

Class Attendance Entry via MyBenU for Faculty

1. Log into the MyBenU system. You will be on the Homepage. Click on the **Classic Home** tile to get to the Classic view.

MyBenU	▼ Benedictine S	taff Homepage	^ (2 : 📀
BU Notifications	Academic Records	Manage Classes	Employee Self Service	
	2			
No current tasks				
Classic Home	Student Financial Account			
	<u>.</u>			
		•		C

2. Click on Main Menu in the top bar, and go down to Curriculum Management.

Favorites -	Main Menu 🗸		
MVD	Search Menu:		
		®	
	BLI Student Einancia		
	BU Student Records		
	Student Activity Flow		
	Self Service		
	Campus Commu	•	
	E Records an orollin	nent 🕨	
	Curriculum Manager	ment 🕨	
	Contributor Relation	s 🔸	
	Set Up SACR	•	
	Worklist	•	
	Reporting Tools		
	PeopleTools	•	
	My Preferences		
1			

3. And navigate through (by clicking) to the **Attendance Roster by Class** option:

Favorites -	Main Menu 🗸				
MVR	Search Menu:				
			(>>		
	_		÷		
	BU Student Financials		►		
	BU Student Records				
	Student Activity Flow		•		
	Self Service		•		
	Campus Community		•		
	Records and Enrollmer	nt	•		1
	Curriculum Manageme		Schedule of Classes	•	
	Contributor Relations		Combined Sections	×.	
	Set Up SACR		Class Roster	•	
	Contract Worklist		Attendance Roster	Attendance R	loster By Class
	Reporting Tools		Grading	+	
	PeopleTools		 F 		
	My Preferences				

4. On the Attendance Roster by Class search page, enter the code of the appropriate term. If you do not know the term code, click on the magnifying glass. This will open the Look Up Term page, scroll down the page to find the term link and click on it. This will return you to the Attendance Roster by Class search page with the term populated.

Favorites 👻 Main Menu 👻 > Curriculum Management 👻	> Attendance Roster -> Attendance Roster By Class
	Look Up Term
	Help
	Term begins with
Attendance Roster by Class	
Enter any information you have and slick Coareb Leove fields blank for	
Enter any information you have and click Search. Leave lields blank for	a Short Description begins with 📀
Find an Existing Value	
	Look Up Clear Cancel Basic Lookup
Search Criteria	
	Searchesuits
Academic Institution = O BENUV	the first 300 results can be displayed.
Term = 0 0755	TView 100 First 🕚 1-300 of 300 🕑 Last
Subject Area =	Term Description Short Description
	9999 End Term - Srvc Indicator Use End Term
	0789 2023 Fall 2023 Fall
Academic Career =	0787 2023 Summer 2023 Summe
Campus begins with 📀	0785 2023 Spring 2023 Sprin
Session =	0783 2023 Willier 2023 Willie 2022 Fall
Class Nbr =	0777 2022 Summer 2022 Summe
	0775 2022 Spring 2022 Sprin
Class Section begins with	0773 2022 Winter 2022 Winte
Description begins with 📀	0769 2021 Fall 2021 Fall
Course ID begins with 📀	0768 2021 Late Summer Interim 2021 Late 2021 Summe
Course Offering Nbr =	0765 2021 Sprin
Case Sensitive	0763 2021 Winer 2021 Winte
O dase Sensitive	0759 202 Fall 2020 Fall
	0757 20 Summer 2020 Summe
Search Clear Basic Search Cateria	0755 2020 Spring 2020 Sprin
Orean Dasio Ocaron Co Gave Search Ontenia	0/5/m/020 Winter 2020 Winte
	0748 2019 Late Summer 2019 Late

5. Click on the **Search** button. All of the classes for which you are listed as the instructor on in that term will appear at the bottom of the page.

NOTE: If you are teaching only one class in that term, the **Attendance Roster by Class** page for that class will open [skip step 6]. Click on the row with the course for which you wish to report attendance.

Search Results			- our	, could i chicha										
View All										First	٩	1-3	of 3	Last
Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Session	Class Nbr	Class Section	Description	Course	ID	Cours	e Offe	ring Nbr
BENUV	0717	MATH	95	Ugrad Sem	MAIN	DDS			Intermediate Algebra			1		
BENUV	0717	MGT	150	Ugrad Sem	MAIN	DDS			Business Statistics I			1		
BENUV	0717	MGT	251	Ugrad Sem	MAIN	DDS			Business Statistics II			1		

6. On the Attendance Roster by Class page, click on the yellow Generate button. The Attendance Roster by Class page will refresh with one row for every scheduled class meeting displayed [NOTE: If all class meetings are not displayed, click on the yellow View All link to the right of the Student Attendance Roster header]. This Roster is static – it reflects the meeting dates and the students enrolled at the time it was generated. Students enrolled after the time the Student Attendance Roster was generated will not be displayed.

tendance Roster By Class	
Course ID 002954 Term 2016 Course Name Session Summer Intermediate Algebra Dynamic Subject / Catalog# Institution Dated MATH Benedictine Instructor University Course Carter	
Course ID 002954 Term 2016 Course Name Session Summer Intermediate Algebra Dynamic Subject / Catalog# Institution Dated MATH Benedictine Instructor University Course Carrert	
Course Name Session Summer Intermediate Algebra Dynamic Subject / Catalog# Institution Dated Semester MATH Benedictine Catarot University	
Intermediate Algebra Dynamic Subject / Catalog# Institution Dated Semester MATH Benedictine Instructor University Catalog Carrot	
Subject / Catalogy Institution Dated Semester MATH Benedictine Instructor University Cathy Carrot	
MATH Benedictine Instructor University Cathy Carrot	
Instructor University Cathy Carrol:	
Class Cathy Carrot	
Class or Carly Sarot,	
Class Se do	
Generate Oppulate from Student Enroll	
Generate Class Mtg Attendance	
teport Manager	
Student Attendance Roster Personalize Find View All 🗐 🧱 First 🕚 1-5 of 8 🕖 Last	
Tempiste Nbr Type *Attendance Date *From Time *To Time Contact Minutes Override	
1 Create Print View 8 Class Meeting 3 06/20/2016 [B] 6:00PM 10:00PM 240 1	
2 Create Print View 9 Class Meeting 3 06/27/2016 15 6:00PM 10:00PM 240 +	
3 Create Print View 10 Class Meeting 3 07/04/2016 15 6:00PM 10:00PM 240 . +	
4 Create Print View 11 Class Meeting 3 07/11/2016 B 6:00PM 10:00PM 240 • 🛨 -	
4 Create Print View 11 Class Meeting © 07/11/2016 6:00PM 10:00PM 240 + = 5 Create Print View 12 Class Meeting © 07/18/2016 16: 6:00PM 10:00PM 240 - + =	
4 Create Print View 11 Class Meeting © 07/11/2016 6:00PM 10:00PM 240 • • • 5 Create Print View 12 Class Meeting © 07/18/2016 6:00PM 10:00PM 240 • • •	

7. To enter the attendance on a particular date, click on the **View** button for the desired date. The **Class Attendance** page on that specific date will open.

					- Autoridance Host			y 01033	_		_	_		
													<u> </u>	:
													New Window Help Pe	ersona
	damas D	antes Du Ola												
tten	idance Re	oster By Cla	SS											
	Co	ourse ID 002954			Term 2	2016								
	Cours	e Name			Session S	Summer								
		Intermedi	ate Algebra		[Dynamic								
	Subject / C	atalog#			Institution L	Jated Semester								
		MATH	95		E	Benedictine								
					Instructor U	Jniversity								
						,								
	CI	ass Nbr 7566			(Cathy Carrot;								
	Cl Class Generate	ass Nbr 7566 Section AG03	pulate from Stude	ent Enroll		Cathy Carrot;								
Report	Class Class Generate rt Manager	ass Nbr 7566 Section AG03	pulate from Stude enerate Class Mtg	ent Enroll Attendanc	*	Cathy Carrot;	Pareanaliza Ei	ed L View All	7.	Einet (1)	1.5 of 9) Last		
Report	Cl Class Generate rt Manager Ient Attenda	ass Nbr 7566 Section AG03	ppulate from Stude	ent Enroll Attendanc	•	Cathy Carrot;	Personalize I Fir	nd I View All I		First ④ Contact	1-5 of 8	E Last		
Report	Cl Class Generate rt Manager	ass Nbr 7566 Section AG03	ppulate from Stude enerate Class Mtg	ent Enroll Attendanc	е	Cathy Carrot;	Personalize I Fir *Attendance Date	hd I View All I	To Time	First ④ Contact Minutes	1-5 of 8 Override	ک لast		
Report Stud	Cl Class Generate rt Manager Ient Attenda Create	ass Nbr 7566 Section AG03	opulate from Stude enerate Class Mtg	ent Enroll Attendanc	e Type Class Meeting	Cathy Carrot;	Personalize Fit *Attendance Date 06/20/2016	d I View All I From Time	Image:	First Contact Minutes 240	1-5 of 8 Override	E Last		
Report Stude	Cl Class Generate rt Manager dent Attendar Create Create	ass Nbr 7566 Section AG03	upulate from Stude enerate Class Mtg	ent Enroll Attendanc	e Type Class Meeting Class Meeting	Cathy Carrot;	Personalize I Fir *Attendance Date 06/20/2016 (F 06/27/2016 (F)	d I View All I From Time 6:00PM	To Time 10:00PM 10:00PM	First ④ Contact Minutes 240 240	1-5 of 8 (Override	 Last + + - 		
Report	Class Generate Ant Manager Create Create Create	ass Nbr 7566 Section AG03	pulate from Stude enerate Class Mtg	ent Enroll Attendance 8 9 10	e Type Class Meeting Class Meeting Class Meeting	Cathy Carrot;	Personalize I Fii *Attendance Date 06/20/2016 (£ 06/27/2016 (£ 07/04/2016 (£	d I View All I From Time 6:00PM 6:00PM	Image: Constraint of the second sec	First Contact Minutes 240 240 240	1-5 of 8 ⁽ Override	 Last + - + - 		
Report Stud	Create Create Create Create Create	ass Nbr 7566 Section AG03	Pulate from Stude enerate Class Mtg View View View View	ent Enroll Attendance 8 9 10 11	e Type Class Meeting Class Meeting Class Meeting Class Meeting	Cathy Carrot;	Personalize Fir *Attendance Date 06/20/2016 F 06/27/2016 F 07/04/2016 F 07/11/2016 F	d I View All I *From Time 6:00PM 6:00PM 6:00PM 6:00PM 6:00PM	 To Time 10:00PM 10:00PM 10:00PM 	First ① Contact Minutes 240 240 240 240 240 240 240	1-5 of 8 (Override	 Last + + + + + + + 		

8. All of the students enrolled in the class will be displayed on the **Class Attendance** page. [**NOTE**: If all students are not displayed, click on the yellow **View All** link to the right of the **Student Attendance Roster** header]. Uncheck the **Present** checkbox by a student's name to indicate that the student was absent.

											Â		:
ss Attendance											New Windo	ow I Help	l Persona
Course ID			Term	2016									
Course Name			Session	Summ	e								
Interm	ediate Algebra			Dynan	nic								
Subject / Catalog#		In	stitution	Dated									
МАТН	95			Bened	ster								
Class Nbr	55	In	structor	Univer	rsitv								
			001000	Cathy	Carrot;			-					
Class Section AG03													
Template Nbr 8	Attendance Type Meeting				Attendance Date 06/	/20/2016							
Template Nbr 8 Student Attendance Roster	Attendance Type Meeting				Attendance Date 06/ Personalize Find	/20/2016		First	1-5 of 5	🕑 La	st		
Template Nbr 8 Student Attendance Roster * Student ID Name	Attendance Type Meeting * Academic Career	Present	Tardy	Left Early	Attendance Date 06/ Personalize I Find I Reason	/20/2016 I View All I 7	I R om Time	First G	1-5 of 5 Contact Minutes	🕑 La	st		
Template Nbr 8 Student Attendance Roster *Student ID Name 1	Attendance Type Meeting Academic Career Undergraduate Semester	Present	Tardy	Left Early	Attendance Date 06/ Personalize I Find I Reason	i/20/2016 I View All I 🖾 Fr	III III	First To Time	1-5 of 5 Contact Minutes 240		st		
Template Nbr 8 Student Attendance Roster *Student ID Name 1 2	Attendance Type Meeting Academic Career Undergraduate Semester Undergraduate Semester	Present	Tardy	Left Early	Attendance Date 06/ Personalize I Find I Reason	a/20/2016 I View All I Fr ≎ 6:0 ≎ 6:0	OOPM	First • To Time 10:00PM	1-5 of 5 Contact Minutes 240 240	 € [a] € [a] 	st -		
Template Nbr 8 Student Attendance Roster *Student ID Name 1 2 3 3 0	Attendance Type Meeting Attendance Type Meeting Academic Career Undergraduate Semester Undergraduate Semester Undergraduate Semester Undergraduate Semester	Present	Tardy	Left Early	Attendance Date 06/ Personalize I Find I Reason	V20/2016	OOPM	First * To Time 10:00PM 10:00PM 10:00PM	1-5 of 5 Contact Minutes 240 240 240	 ▶ La ➡ [➡ [➡ [st		
Template Nbr 8 Student Attendance Roster Student ID Name Student IQ Q A Q A Q	Attendance Type Meeting Attendance Type Meeting Undergraduate Semester Undergraduate Semester Undergraduate Semester Undergraduate Semester Undergraduate Semester	Present	Tardy	Left Early	Attendance Date 06/ Personalize I Find I Reason	V20/2016	DOPM DOPM DOPM DOPM	First • To Time 10:00PM 10:00PM 10:00PM 10:00PM	1-5 of 5 Contact Minutes 240 240 240 240	 La ± [st 		
Template Nbr 8 Student Attendance Roster *Student ID Name 1 2 3 4 4 9 5 0	Attendance Type Meeting Attendance Type Meeting Academic Career Undergraduate Semester Undergraduate Semester Undergraduate Semester Undergraduate Semester Undergraduate Semester	Present	Tardy	Left Early	Attendance Date 06/ Personalize I Find I Reason	V/20/2016	OOPM OOPM OOPM	First To Time 10:00PM 10:00PM 10:00PM 10:00PM	1-5 of 5 Contact Minutes 240 240 240 240	 La ± ± ± ± ± ± ± ± 	st 		

9. Select **Save and Return** button. This will return you to the **Attendance Roster by Class** page.

												line f
iss Atte	ndance										New Window I help I Persona	lize r
				_								
	Course ID			Tern	n 2016							
	Course Name	mediate Algebra		bessioi	Dvnar	nic						
s	ubject / Catalog#	inoutice Algebra	Ins	titutior	n Dated							
					Seme	ster						
	Class Nbr	H 95			Bened	dictine						
	Class NDr		In	structo	r Unive	rsity						
	Class Section AG0	3			Gauly	Canot,						
	Template Nbr 8	Attendance Type Meeting				Attendance Date 06/20/2	016					
Student A	Attendance Roster					Personalize Find View	v All I 🔄 I	First	🗕 1-5 of 5	🕑 La:	ist	
* Stude	nt ID Name	* Academic Career	Present	Tardy	Left Early	Reason	From	Time * To Time	Contact Minutes			
1	Q	Undergraduate Semester					© 6:00P	10:00PM	240	+		
2	Q	Undergraduate Semester					© 6:00P	10:00PM	240	+		
	<u> </u>	. Undergraduate Semester					© 6:00P	10:00PM	240	+		
3		Undergraduate Semester					© 6:00P	10:00PM	240	+	-	
3	Q						^			IF D		
3	Q	Undergraduate Semester										

10. In the **Type** column, use the drop-down arrow to select a type of "Instructor Consultation" and click on the **Save** button. This is the indicator that the class attendance has been recorded for that specific date.

											1	n q	:
											New W	indow Help	Persona
tondanco Po	etor By Clas												
	Ster by Clas	5											
Cou	urse ID			Term 2016									
Course	Name			Session Sumr	mer								
Subject / Ca	Intermediat atalog#	te Algebra		Dyna Institution Dated	imic d								
223/0017 00				Seme	ester								
	MATH	95		Bene	dictine								
Cla	an Mbr			Cathy	v Carrot:								
Class S	Section AG02			,	,,								
Generate	✓ Pop Ger	pulate from Stude nerate Class Mtg	ent Enroll Attendanc	e									
Generate eport Manager	☑ Pop ☐ Ger	pulate from Stude nerate Class Mtg	ent Enroll Attendanc	e									
Generate leport Manager Student Attendan	♥ Pop	pulate from Stude	ent Enroll Attendanc	e	Personat	Find I View All I	2	First ④	1-5 of 8	🕑 Last			
Generate leport Manager Student Attendan	☑ Pop □ Ger	pulate from Stude	ent Enroll Attendanc Template Nbr	Туре	Personat	Find I View All I Date From Time	To Time	First ③ Contact Minutes	1-5 of 8 Override	€ Last			
Generate leport Manager Student Attendan	Pop Ger	pulate from Stude nerate Class Mtg	ent Enroll Attendanc Template Nbr 8	e Type Instructor Consultation	Personal ance	Find I View All I Date From Time	To Time 10:00PM	First ④ Contact Minutes 240	1-5 of 8 Override	 Last + - 			
Generate Report Manager Student Attendan	Pop Ger rec Roster Print Print	view	Template Nbr 8	e Type Instructor Consultation Class Meeting	Persona ance 06/20/2016 06/27/2016	Find I View All I Date From Time 5 6:00PM	To Time 10:00PM 10:00PM	First Contact Minutes 240 240	1-5 of 8 Override	 Last + - + - 			
Generate Report Manager Student Attendam Create Create Create	Ceroster	pulate from Stude nerate Class Mtg	Template Nbr 8 9 10	e Type Instructor Consultation Class Meeting Class Meeting	Personal ance 06/20/2016 06/27/2016 07/04/2016	Find I View All I Date *From Time ii 6:00PM ii 6:00PM ii 6:00PM	To Time 10:00PM 10:00PM	First ④ Contact Minutes 240 240 240	1-5 of 8 Override	 Last + - + - + - 			
Generate teport Manager Student Attendan Create Create Create	© Pop Ger Cer Print Print Print Print	vulate from Studienerate Class Mtg	Template Nbr 8 9 10	e Type Instructor Consultation Class Meeting Class Meeting Class Meeting	Personal ance 06/20/2016 06/27/2016 07/04/2016 07/04/2016	Find I View All I Date *From Time (5) 6:00PM (5) 6:00PM (5) 6:00PM (5) 6:00PM	To Time 10:00PM 10:00PM 10:00PM 10:00PM	First ④ Contact Minutes 240 240 240 240	1-5 of 8 Override	 Last + - + - + - + - + - + - 			
Generate teport Manager Student Attendan 1 Create 2 Create 3 Create 4 Creat 5 Cr	Pop Ger cce Roster Print Print Print Print	vulate from Studdenerate Class Mtg	Template Nbr 8 9 10 11 12	e Type Instructor Consultation Class Meeting Class Meeting Class Meeting Class Meeting	Personal affice 06/20/2016 06/27/2016 07/04/2016 07/11/2016 07/18/2016	Find I View All I Date *From Time (5) 6:00PM (5) 6:00PM (5) 6:00PM (5) 6:00PM (5) 6:00PM	 To Time 10:00PM 10:00PM 10:00PM 10:00PM 10:00PM 	First ④ Contact Minutes 240 240 240 240 240	1-5 of 8 Override	 Last + - 			
Generate Report Manager Student Attendan 1 Create 2 Create 3 Create 4 Creat 5 Cr	Pop Ger cce Roster Print Print Print	view View View View	Template Nbr 8 9 10 11 12	e Type Instructor Consultation Class Meeting Class Meeting Class Meeting Class Meeting	Personal ance 6 06/20/2016 6 06/27/2016 6 07/04/2016 6 07/11/2016 6 07/18/2016	Find I View All I Date *From Time 5 6:00PM 5 6:00PM 5 6:00PM 5 6:00PM 5 6:00PM	 To Time 10:00PM 10:00PM 10:00PM 10:00PM 10:00PM 	First ④ Contact Minutes 240 240 240 240 240	1-5 of 8 Override	 Last + - + - + - + - + - + - 			
Generate Report Manager Student Attendan 1 Create 2 Create 3 Create 4 Creat 5 Cr Save 12* Return	Pop Ger Cer Print Print Print Print Print nt Print nt fint	Dulate from Studenerate Class Mtg View View View View View View View Previous in List	Template Nbr 8 9 10 11 12	e Type Instructor Consultation Class Meeting Class Meeting Class Meeting Class Meeting Class Meeting the List The Notify	Personat ance 1 2 06/20/2016 3 06/27/2016 3 07/04/2016 3 07/18/2016 3 07/18/2016 3 Refresh	Find I View All I Date *From Time 5 6:00PM 5 6:00PM 5 6:00PM 5 6:00PM 5 6:00PM	Image: Constraint of the second sec	First ④ Contact Minutes 240 240 240 240 240	1-5 of 8 Override	 Last + - + - + - + - 			
Generate Report Manager Student Attendan Create Create Create Create Create Create Create Create Create Create	Pop Ger Cer Print Print Print Print Print Print rint Print rint Print fint	Previous in List	Template Nbr 8 9 10 11 12	e Type Instructor Consultation Class Meeting Class Meeting Class Meeting Class Meeting Class Meeting the List Notity	Personal incel 06/20/2016 07/04/2016 07/04/2016 07/14/2016 07/18/2016	Find I View All I The From Time 5 6:00PM 5 6:00PM 5 6:00PM 5 6:00PM 5 6:00PM 5 6:00PM	 To Time 10:00PM 10:00PM 10:00PM 10:00PM 	First ④ Contact Minutes 240 240 240 240	1-5 of 8 Override	 Last + - + - + - + - + - + - 			

11. You have now entered the class attendance for that class on that date. The next time you need to enter the class attendance for that class, please repeat all of the steps with the exception of the "Generate" the **Class Attendance Roster** [in step 6]. This is only done once for each class.