Attendance Tracking

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

3. Click “Take Roll” for relevant section.
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.
<table>
<thead>
<tr>
<th>Photo</th>
<th>Full Name</th>
<th>ID</th>
<th>Attendance</th>
<th>Tuesday 6/23</th>
<th>Tuesday 6/30</th>
<th>Tuesday 7/7</th>
<th>Tuesday 7/14</th>
<th>Tuesday 7/21</th>
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</thead>
<tbody>
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</table>

Click the circle to toggle a single student.

Check mark indicates present.

Subtraction symbol indicates absent.

Attendance has not been recorded if left blank.

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.

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

Status: **Web Registered**

Attendance Percentage: 0%
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.
3. Click “Take Roll” for relevant section.
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.