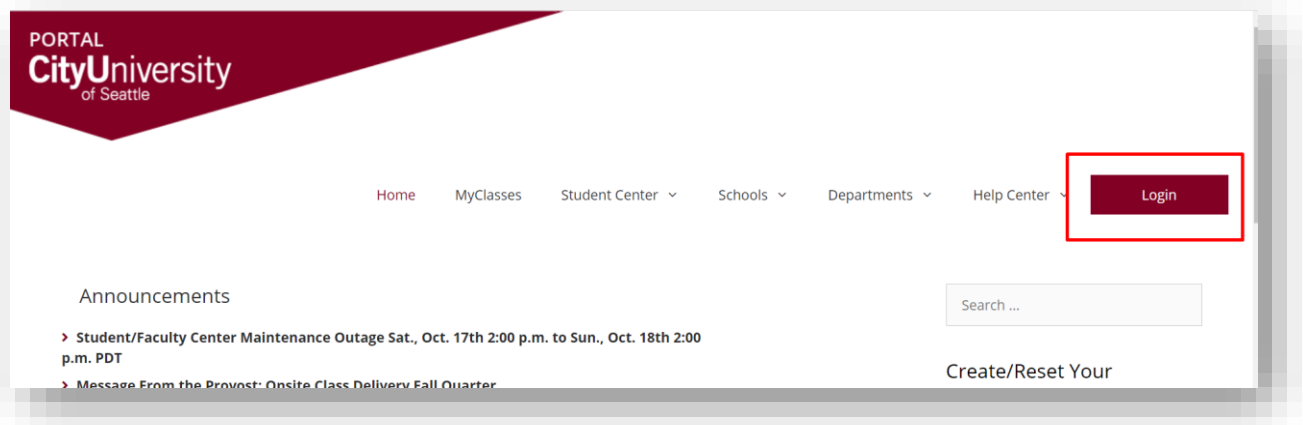


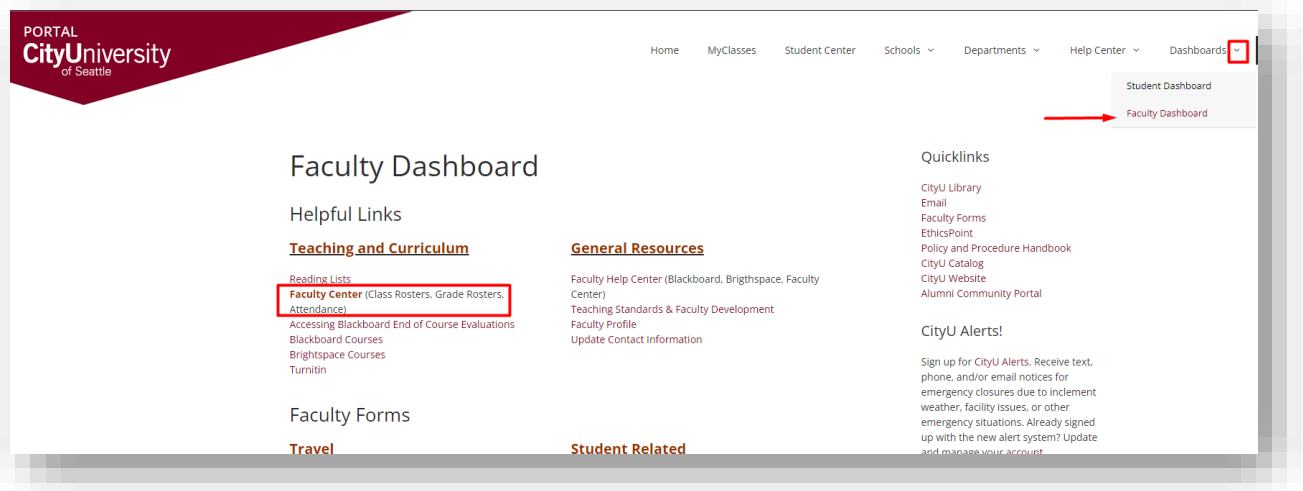
OVERVIEW: CityU instructors are required to take attendance for all classes (online, mixed-mode, and face-to-face). Attendance in mixed-mode and face-to-face classes are taken each time the class meets. Attendance in online courses is taken weekly and is based on a student's visible participation in the online environment.

HOW TO TAKE ATTENDANCE IN THE FACULTY CENTER:

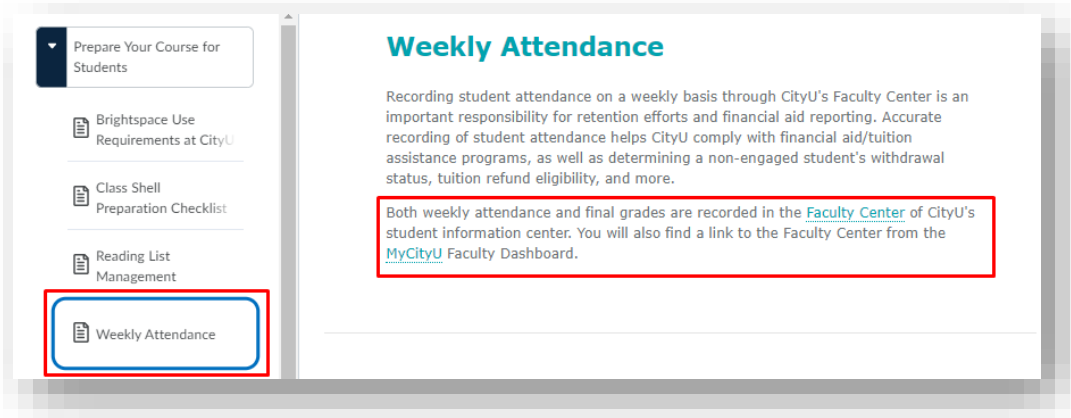
1. To access the **Faculty Center** login to the **Faculty Portal** at [My.CityU.edu](https://my.cityu.edu).



2. From the **Faculty Dashboard** select **Faculty Center (Class Rosters, Grade Rosters, Attendance)** from the Teaching and Curriculum section.



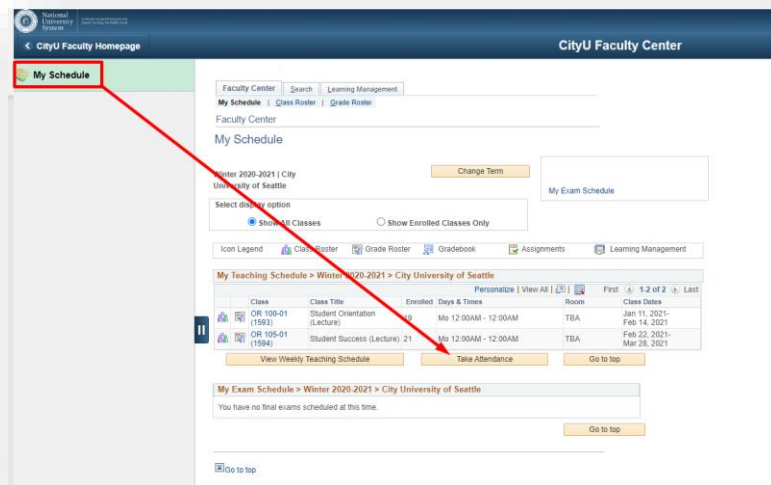
3. You can also access the Faculty Center from your Brightspace courses. From your course, expand the Prepare Your Course for Students module, select Weekly Attendance and then click on the link to the faculty Center.



4. On the **CityU Faculty Homepage**, click the Faculty Center tile.



5. You will land on the **My Schedule** page. From there, click the **Take Attendance** tab underneath your teaching schedule.



- On the Record Attendance page, a list of terms available to take attendance is displayed. Choose the desired term (quarter) by **clicking on the blue hyperlinked term**.



- A list of courses for the selected term is displayed. Choose the desired class by **clicking on the blue hyperlinked course title**.

Record Attendance

Winter 2020-2021

Select class to view

Course Title	Subject Catalog Nbr	Class Section	Class Nbr	Instruction Mode	Location	Institution
Student Orientation	OR 100	01	1593	FL	USADL	City University of Seattle
Student Success	OR 105	01	1594	FL	USADL	City University of Seattle

[Select a Different Term or Return to Faculty Center](#)

- For each course a list of attendance dates will appear. Choose the date by clicking the number for the Class Meeting to record attendance for the specified date.
-

Record Attendance

Winter 2020-2021

Student Orientation

Instruction Mode: FL Location Code: USADL

Select class date/time to view

Class Meeting	Attendance Date	Attendance Posted Date
1	01/11/2021	01/25/2021
2	01/18/2021	01/25/2021
3	01/25/2021	02/01/2021
4	02/01/2021	
5	02/08/2021	

[Select a Different Class](#) [Select a Different Term or Return to Faculty Center](#)

10. An attendance roster with enrolled students is displayed. Verify that all listed students participated for the specific week. If all students were present, faculty can click the **Select All Present** button. If a student is missing from the attendance roster, please email mycityusupport@cityu.edu. Include the course information (i.e. BC 306 #1234) and student information.

Attendance Tracking By Template

Course ID 007790 Student Orientation Institution: City University of Seattle
 Subject OR 100 Term: Winter 2020-2021
 Class Nbr 1593 01 Lecture Session: 5 Week DL

Template Nbr 4 Attendance From Time
 Attendance Type Class Meeting Attendance To Time
 *Attendance Date

Attendance Posted Date

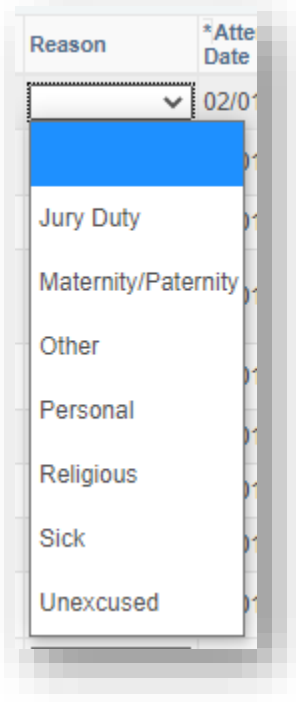
*ID	Name	Present	Absent	Excused	Reason	*Attendance Date	Instructor ID	*Academic Career
1	Anya	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		02/01/2021		Undergraduate
2	Maurizio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		02/01/2021		Undergraduate
3	Rachel Marie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		02/01/2021		Undergraduate

11. To mark a student absent check the **Absent** box, check **Excused** for pre-arranged absences, and enter a **Reason** code for the absence (excused and unexcused) by clicking the contextual menu to the right of the box.

Attendance Posted Date

Present	Absent	Excused	Reason	From T
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unexcused	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sick	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Reason codes include the following:



Once all student attendance is recorded, scroll to the top of the page and click the **Post Attendance** button.

Attendance Tracking By Template

Course ID	007790	Student Orientation	Institution:	City University of Seattle
Subject	OR	100	Term:	Winter 2020-2021
Class Nbr	1593	01 Lecture	Session:	5 Week DL

Template Nbr 4
Attendance Type Class Meeting
*Attendance Date

Attendance From Time
Attendance To Time

Attendance Posted Date

12. After attendance is posted, click **Template Selection** to be returned to the **Record Attendance** page (number 8 above).

The screenshot shows the 'Template Selection' page. At the top left is the National University System logo. The page title is 'Attendance Tracking By Template'. The course information is as follows:

Course ID	007790	Student Orientation	100	Institution:	City University of Seattle
Subject	OR			Term:	Winter 2020-2021
Class Nbr	1593	01	Lecture	Session:	5 Week DL

Below the course information, there are fields for Template Nbr (4), Attendance Type (MTG), and Class Meeting. There are also input fields for Attendance From Time and Attendance To Time.

13. On the Record Attendance page, you can:

- Select a different **Class Meeting** for the same class to submit attendance for
- **Select a Different Class** (Note: this and the **Class Selection** link will take you to the same place) to take attendance for
- **Select a Different Term or Return to the Faculty Center**

← Class Selection

Record Attendance

Winter 2020-2021

Student Orientation

Instruction Mode: FL Location Code: USADL

Select class date/time to view

Class Meeting	Attendance Date	Attendance Posted Date
1	01/11/2021	01/25/2021
2	01/18/2021	01/25/2021
3	01/25/2021	02/01/2021
4	02/01/2021	
5	02/08/2021	

Select a Different Class Select a Different Term or Return to Faculty Center