# Post attendance in Faculty Portal

Once you are logged into the Faculty Portal from Clarendon College's website, click **My Courses** and choose the course.

**Course Attendance**
▶ Attendance Entry
▶ Attendance Report

Next, 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

Load Weekly Attendance    Load Daily Attendance

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.) 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 All students per page.    Show Students Photo ☐    Show Withdrawn Students ☐    Sched Hrs 1

| Time From | 8:00 AM | | Time To | 9:00 AM |

Warning: Class ... ally meet on this day

Attendance Entry for Tuesday, August 19, 2014

| Student ID | Student Name | | |
| --- | --- | --- | --- |
| 00000035939 | 1.Boehmisch, Amy Michelle () | | |
| 00000040921 | 2.Coward, Teresa () | Present ▾ | |

Absent
Excused
Late
Left Early
Other
Present
Tardy
Unexcused

Choose **Absent** from the drop down list for students who didn't complete the attendance activity for that week.

Save Daily Attendance    Cancel

Last, click **Save Daily Attendance.**