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My Attendance User Guide

Student

eLearn Support

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Please visit eLearn Support website for more information:
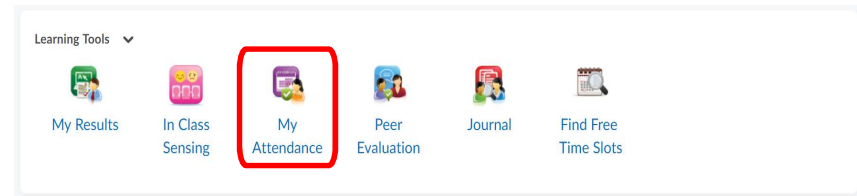http://elearnsupport.smu.edu.sg

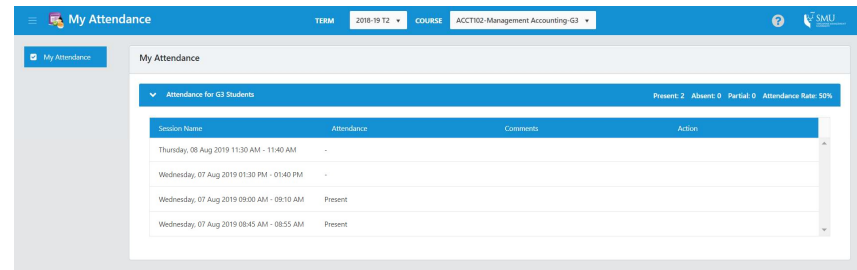# Table of Contents

1. Introduction

The My Attendance tool allows students to mark their attendance on their own

2. Assessing my Attendance

1) Under Learning Tools, click on the **My Attendance** icon to launch the **My Attendance** tool

2) The **My Attendance** tool will open in a new window

3. Switching between Courses and Sections

You can switch between courses without closing the My Attendance tool by using the **Term** and **Course** dropdown lists at the top of the screen.
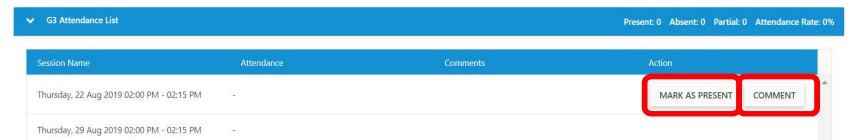

4. View Attendance

If your instructor opens the attendance list for students **viewing**, you will be able to see the list of **attendance sessions dates** and **attendance marking period** of each class session

If the attendance list is released to students for **self-marking,** you will also see the *'Mark as Present'* and *'Comment'* buttons

5.   Mark Attendance

If your instructor opens the attendance list for the students to self-mark, you will be able to mark your own attendance.

You can carry out the following actions to mark your attendance.

If you do not have any information or attachment for your instructor,

- Simply click on the *'Mark as Present'* button to mark yourself as present

If you have an attachment and/or any information for your instructor,

- Click on the *'Mark as Present'* button to mark yourself as present
- Click on the *'Comment'* button to provide further information
- Enter the information in the **Comments** text box provided
- Attach the document by clicking on *'Select File'* button
- Click on the *'Save'* button to save the comment and/or attachment

Your attendance will be updated as **present**. Any information and attachment will also be captured and will be viewable by your instructor

6.   Feedback

If you have any suggestions/feedback about this tool, please email us at: elearn@smu.edu.sg.