

GriffinNet Faculty Portal-Attendance

1. Start at www.fontbonne.edu
2. At the top right is a menu labeled "Resources For". Hover over this menu choice.



3. From the Drop-down menu click on "Faculty and Staff" This will take you to myFontbonne: A resource for faculty & staff
4. At the top-right click on the link to Griffinnet.



5. Enter your Username and Password for Griffinnet. The term listed will be the current term.
6. Click Login

Faculty Portal Login

Note: Required fields are marked with an asterisk ()*

*Username:

*Password:

Term:

[Forgot Password?](#)
Contact your portal admin if you forgot your Username

7. The FERPA statement will appear. Click accept to enter the portal.

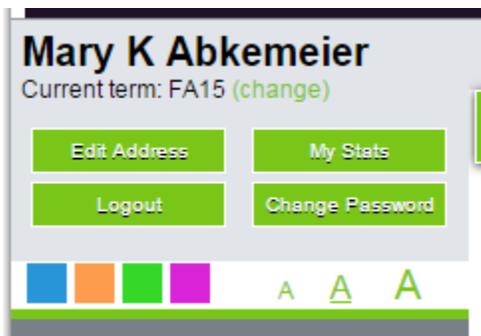
Family Educational Rights and Privacy Act

You are attempting to access information that is protected by federal privacy law. Disclosure to unauthorized parties violates the Family Educational Rights and Privacy Act (FERPA).
You should not attempt to proceed unless you are specifically authorized to do so and are informed about FERPA. When accessing the system, you must access only that information needed to complete your assigned or authorized task.
You may communicate the information only to other parties authorized to have access in accordance with the provisions of FERPA.

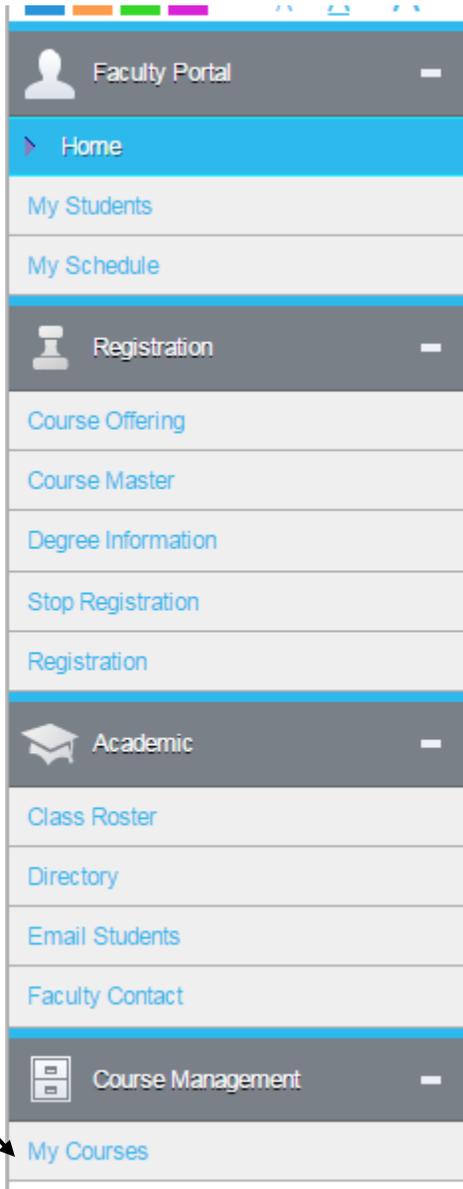
Accept

Cancel

8. Notice that the top left corner lists your name and the current term. There are also boxes for changing the look of your screen color and font size. This area also has a place to change your password.



9. The left side of your screen is the main menu. The bottom area of this menu is Course Management. Click on My Courses.



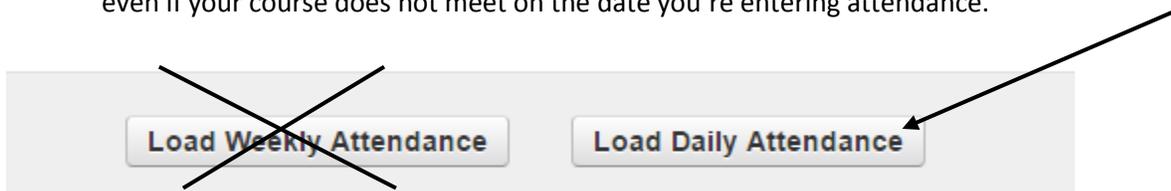
10. A list of course you are assigned to for the term chosen will appear. This menu shows the number of students enrolled and the dates for the courses. Click on the Course ID to find Course Options

Course ID
CIS293LC01D
CIS484IN01
CIS494IO01
MTH110LC01
MTH120LC01

11. Toward the bottom of the page you'll see a section called Course Attendance. Click on Attendance Entry.



12. On the Attendance Entry screen you will see a place for an attendance date and the schedule for the course. Below this, click on Load Daily Attendance. You can enter this as Daily attendance even if your course does not meet on the date you're entering attendance.

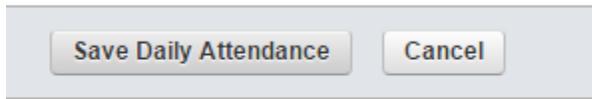


13. The attendance for each student will default to Present. This can be changed to one of the following choices:

Present, Absent, Excused, Other

Status
Present ▼

14. When all changes are made, scroll to the bottom of the page and click on Save Attendance



15. When you complete entry for one course, click on My Courses to return to choose the next course for attendance entry.

