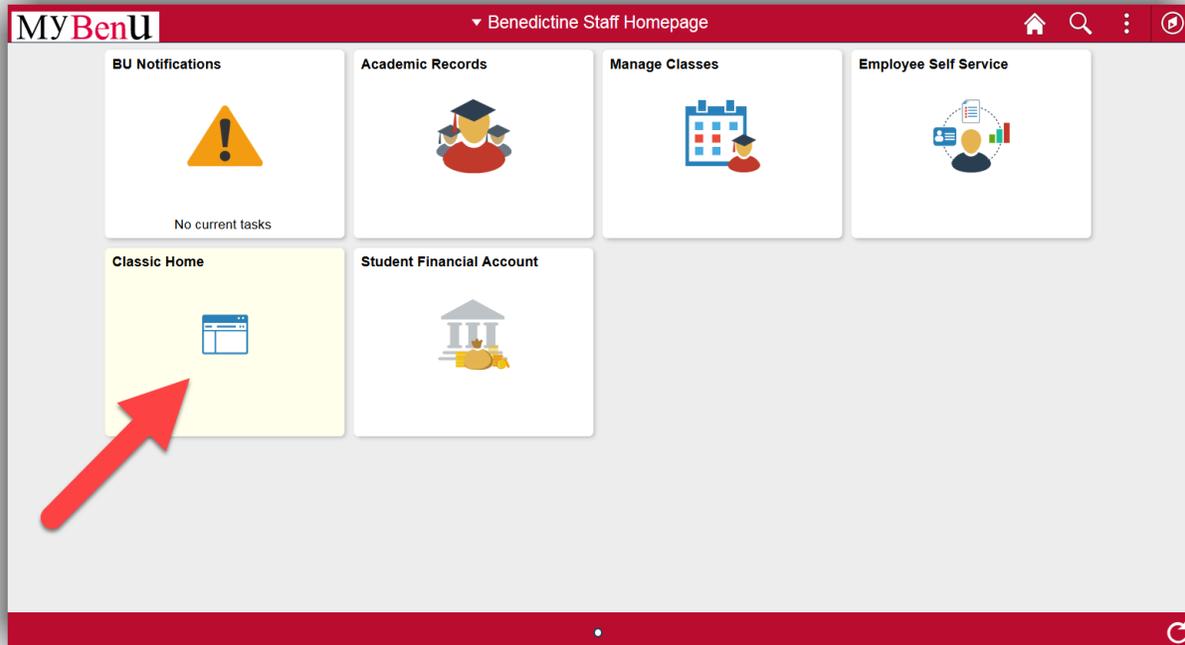
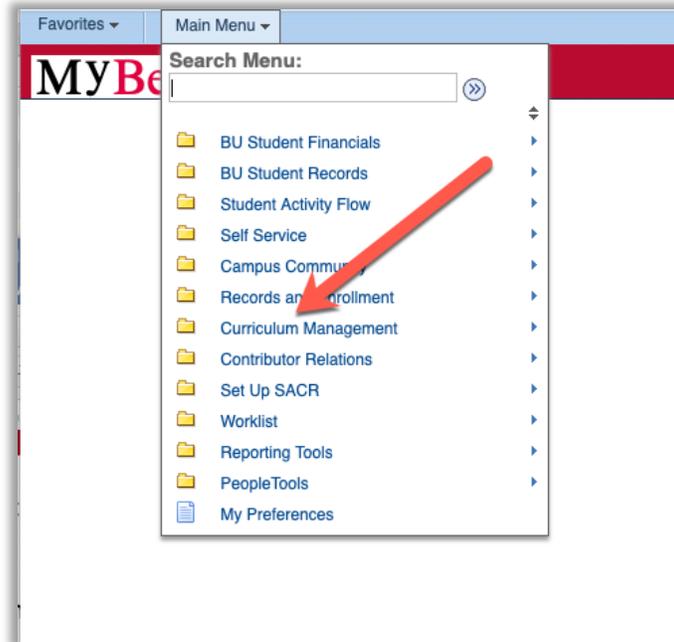


Class Attendance Entry via MyBenU for Faculty

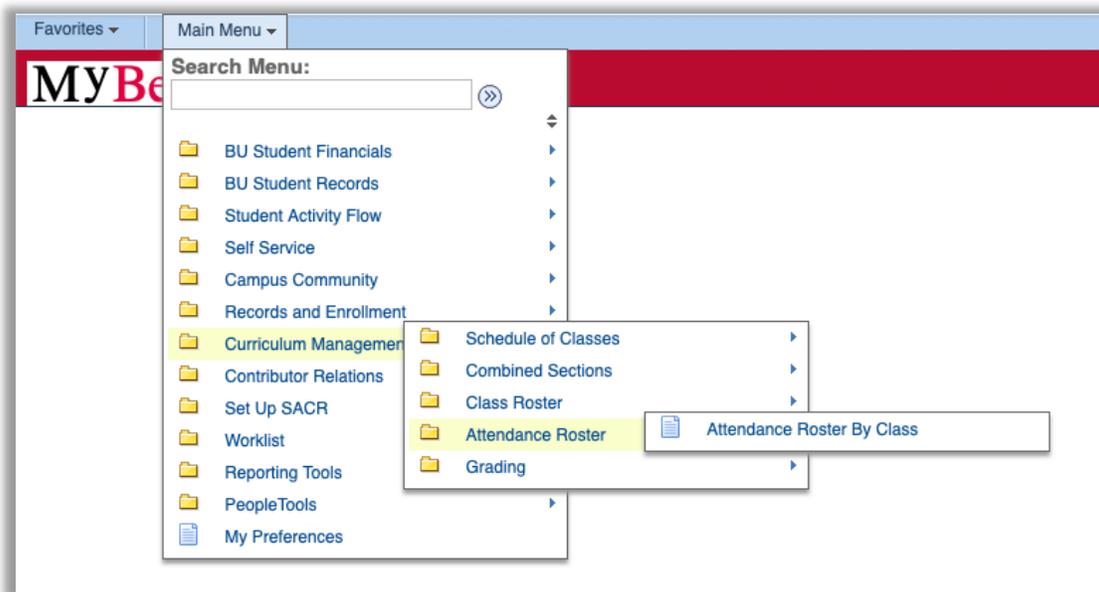
1. Log into the MyBenU system. You will be on the Homepage. Click on the **Classic Home** tile to get to the Classic view.



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



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



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.

The screenshot shows the 'Attendance Roster by Class' search page. The 'Look Up Term' dialog box is open, displaying search criteria and results. The search criteria include 'Term' (0755), 'Description', and 'Short Description'. The search results table lists various terms and descriptions, with '0755 2020 Summer' highlighted by a red arrow.

Term Description	Short Description
9999 End Term - Svc Indicator Use	End Term
0789 2023 Fall	2023 Fall
0787 2023 Summer	2023 Summe
0785 2023 Spring	2023 Sprin
0783 2023 Winter	2023 Winte
0779 2022 Fall	2022 Fall
0777 2022 Summer	2022 Summe
0775 2022 Spring	2022 Sprin
0773 2022 Winter	2022 Winte
0769 2021 Fall	2021 Fall
0768 2021 Late Summer Interim	2021 Late
0767 2021 Summer	2021 Summe
0765 2021 Spring	2021 Sprin
0763 2021 Winter	2021 Winte
0759 2020 Fall	2020 Fall
0755 2020 Summer	2020 Summe
0755 2020 Spring	2020 Sprin
0753 2020 Winter	2020 Winte
0749 2019 Fall	2019 Fall
0748 2019 Late Summer	2019 Late

- 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

View All First 1-3 of 3 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Session	Class Nbr	Class Section	Description	Course ID	Course Offering 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

- 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.

Attendance Roster By Class

Course ID 002954 Term 2016
 Course Name Intermediate Algebra Session Summer
 Subject / Catalog# MATH Institution Dated
 Class Section 03 Semester Benedictine
 Class Section 03 University
 Instructor Cathy Carrot;

Generate Populate from Student Enroll
 Generate Class Mtg Attendance

Report Manager

Student Attendance Roster Personalize | Find | View All | First 1-5 of 8 Last

	Template Nbr	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override
1	8	Class Meeting	06/20/2016	6:00PM	10:00PM	240	<input type="checkbox"/>
2	9	Class Meeting	06/27/2016	6:00PM	10:00PM	240	<input type="checkbox"/>
3	10	Class Meeting	07/04/2016	6:00PM	10:00PM	240	<input type="checkbox"/>
4	11	Class Meeting	07/11/2016	6:00PM	10:00PM	240	<input type="checkbox"/>
5	12	Class Meeting	07/18/2016	6:00PM	10:00PM	240	<input type="checkbox"/>

Save Return to Search Previous in List Next in List Notify Refresh

- 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.

Attendance Roster By Class

Course ID 002954 Term 2016
 Course Name Intermediate Algebra Session Summer
 Subject / Catalog# MATH 95 Institution Dated
 Class Nbr 7566 Semester Benedictine
 Class Section AG03 Instructor University
 Cathy Carrot;

Generate Populate from Student Enroll
 Generate Class Mtg Attendance

Report Manager

	Create	Print	View	Class	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override
1	Create	Print	View	8	Class Meeting	06/20/2016	6:00PM	10:00PM	240	<input type="checkbox"/>
2	Create	Print	View	9	Class Meeting	06/27/2016	6:00PM	10:00PM	240	<input type="checkbox"/>
3	Create	Print	View	10	Class Meeting	07/04/2016	6:00PM	10:00PM	240	<input type="checkbox"/>
4	Create	Print	View	11	Class Meeting	07/11/2016	6:00PM	10:00PM	240	<input type="checkbox"/>
5	Create	Print	View	12	Class Meeting	07/18/2016	6:00PM	10:00PM	240	<input type="checkbox"/>

Save Return to Search Previous in List Next in List Notify Refresh

- 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.

Class Attendance

Course ID Term 2016
 Course Name Intermediate Algebra Session Summe
 Subject / Catalog# MATH 95 Institution Dated
 Class Nbr Semester Benedictine
 Class Section AG03 Instructor University
 Cathy Carrot;

Template Nbr 8 Attendance Type Meeting Attendance Date 06/20/2016

* Student ID	Name	* Academic Career	Present	Tardy	Left Early	Reason	From Time	* To Time	Contact Minutes
1		Undergraduate Semester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:00PM	10:00PM	240
2		Undergraduate Semester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:00PM	10:00PM	240
3		Undergraduate Semester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:00PM	10:00PM	240
4		Undergraduate Semester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:00PM	10:00PM	240
5		Undergraduate Semester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Save and Return Cancel

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

The screenshot shows the 'Attendance Roster by Class' page. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class. The page header includes 'New Window | Help | Personalize Page'. Below the header, the 'Class Attendance' section displays course details: Course ID, Course Name (Intermediate Algebra), Subject / Catalog# (MATH 95), Class Nbr, and Class Section (AG03). It also shows Term (2016), Session (Summer), Institution (Benedictine University), and Instructor (Cathy Carrot). The 'Attendance Date' is 06/20/2016. Below this is a table titled 'Student Attendance Roster' with columns: Student ID, Name, Academic Career, Present, Tardy, Left Early, Reason, From Time, To Time, and Contact Minutes. The table contains 5 rows of student data. At the bottom of the table, there are two buttons: 'Save and Return' and 'Cancel'. A red arrow points to the 'Save and Return' button.

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.

The screenshot shows the 'Attendance Roster by Class' page. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class. The page header includes 'New Window | Help | Personalize Page'. Below the header, the 'Attendance Roster by Class' section displays course details: Course ID, Course Name (Intermediate Algebra), Subject / Catalog# (MATH 95), Class Nbr, and Class Section (AG03). It also shows Term (2016), Session (Summer), Institution (Benedictine University), and Instructor (Cathy Carrot). Below this is a 'Generate' button and a checkbox for 'Populate from Student Enroll' (checked). Below that is a 'Report Manager' section. The main part of the page is a table titled 'Student Attendance Roster' with columns: Template Nbr, Type, Attendance Date, From Time, To Time, Contact Minutes, and Override. The table contains 5 rows of attendance data. At the bottom of the table, there are buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'. A red arrow points to the 'Type' column in the first row, and another red arrow points to the 'Save' button.

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.