

## Online Attendance Reporting – Instructions

1. Log into MyGoucher and click on the Faculty tab.
2. Within the Course Information Section, click on the link for Online Attendance Reporting.



You can also go directly to the Online Attendance Reporting site by going directly to:

<http://olympus.goucher.edu/attendance/classlist.aspx>

3. That link will open a new window with a list of courses for which you are assigned as an instructor. In courses with multiple instructors any of the instructors can submit the attendance report. Only one report per reporting period is required.

## Student Attendance Tracking

Year/term: Fall 2009

Select the roster you would like to open by clicking on the 'View' link.

	Class	Title
<a href="#">View</a>	CS 325*001	Top:Dtbse Trans Sys

- Click on the word 'View' next to the course number. This will open the attendance roster for that course.

### Student Attendance

Check the appropriate box to mark a student as **present**.

**CS 325\*001 Top:Dtbse Trans Sys**

<b>Id Number</b>	<b>Student Name</b>	<b>Credit Type</b>	<b>Class Level</b>	<b>Day 1</b>	<b>Comments</b>	<b>Day 9</b>	<b>Comments</b>	<b>Week 10</b>	<b>Comments</b>
001480943	Cornblath, Jacob	UG Credit	Junior	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
001495707	Simon, Jonathan	UG Credit	Senior	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
001501275	Swanson, Zachary	UG Credit	Junior	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
001519903	Wax, Aaron	UG Credit	Junior	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Add any students who are present but not listed above, and mark the appropriate box.

<b>Last Name</b>	<b>First Name</b>	<b>Day 1</b>	<b>Comments</b>	<b>Day 9</b>	<b>Comments</b>	<b>Week 10</b>	<b>Comments</b>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

The active reporting period will be highlighted in yellow. Past or future reporting periods will appear in gray. For the active reporting period, click on the check box next to the student's information to indicate that they are/have been attending. If there is a comment you'd like the Registrar to see, please enter it in the comments box for the reporting period.

If a student has been attending, but is not on the roster, enter their name in the text boxes below the class roster.

### Student Attendance

Check the appropriate box to mark a student as **present**.

CS 325\*001 Top:Dbse Trans Sys

Id Number	Student Name	Credit Type	Class Level	Day 1	Comments	Day 9	Comments	Week 10	Comments
001480943	Cornblath, Jacob	UG Credit	Junior	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
001495707	Simon, Jonathan	UG Credit	Senior	<input type="checkbox"/>	Arriving after 1st day of class	<input type="checkbox"/>		<input type="checkbox"/>	
001501275	Swanson, Zachary	UG Credit	Junior	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
001519903	Wax, Aaron	UG Credit	Junior	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Add any students who are present but not listed above, and mark the appropriate box.

Last Name	First Name	Day 1	Comments	Day 9	Comments	Week 10	Comments
Student	Test	<input checked="" type="checkbox"/>	Signed permission form	<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

When you have finished entering the attendance information, click the Submit button. You'll be returned to the list of courses for which you are assigned as an instructor. If needed, you can change the data submitted as long as the reporting period is still active.