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<div><i>My Attendance User Guide</i></div> <hr/> <div>Student</div>		
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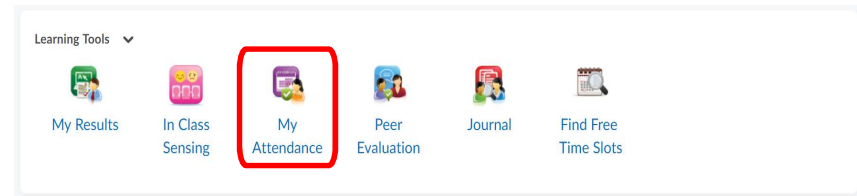
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1. Introduction

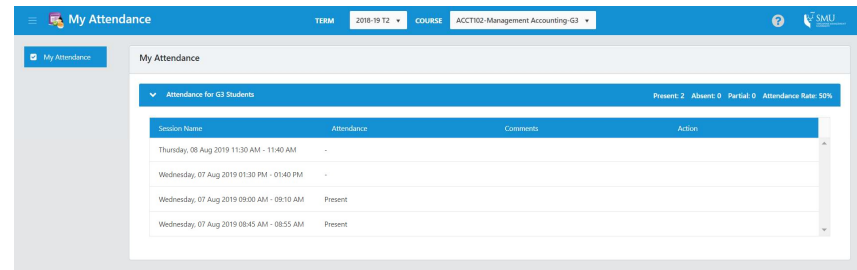
The My Attendance tool allows students to mark their attendance on their own

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.



The screenshot shows the top navigation bar of the My Attendance tool. It features two dropdown menus: 'TERM' with '2018-19 T2' selected, and 'COURSE' with 'ACCT102-Management Accounting-G3' selected.

4. View Attendance

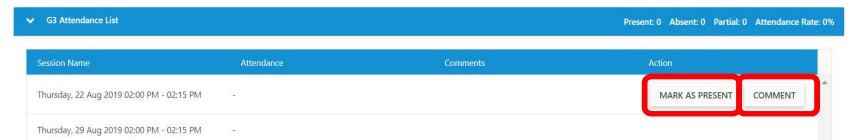
If your instructor opens the attendance list for students **viewing**, you will be able to see the list of **attendance sessions dates** and **attendance marking period** of each class session



The screenshot shows the 'Attendance for G3 Students' table. The table has columns: Session Name, Attendance, Comments, and Action. The first row is highlighted with a red box, showing 'Thursday, 08 Aug 2019 11:30 AM - 11:40 AM' under Session Name and '-' under Attendance.

Session Name	Attendance	Comments	Action
Thursday, 08 Aug 2019 11:30 AM - 11:40 AM	-		
Wednesday, 07 Aug 2019 01:30 PM - 01:40 PM	-		

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



The screenshot shows the 'G3 Attendance List' table. The table has columns: Session Name, Attendance, Comments, and Action. The first row is highlighted with a red box, showing 'Thursday, 22 Aug 2019 02:00 PM - 02:15 PM' under Session Name and '-' under Attendance. The Action column for this row contains two buttons: 'MARK AS PRESENT' and 'COMMENT', both highlighted with red boxes.

Session Name	Attendance	Comments	Action
Thursday, 22 Aug 2019 02:00 PM - 02:15 PM	-		MARK AS PRESENT COMMENT
Thursday, 29 Aug 2019 02:00 PM - 02:15 PM	-		

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.

G3 Attendance List			
		Present: 0	Absent: 0 Partial: 0 Attendance Rate: 0%
Session Name	Attendance	Comments	Action
Thursday, 22 Aug 2019 02:00 PM - 02:15 PM	--		MARK AS PRESENT COMMENT
Thursday, 29 Aug 2019 02:00 PM - 02:15 PM	--		

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

Comments

ADA PARIKH _ Not mark

COMMENTS

I am late because I had an event earlier.

Please enter not more than 1,000 characters for comments.

ATTACHMENTS

SELECT FILE

Capture.PNG
46 KB

X CANCEL SAVE

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

G3 Attendance List			
		Present: 1	Absent: 0 Partial: 0 Attendance Rate: 100%
Session Name	Attendance	Comments	Action
Thursday, 22 Aug 2019 02:15 PM - 02:40 PM	Present	I am late for class due to an event.	COMMENT

6. Feedback

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