

Post attendance in Faculty Portal

For online courses, you must post attendance on the census date and on a weekly basis throughout the semester. Generally, determine attendance on the census date by whether a student has completed the Attendance EVA located in the Class Orientation section of your course. Weekly attendance should be determined by whether a student completed the attendance weekly activity you designated in your course schedule.

On Clarendon College's website, click **Faculty Portal**



asdf

Faculty Portal Login

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

*Username: pam.denney

*Password: *****

FA-21

☒ I have read and accept the [FERPA](#) statement.

[Login](#)

[Forgot Password?](#)

Contact your portal admin if you forgot your Username

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1. Insert your username and password.
2. Make sure you are in the correct semester.
3. Insert checkmark by the FERPA acceptance.
4. Click **Log in**

Course Management ▾

My Courses

My Moodlerooms Sandbox

My Moodlerooms Production Site

My LoudCloud Site

Under the Course Management menu, select **My Courses**

My Courses

| Course ID | Course Name | Enrolled | Begins | Ends |
|--------------------------------|--------------------------------|----------|-----------|------------|
| BCIS1305LEC195 | BUSINESS COMPUTER APPLICATIONS | 4 | 8/24/2021 | 12/10/2021 |
| BCIS1305LEC777 | BUSINESS COMPUTER APPLICATIONS | 0 | 8/24/2021 | 12/1/2021 |
| BCIS1305LEC791 | BUSINESS COMPUTER APPLICATIONS | 0 | 8/24/2021 | 12/1/2021 |

Click on one of your courses. Repeat the remaining steps for each course.

Course Attendance

- ▶ Attendance Entry
- ▶ Attendance Report

In the Course Options that appear click **Attendance Entry**


Attendance Entry

Course Start Date: 1/14/2014
Course End Date: 5/7/2014
Attendance Date: 08/19/2014
ex. mm/dd/yyyy
Schedule:
Display All
Students on the roster page

Next, type the current date.

Next, click **Load Daily Attendance**

The first time you post attendance, you must type the times using the format in the example below. (Doesn't matter what times you choose when it is an online course.) Those times will remain in the system for the rest of the semester so you don't have to type them each time you post attendance.

 Display students per page. Show Students Photo ☐ Show Withdrawn Students ☐ Sched Hrs

Time From Time To

Warning: Class does not meet on this day

Attendance Entry for Tuesday, August 19, 2014

| Student ID | Student Name | |
|-------------|------------------------------|--|
| 00000035939 | 1.Boehmisch, Amy Michelle () | <div><div>Absent</div><div>Excused</div><div>Late</div><div>Left Early</div><div>Other</div><div>Present</div><div>Tardy</div><div>Unexcused</div><div>Present</div></div> |
| 00000040921 | 2.Coward, Teresa () | |

When the list of students appears, choose **Absent** from the drop down list for students who didn't complete the attendance activity for that week.

Last, click **Save Daily Attendance**.