


## OPTIONS ATTENDANCE

Make sure the Current Option Settings are correct for Program, Session and Year (e.g., Graduate, Fall, 2006).


Current Option Settings		
Program	Session	Year
UNDG	SU	2005



### Set Options

Pick the program, session and year.

Program	Session	Year
Graduate	Summer Term	2006
Undergraduate	Fall Term	
	Spring Term	



If not, click the Set Options button and choose the correct Program and Session by clicking them. Type in the correct year, and then click the Submit Options button.




Click the **Options Attendance** link in the left navigation bar.

The Course Number:

Section:

Catalog:



Type in the course number without spaces (all caps for the alpha) and the section number, and choose the catalog from the drop-down list. Then click Display Meetings.

**NOTE:** Catalogs change in the summer. So beginning with summer 2006, the catalogs would be UG06 and GR06.

Course numbers and sections can be selected from lists by clicking the question mark to the right of the field(s). However, the correct catalog must be chosen first, or an error message will appear. See NOTE.

Click the radio button for the appropriate meeting date. Then click either the No Absences or the Enter Absences button.

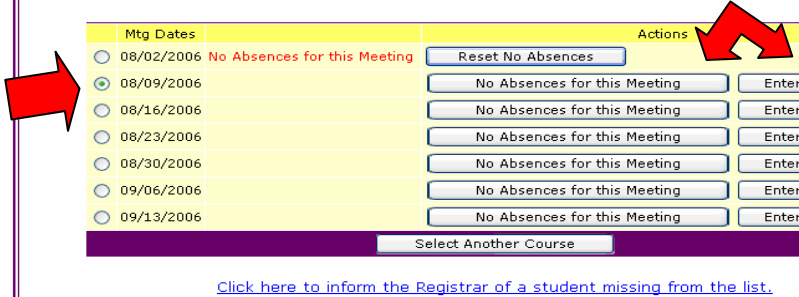
If a student is attending class who is not on the list of registered students, click the link to notify the Registrar's Office.

**Attendance**

Mtg Dates	No Absences for this Meeting	Actions
<input type="radio"/> 08/02/2006	No Absences for this Meeting	<input type="button" value="Reset No Absences"/>
<input checked="" type="radio"/> 08/09/2006	No Absences for this Meeting	<input type="button" value="No Absences for this Meeting"/> <input type="button" value="Enter Absences"/>
<input type="radio"/> 08/16/2006	No Absences for this Meeting	<input type="button" value="No Absences for this Meeting"/> <input type="button" value="Enter Absences"/>
<input type="radio"/> 08/23/2006	No Absences for this Meeting	<input type="button" value="No Absences for this Meeting"/> <input type="button" value="Enter Absences"/>
<input type="radio"/> 08/30/2006	No Absences for this Meeting	<input type="button" value="No Absences for this Meeting"/> <input type="button" value="Enter Absences"/>
<input type="radio"/> 09/06/2006	No Absences for this Meeting	<input type="button" value="No Absences for this Meeting"/> <input type="button" value="Enter Absences"/>
<input type="radio"/> 09/13/2006	No Absences for this Meeting	<input type="button" value="No Absences for this Meeting"/> <input type="button" value="Enter Absences"/>

[Click here to inform the Registrar of a student missing from the list.](#)

Current Option Settings		
Program	Session	Year
GRAD	FA	2006



## Attendance

Name	Add/Update	Category/Remark
<input checked="" type="radio"/> E		
<input type="radio"/> B		
<input type="radio"/> B		
<input type="radio"/> D		
<input type="radio"/> D		
<input type="radio"/> F		
	Add/Update	

Enter an absence for a student by clicking the radio button in front of the student's name and then clicking the Add/Update button.

Confirm that you have chosen the correct student by looking at the name in the Adding absence for... line above the Category/Remark section.

Select the type of absence from the drop-down menu to indicate whether or not the student made you aware that they would not be at that particular meeting.

### Attendance

Adding absence for **Student Name (MBA503/94)**

**Category** Planned **Remark**

Planned  No Show

**Current Option Settings**

Program	Session	Year
GRAD	FA	2006

If you wish, add a brief note in the Remarks line, and then click the Save Absence button.

Adding absence for **Student Name (MBA503/94)**

**Category** Planned **Remark**

If you notice you are about to add an absence for the wrong student, click the Cancel Add/Update button.