisciplinary Agriculture	6099	01	Thesis	S M T W R F S	None	01	Take Roll
201580	82979	Bilingual/Eng as Sec lang	4320	01	Stu Tchg In Bilngl/Esl Classrm	S M T W R F S	None	01	Take Roll
201580	80121	Agriculture Education	5364	01	Advanced Problems in Ag. Ed.	S M T W R F S	None	01	Take Roll
201580	80874	Accounting	2301	08	Principles Of Financial Acc	S M T W R F S	None	01	Take Roll

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Course Details | Getting Started

Thesis 6099

Term: 201580
Subject Code: AGRI
Course: 6099
Section: 01
Course Reference Number: 80771
Session: 01
Campus: Main
Section Dates: 08/26/2015 - 12/10/2015
Meeting Dates: 08/26/2015 - 12/10/2015
Meeting Occurrences: 107
Meetings Transpired: 15
Attendance Completed: 0

Students

Registered Students: 3
Current Students: 3
Auditing: 0

Staff

Attendance Tracking

4. If the student has participated in class, confirm their attendance by doing the following:

A. Click the radio button of the relevant student.

B. You will be prompted to enter expected or attended hours. Click “OK.”

- If the student did not attend, simply click the radio button again.

C. If the student did attend enter the expected hours *and* the expected minutes. Both fields are required. Recommended to just enter the Credit hours for the course. (e.g. 3 hrs and 0 minutes)

D. The “Hours Attended” field will auto-fill, and your entry will be saved automatically.

The screenshot displays a web interface for attendance tracking. On the left, a calendar view shows the dates Tuesday 9/8 and Wednesday 9/9. A blue bar highlights Wednesday 9/9, with a red 'A.' and a white radio button. Below this, there are four more radio buttons in a vertical column. At the bottom right of the calendar, it says 'Records found: 5'. On the right side, the 'Student Details' form is visible. It includes a status field with the text '**Web Registered**' and an attendance percentage of '0%'. There are three main sections: 'Expected' with a red 'C.' and a radio button, 'Present' with a radio button, and 'Absence' with a radio button and an 'Absence Notified' checkbox. Below these are two dropdown menus for 'Expected Hours' and 'Hours Attended', each with 'Hr' and 'Min' options. An 'Extended Absence...' button is at the bottom.