Entering and tracking attendance in eLearning

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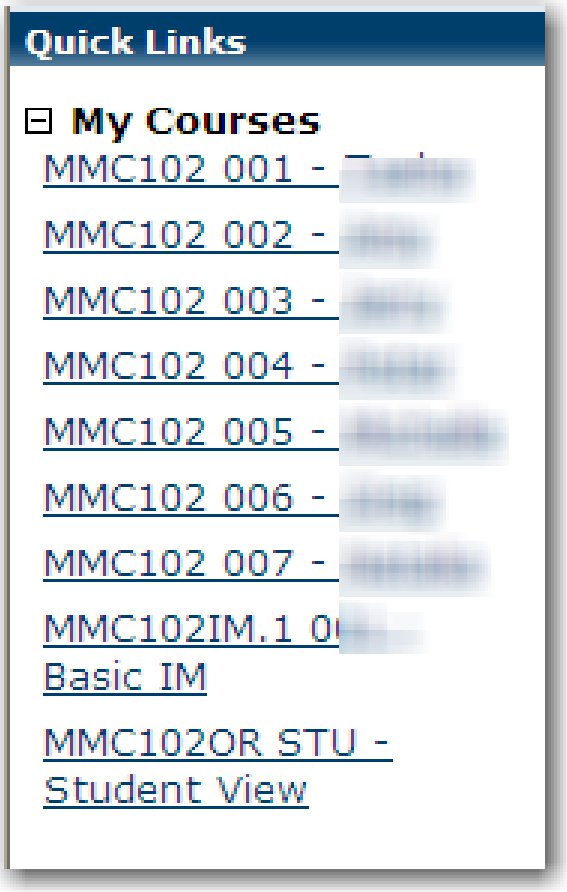
Mount Mary University

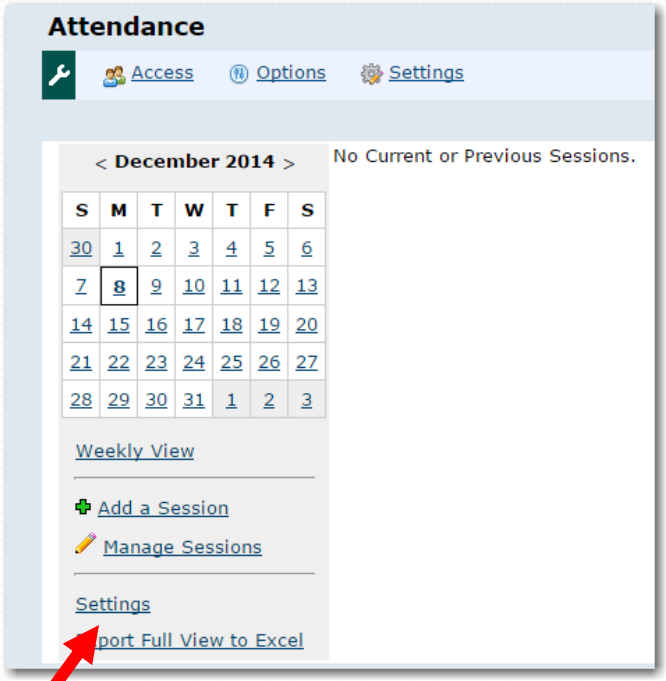
Navigating to a course



- Click on the link for the section you would like to go to.
- Course context will be displayed

Attendance

The Attendance portlet is used to track students' attendance. Data from the portlet is automatically imported into the Gradebook portlet, where you can use it to help determine students' midterm and final grades, if desired.

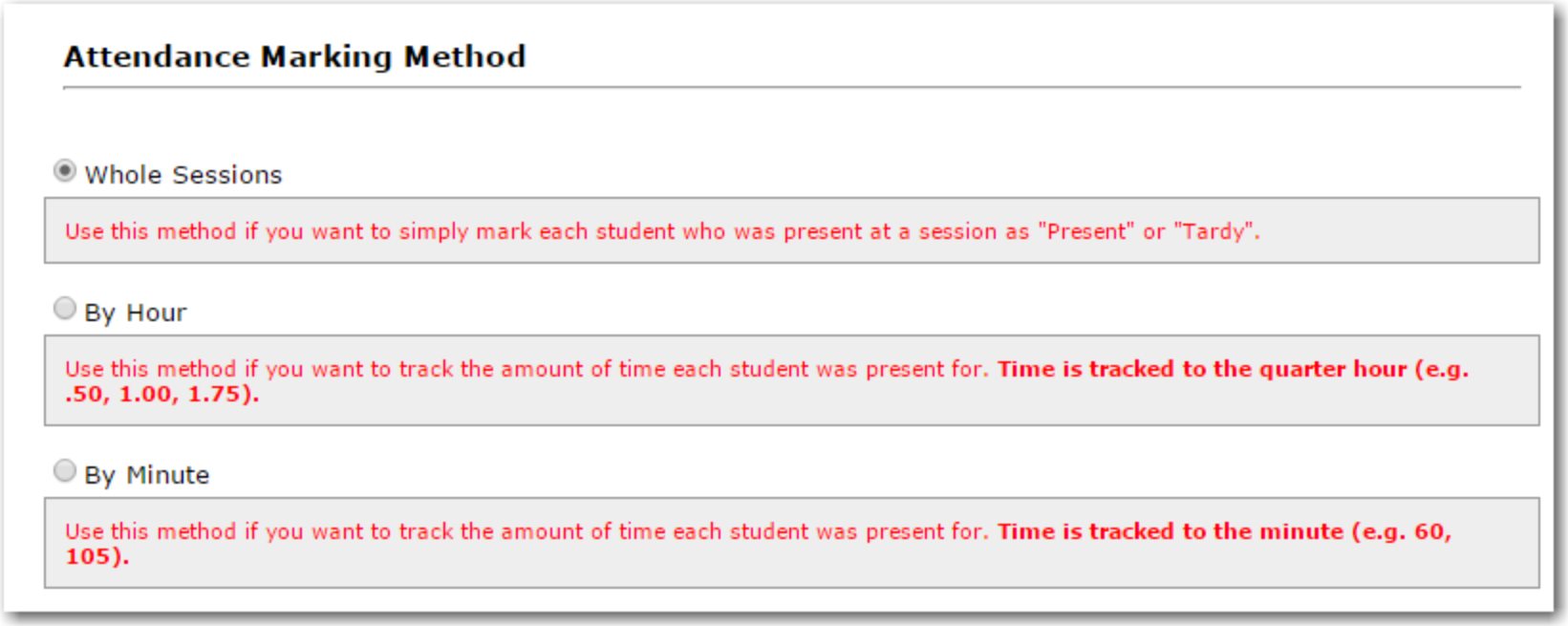


When you open Attendance page before the class starts, the right side of the portlet informs you that there are no current (based on weeks) or previous sessions.

However, all settings are available

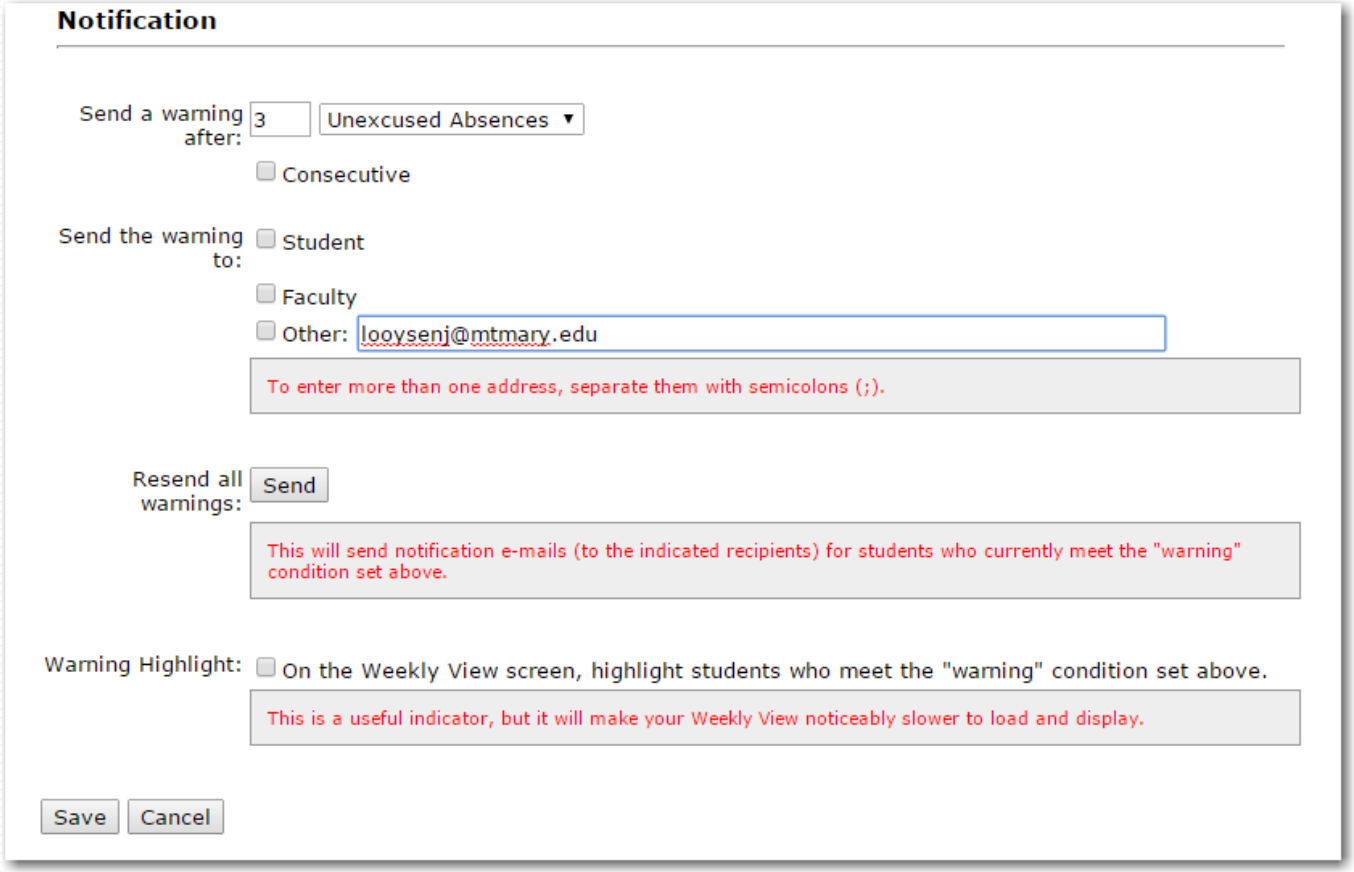
Attendance - Settings

Attendance Marking Method

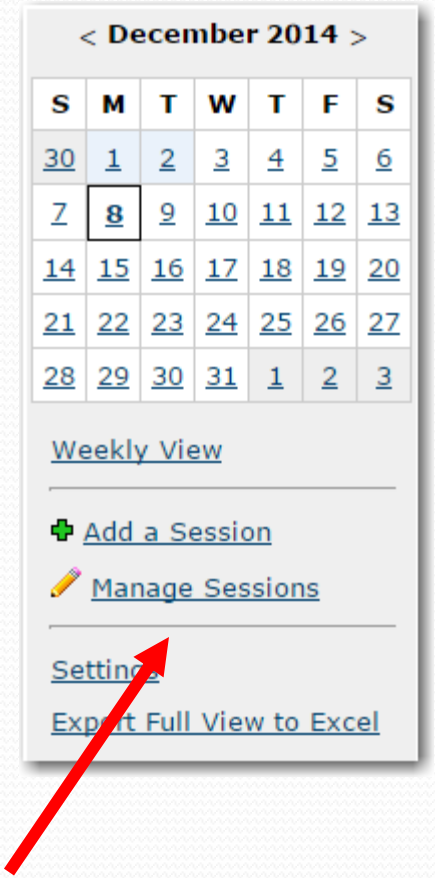


Attendance - Settings

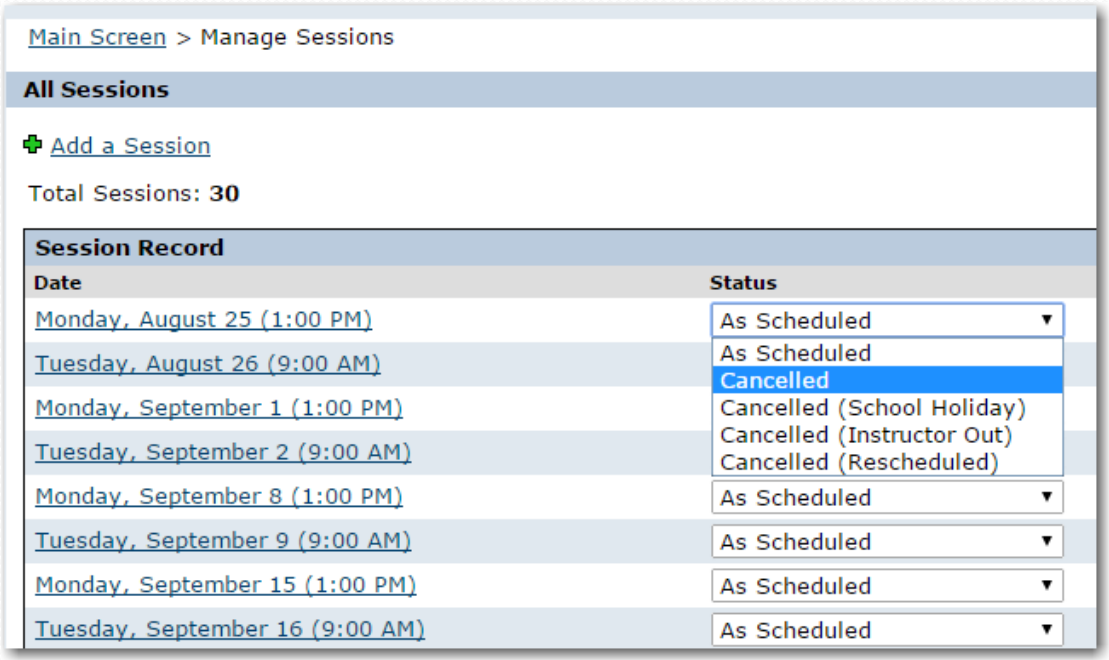
Set up Notification



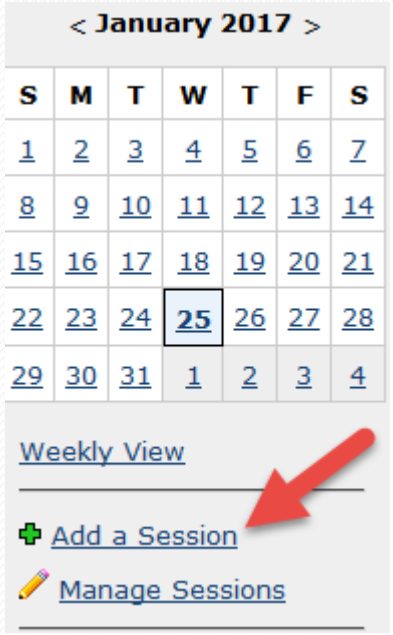
Attendance. Manage Sessions



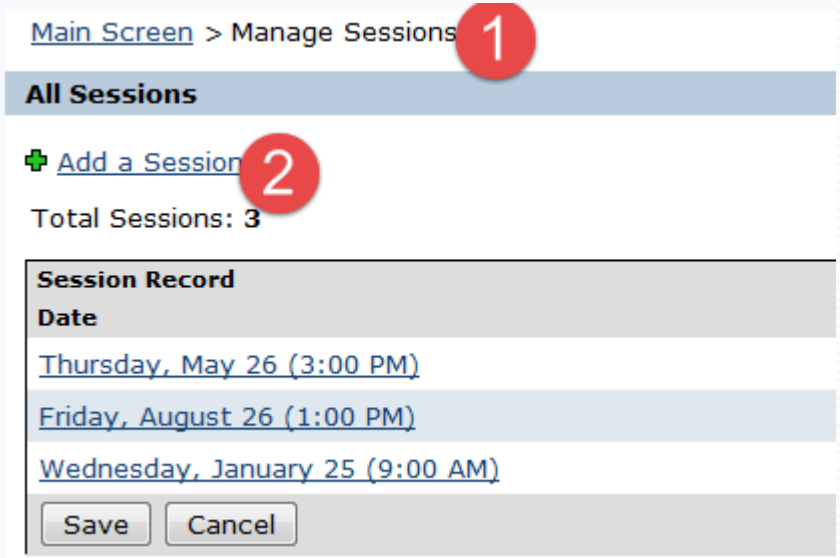
You can Cancel session if needed.



Attendance. Manage Sessions



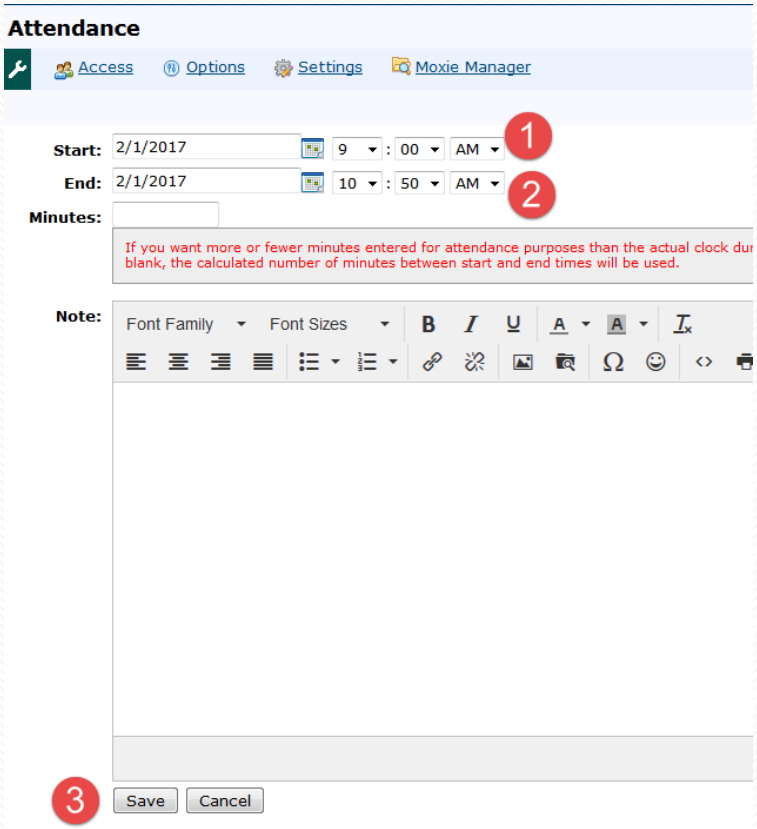
Or add Custom session(s).



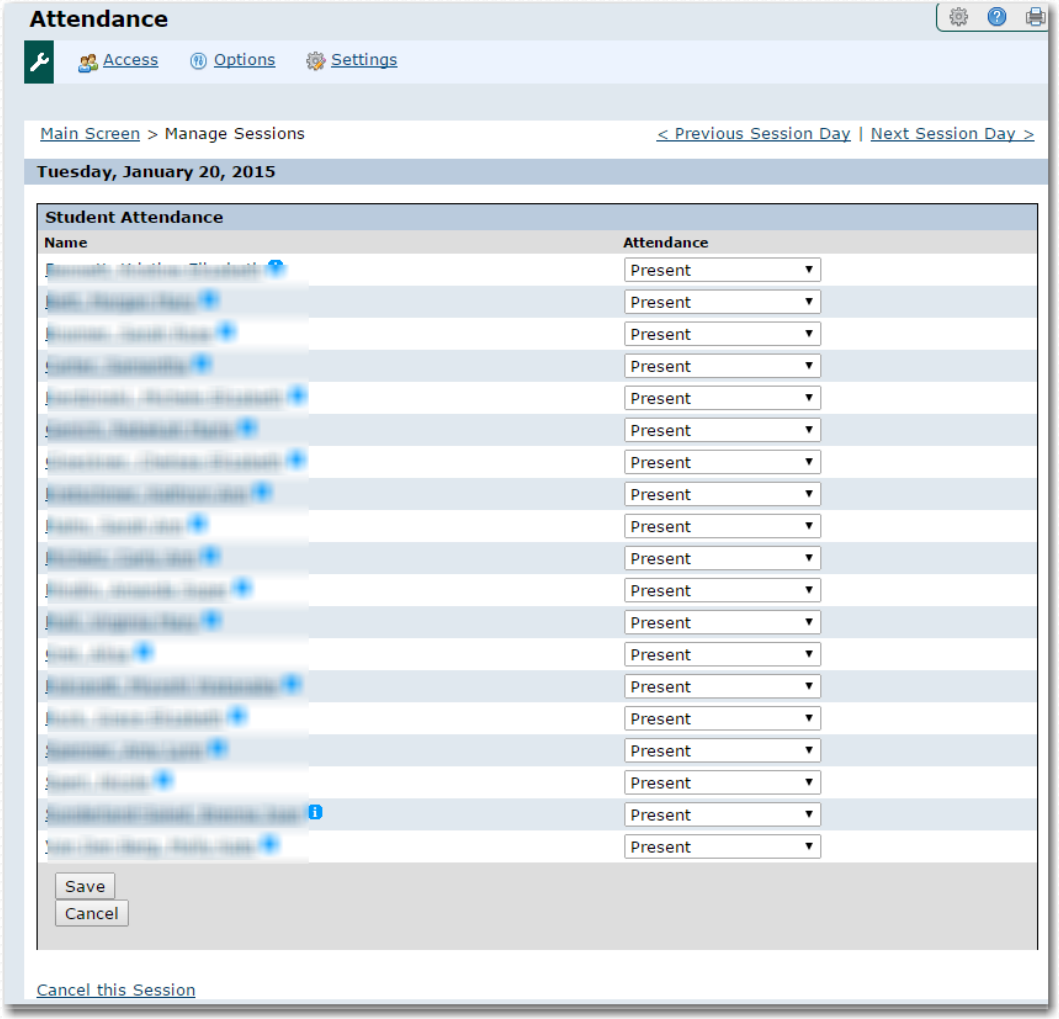
Attendance. Manage Sessions

After you click on Add Session link, the following window will open.

Set up date and time, set minutes if needed (optional), create a note describing session (optional) and click on Save button at the bottom of the screen.



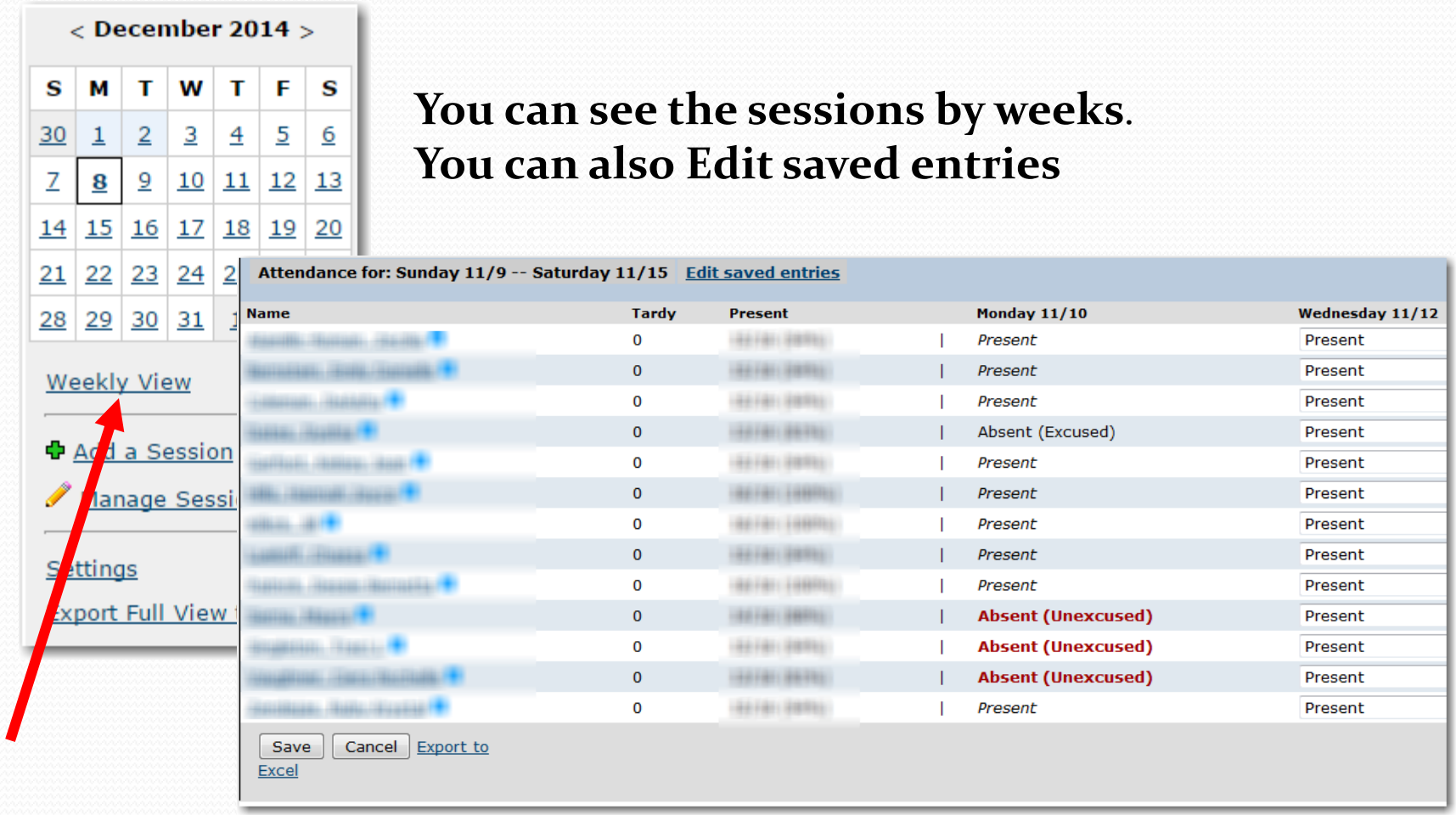
Attendance



After class starts, you can:

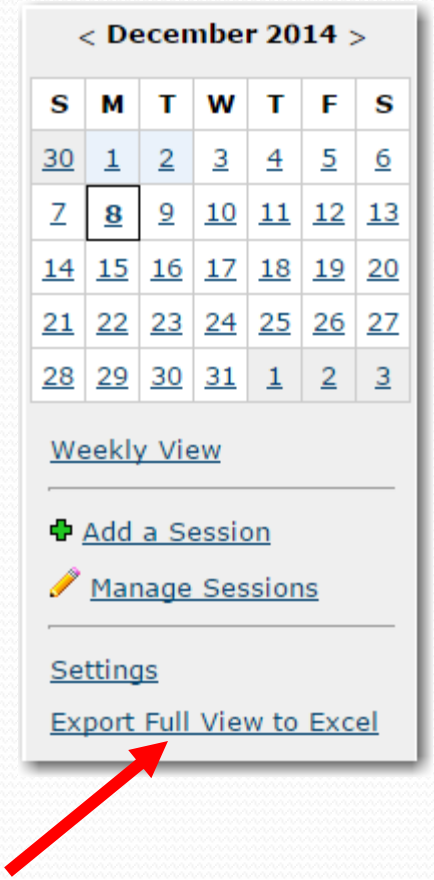
- See the students list
- Mark attendance as noted
- Save the record
- Cancel the session
- Go to previous or future session
- Edit saved entries

Attendance. Weekly View



You can see the sessions by weeks.
You can also Edit saved entries

Attendance. Export to Excel

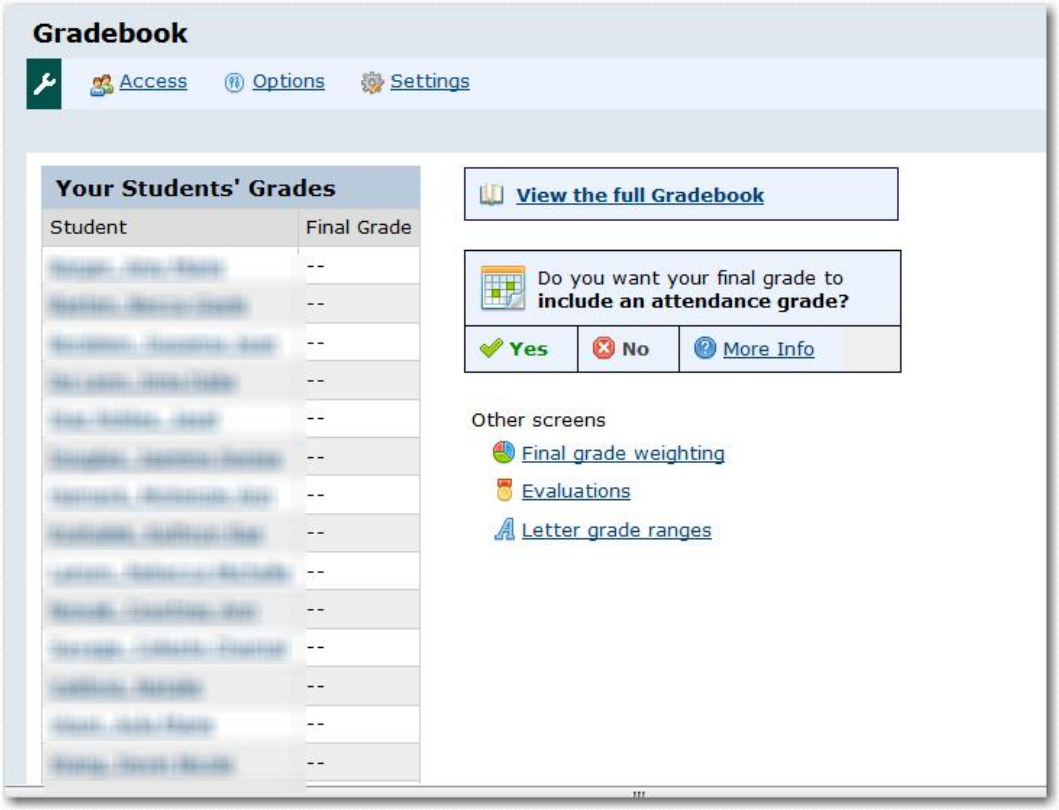


You can Export saved entries to Excel for your records.
Keep in mind that that file has Students' names and IDs, That is protected by Federal Law, so it cannot be published, shared or posted.

The value of attendance

The Gradebook portlet automatically imports data from the Attendance portlet.

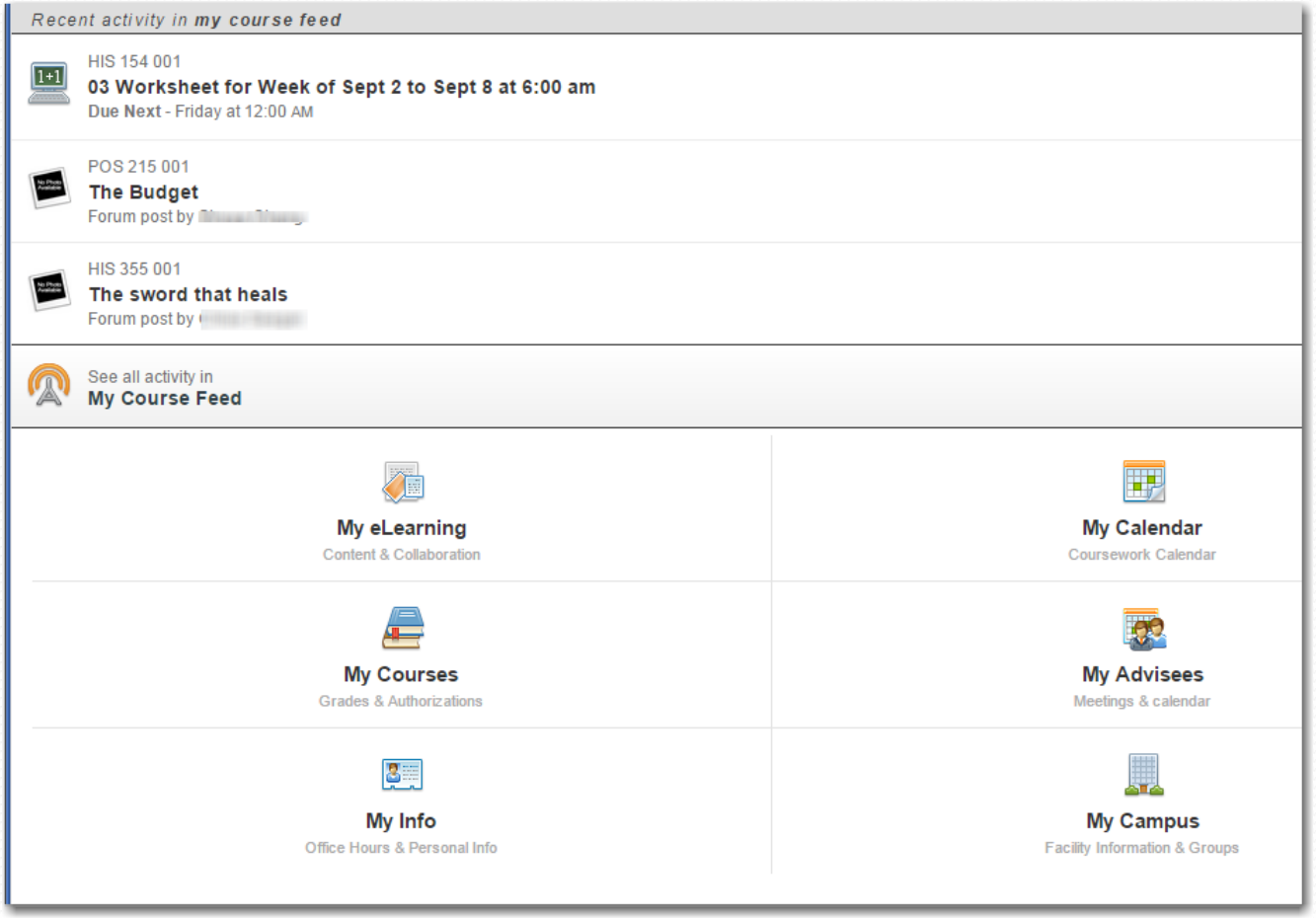
If you want attendance to affects students' midterm and final grades, you will make that configuration within the Gradebook portlet.



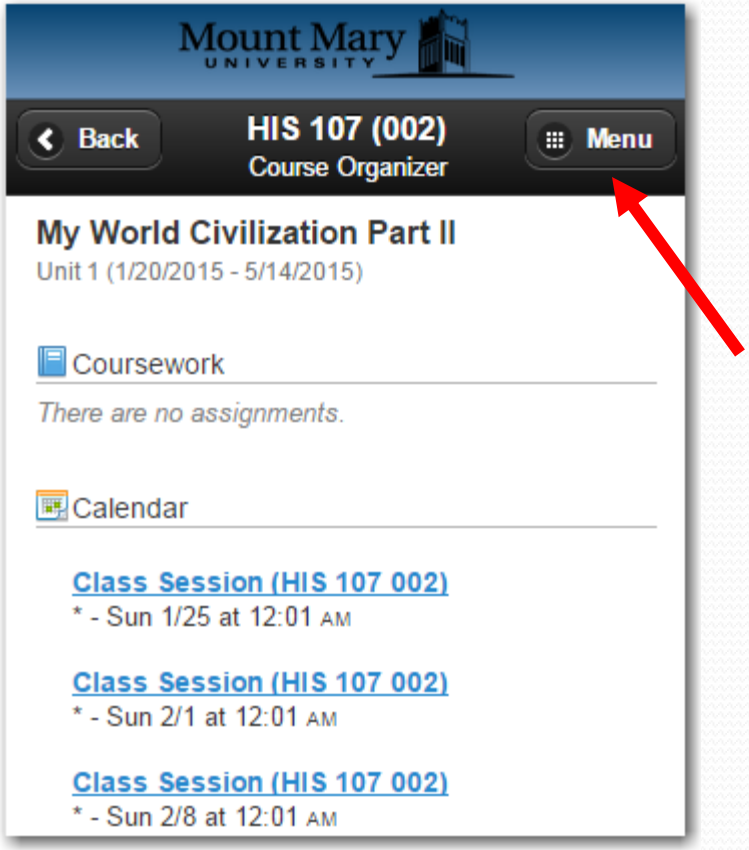
Mobile Site

Announcements
Campus Life
Employees
Faculty Center
Student Success
Connect with Us
Full Site
Logout

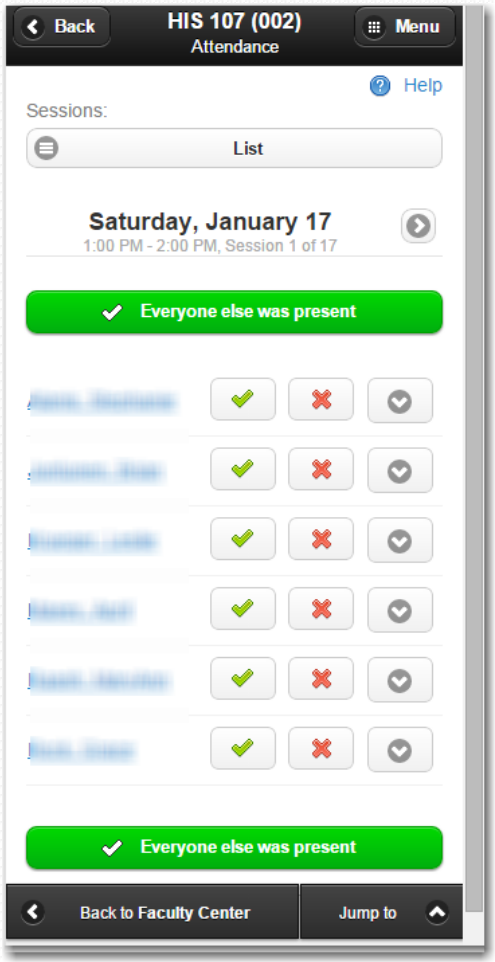
Faculty Center on Mobile Site



My eLearning on Mobile Site



My eLearning on Mobile Site

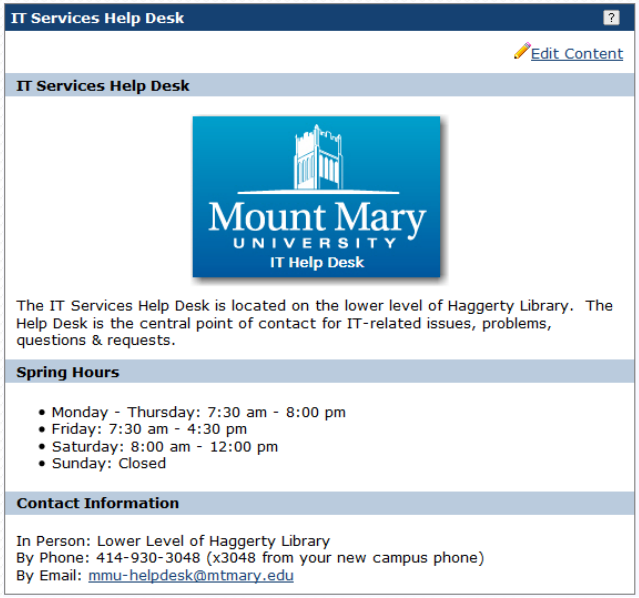


You can mark attendance, edit saved entries or go back to other classes.

How to get help from IT?

Please submit support tickets with Web Help Desk .

Use the 'Big Blue' button on Staff tab and go to IT department page.



IT Services Help Desk

Edit Content

IT Services Help Desk

Mount Mary UNIVERSITY
IT Help Desk

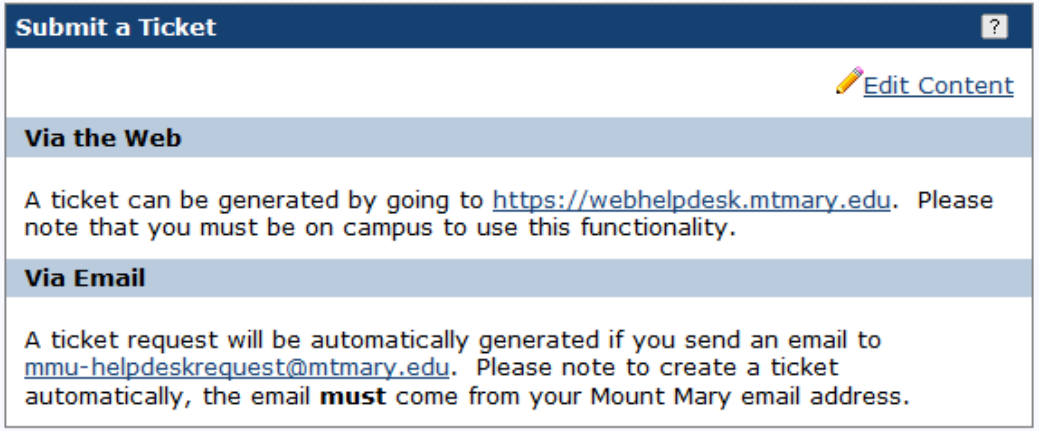
The IT Services Help Desk is located on the lower level of Haggerty Library. The Help Desk is the central point of contact for IT-related issues, problems, questions & requests.

Spring Hours

- Monday - Thursday: 7:30 am - 8:00 pm
- Friday: 7:30 am - 4:30 pm
- Saturday: 8:00 am - 12:00 pm
- Sunday: Closed

Contact Information

In Person: Lower Level of Haggerty Library
By Phone: 414-930-3048 (x3048 from your new campus phone)
By Email: mmu-helpdesk@mtmary.edu



Submit a Ticket

Edit Content

Via the Web

A ticket can be generated by going to https://webhelpdesk.mtmary.edu. Please note that you must be on campus to use this functionality.

Via Email

A ticket request will be automatically generated if you send an email to mmu-helpdeskrequest@mtmary.edu. Please note to create a ticket automatically, the email **must** come from your Mount Mary email address.

Questions?