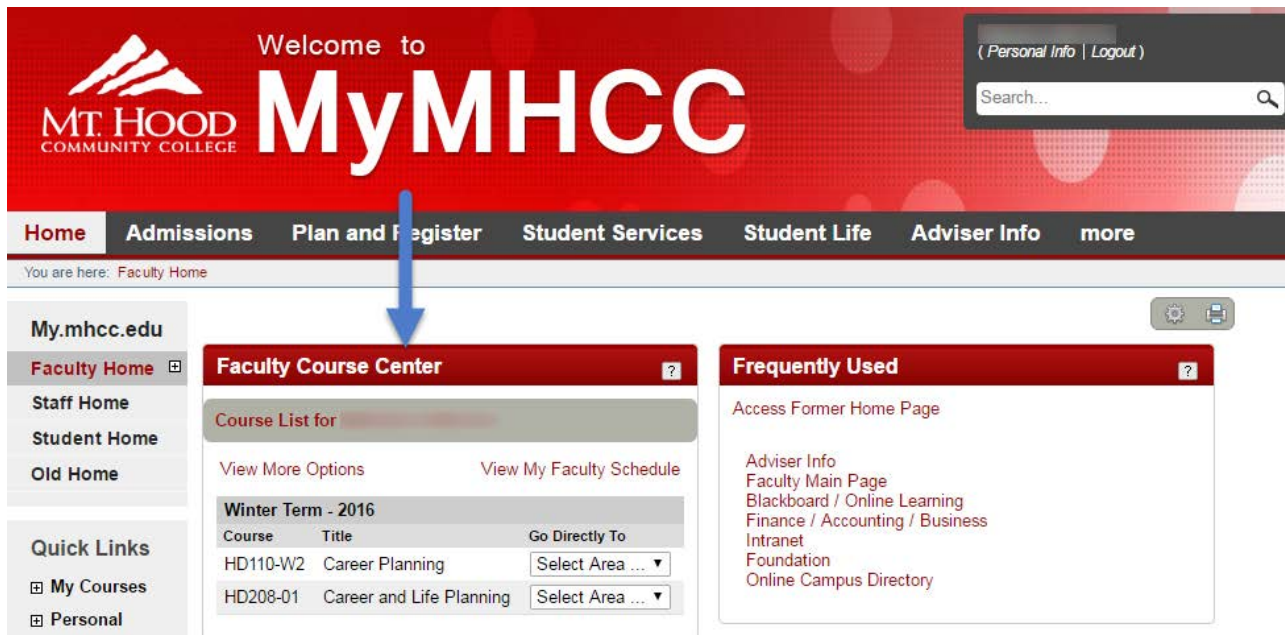
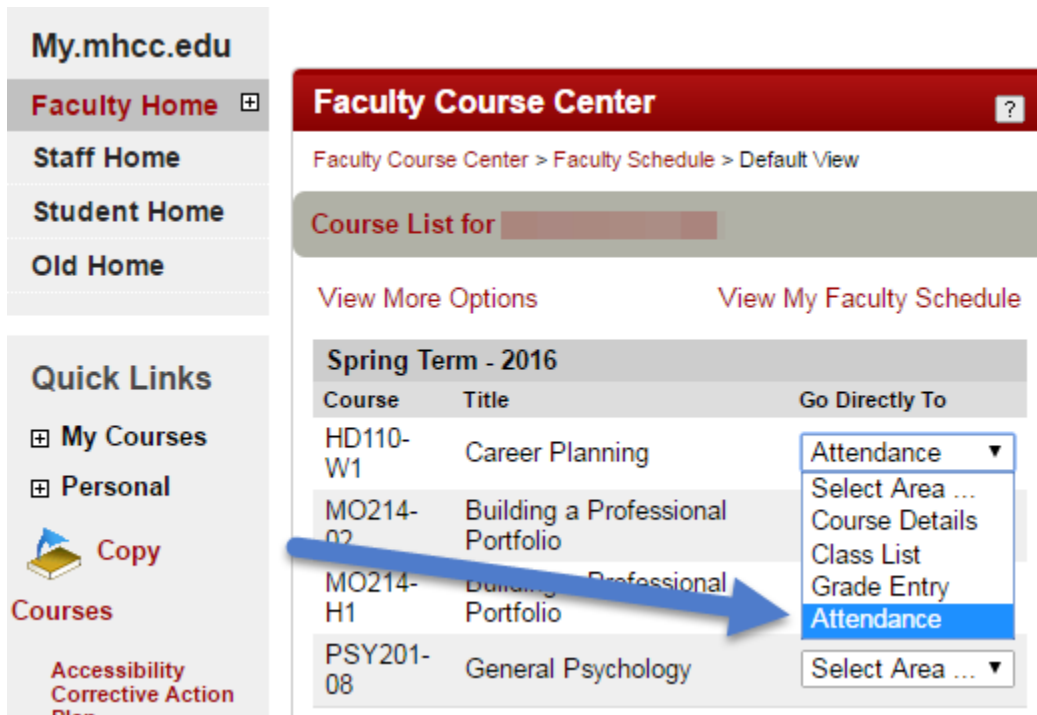


Instructions for Online Verification of Student Participation/Attendance

1. After logging into MyMHCC, full and part-time faculty would start by locating the course within the **Faculty Course Center** they want to report attendance on:



2. Then click on the drop down box and locate **Attendance**:



3. The screen will show the students registered in the course.

Faculty Course Center - Update Student Attendance ?

Faculty Course Center > Faculty Schedule > Default View > Update Student Attendance


Course:

Course Details Spring Term - 2016 | Undergraduate | HD110-W1 | Career Planning

Catalog	Faculty	Meets	Dates	Rooms
UG15		0:00 - 0:00 AM	03/28/2016 -04/30/2016	DL / WEB / WEB

Class List Spring Term - 2016 | Undergraduate | HD110-W1 | Career Planning (4 students)

Student ID	Student	Major	Status	Did the Student Participate/Attend?
389123	Person, Test,, Jr	Mental Health Social Svc	Registered(03/28/2016)	<input type="text" value=""/> Not submitted
623777	Test, Dars	General Studies	Registered(03/28/2016)	<input type="text" value=""/> Not submitted



4. Click on the drop down box to mark each student as having attended/participated or not.

Faculty Course Center - Update Student Attendance ?

Faculty Course Center > Faculty Schedule > Default View > Update Student Attendance

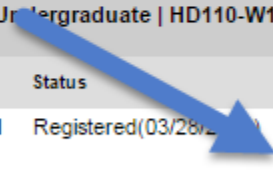
Course:

Course Details Spring Term - 2016 | Undergraduate | HD110-W1 | Career Planning

Catalog	Faculty	Meets	Dates	Rooms
UG15		0:00 - 0:00 AM	03/28/2016 -04/30/2016	DL / WEB / WEB

Class List Spring Term - 2016 | Undergraduate | HD110-W1 | Career Planning (4 students)

Student ID	Student	Major	Status	Did the Student Participate/Attend?
389123	Person, Test,, Jr	Mental Health Social Svc	Registered(03/28/2016)	<input type="text" value=""/> Not submitted
623777	Test, Dars	General Studies	Registered(03/28/2016)	<input type="text" value=""/> Not submitted



5. When attendance/participation has been entered for each student, click Submit:

Faculty Course Center - Update Student Attendance ?

Faculty Course Center > Faculty Schedule > Default View > Update Student Attendance


Course:

Course Details Spring Term - 2016 | Undergraduate | HD110-W1 | Career Planning

Catalog	Faculty	Meets	Dates	Rooms
UG15		0:00 - 0:00 AM	03/28/2016 -04/30/2016	DL / WEB / WEB

Class List Spring Term - 2016 | Undergraduate | HD110-W1 | Career Planning (4 students)

Student ID	Student	Major	Status	Did the Student Participate/Attend?	
389123	Person, Test,, Jr	Mental Health Social Svc	Registered(03/28/2016)	<input type="text" value="Yes"/>	Not submitted
623777	Test, Dars	General Studies	Registered(03/28/2016)	<input type="text" value="Yes"/>	Not submitted



6. A message will display when attendance has been submitted:

Faculty Course Center - Update Student Attendance ?

Faculty Course Center > Faculty Schedule > Default View > Update Student Attendance

Attendance successfully submitted

Course: HD110-W1 ▼

Course Details Spring Term - 2016 | Undergraduate | HD110-W1 | Career Planning

Catalog	Faculty	Meets	Dates	Rooms
UG15		0:00 - 0:00 AM	03/28/2016 -04/30/2016	DL / WEB / WEB

Class List Spring Term - 2016 | Undergraduate | HD110-W1 | Career Planning (2 students)

Student ID	Student	Major	Status	Did the Student Participate/Attend?
389123	Person, Test,, Jr	Mental Health Social Svc	Registered(03/28/2016)	Yes ▼
623777	Test, Dars	General Studies	Registered(03/28/2016)	Yes ▼

Submit

