

# CampS: Attendance Tracking Submission (Faculty/Staff)

Last Modified on 12/13/2019 4:20 pm CST

After the first week of classes in the Fall and Spring semesters, all faculty will need to identify students who have not yet attended class. After the fourth week, faculty will identify students who have stopped attending and provide a last date of attendance.

## Recording Attendance

1. Log on to *MyBlugold CampS* using your regular username and password.
2. From the top menu bar, click **Main Menu**.
3. Click **Self Service**.
4. Click **Faculty Center**.
5. Choose the *My Schedule* menu option to grade the desired class.
6. Change the term to navigate to the correct term if necessary.

*NOTE: The system simply remembers the last term you've viewed.*

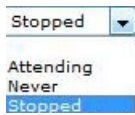
Your personalized *Faculty Center* page will appear, along with your teaching schedule for the current semester.

7. Click the **Class Roster**.
8. In the *Display Options* box, from the *Enrollment Status* pull-down menu, make sure the **Enrolled** status is defaulted.

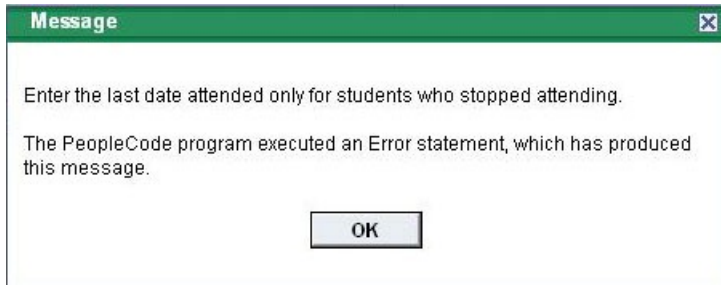
The screenshot shows the 'Enrolled Students' table with columns for 'Enrollment Status', 'Grade Basis', 'Units', 'Program and Plan', 'Level', 'Attendance', and 'Last Attended Date'. The 'Enrollment Status' dropdown is set to 'Enrolled'. Below the table are buttons for 'notify selected students', 'notify all students', and 'save attendance'.

Enrollment Status	Grade Basis	Units	Program and Plan	Level	Attendance	Last Attended Date -- only if Stopped
Enrolled	A-F Only	3.00	Arts & Sciences - Undergrad - Computer Sci., Comp MJ-LA BS	Senior	Attending	
Enrolled	A-F Only	3.00	Arts & Sciences - Undergrad - Computer Sci., Comp MJ-LA BS	Sophomore	Attending	
Enrolled	A-F Only	3.00	Arts & Sciences - Undergrad - Computer Sci., Comp MJ-LA BS	Junior	Attending	
Enrolled	A-F Only	3.00	Arts & Sciences - Undergrad - Computer Sci., Comp MJ-LA BS	Junior	Attending	
Enrolled	A-F Only	3.00	Arts & Sciences - Undergrad - C S, Software Engineering BS/Business Finance	Senior	Attending	
Enrolled	A-F Only	3.00	Arts & Sciences - Undergrad - Physics, Liberal Arts/Computer Sci., Computer Eng BS/German, Liberal Arts	Senior	Attending	
Enrolled	A-F Only	3.00	Arts & Sciences - Undergrad - Music, Liberal Arts/Computer Sci., Comp MJ-LA BS	Senior	Attending	
Enrolled	A-F Only	3.00	Arts & Sciences - Undergrad - Computer Sci., Comp MJ-LA BS	Senior	Attending	
Enrolled	A-F Only	3.00	Arts & Sciences - Undergrad - C S, Software Engineering BS/Mathematics, Liberal Arts/Business Administration	Senior	Attending	
Enrolled	A-F Only	3.00	Arts & Sciences - Undergrad - Computer Sci., Comp MJ-LA BS	Senior	Attending	
Enrolled	A-F Only	3.00	Arts & Sciences - Undergrad - C S, Software Engineering BS/IS, Information Systems	Junior	Attending	
Enrolled	A-F Only	3.00	Arts & Sciences - Undergrad - Computer Sci., Comp MJ-LA BS	Senior	Attending	
Enrolled	A-F Only	3.00	Arts & Sciences - Undergrad - Computer Sci., Comp MJ-LA BS	Junior	Attending	
Enrolled	A-F Only	3.00	Post Bacc Undergrad - AS - Computer Sci., Comp MJ-LA BS	Post-Bacc	Attending	
Enrolled	A-F Only	3.00	Arts & Sciences - Undergrad - Computer Sci., Comp MJ-LA BS	Senior	Attending	

9. All students are default as Attending. To assign an attendance status, select **Never** or **Stopped** on the *Attendance* pull-down menu.



10. If you select **Stopped**, a last attended date is required.



11. Click **Save Attendance** to submit your attendance roster. After saving the roster, the date and time will display, confirming the action being successful. Save your attendance submission for all of your class rosters even if all students are attending. This will confirm your students are all attending.

save attendance

Attendance Last Saved 08/22/2012 8:48AM

12. Select the *My Schedule* menu option to mark attendance on your next class. Repeat this step until all identified attendance rosters are completed.
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