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:

|                            | Welc                                       | come to                  | (Personal Info   Logout) |                                   |               |         |   |
|----------------------------|--|--------------------------|--------------------------|-----------------------------------|---------------|---------|---|
|                            |  |                          |                          |                                   | Search        |         | ٩ |
| COMMUNITY COLI             |  |                          |                          | -                                 | Ų             | <i></i> |   |
| Home Admiss                | sions Pla                                  | an and Fegister          | Student Services         | Student Life                      | Adviser Info  | more    |   |
| You are here: Faculty Hom  | e  |                          |                          |                                   |               |         |   |
| My.mhcc.edu                |  | •                        |                          |                                   |               | ۵.      |   |
| Faculty Home 🖽             | Faculty Co                                 | ourse Center             | 2                        | Frequently Use                    | d             | ?       |   |
| Staff Home<br>Student Home | Course List f                              | for the second second    |                          | Access Former Home                | e Page        |         |   |
| Old Home                   | View More Options View My Faculty Schedule |                          |                          | Adviser Info<br>Faculty Main Page |               |         |   |
|                            | Winter Term                                | 1 - 2016                 |                          | Blackboard / Online               | e Learning    |         |   |
| Quick Links                | Course<br>HD110-W2                         | Title<br>Career Planning | Go Directly To           | Intranet<br>Foundation            | ig / Dusiness |         |   |
| ⊞ My Courses<br>⊞ Personal | HD208-01                                   | Career and Life Planning | Select Area V            | Online Campus Dir                 | ectory        |         |   |

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 2 |  |                                   |            |                |                             |                  |  |  |  |
|--|--|-----------------------------------|------------|----------------|-----------------------------|------------------|--|--|--|
| Faculty C<br>Student A                   | Faculty Course Center > Faculty Schedule > Default View > Update<br>Student Attendance |                                   |            |                |                             |                  |  |  |  |
| Course: HD110-W1 ▼                       |  |                                   |            |                |                             |                  |  |  |  |
| Course                                   | Details Spring Te  | erm - 2016                        | 6   Underg | raduate   HD11 | 10-W1   Car                 | eer Planning     |  |  |  |
| Catalog                                  | Faculty  | Meets                             |            | Dates          | F                           | Rooms            |  |  |  |
| UG15                                     |  | 0:00 -                            | 0:00 AM    | 03/28/2016 -04 | 4/30/2016                   | DL / WEB / WEB   |  |  |  |
|  |  |                                   |            |                |                             |                  |  |  |  |
| Class Li<br>student                      | ist Spring Term -<br>s)  | 2016   Un                         | dergradu   | ate   HD110-W  | 1   Career P                | lanning (4       |  |  |  |
| Student<br>ID                            | Student  | Major                             | Status     |                | Did the Stu<br>Participate/ | dent<br>Attend?  |  |  |  |
| 389123                                   | Person, Test,, Jr  | Mental<br>Health<br>Social<br>Svc | Register   | ed(03/28/2016) | •                           | Not<br>submitted |  |  |  |
| 623777                                   | Test, Dars   | General<br>Studies                | Register   | ed(03/28/2016) | •                           | Not<br>submitted |  |  |  |
| Submit                                   |  |                                   |            |                |                             |                  |  |  |  |

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

| Fac<br>Att   | Faculty Course Center - Update Student |                                 |                                   |            |                  |                            |                   |                  |  |
|--------------|--|---------------------------------|-----------------------------------|------------|------------------|----------------------------|-------------------|------------------|--|
| Facu<br>Stud | ilty C<br>ent A                        | ourse Center > Fa<br>Attendance | culty Sche                        | dule > De  | fault ∀iew > Upo | date                       |                   |                  |  |
| Cοι          | irse                                   | HD110-W1 •                      |                                   |            |                  |                            |                   |                  |  |
| Co           | urse                                   | Details Spring Te               | erm - 2016                        | 6   Underg | jraduate   HD1   | 10-W1   Ca                 | reer Plani        | ning             |  |
| Cata         | log                                    | Faculty                         | Meets                             |            | Dates            |                            | Rooms             |                  |  |
| UG           | 15                                     |                                 | 0:00 -                            | 0:00 AM    | 03/28/2016 -0    | 4/30/2016                  | DL / WEB          | / WEB            |  |
|              |  |                                 |                                   |            |                  |                            |                   |                  |  |
| Cla<br>stu   | ss Li<br>dent                          | ist Spring Term -<br>s)         | 2016   Ur                         | 'ergradu   | ate   HD110-W    | /1   Career F              | Planning          | (4               |  |
| Stud<br>ID   | lent                                   | Student                         | Major                             | Status     |                  | Did the Stu<br>Participate | udent<br>/Attend? |                  |  |
| 389          | 123                                    | Person, Test,, Jr               | Mental<br>Health<br>Social<br>Svc | Register   | ed(03/28/        | T                          |                   | Not<br>submitted |  |
| 623          | 777                                    | Test, Dars                      | General<br>Studies                | Register   | ed(03/28/2016)   | Yes<br>No                  |                   | Not<br>submitted |  |
| Su           | bmit                                   | ]                               |                                   |            |                  |                            |                   |                  |  |

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

| Faculty Course Center - Update Student 👔 Attendance |  |                                   |          |                |                             |                  |  |  |  |
|---|--|-----------------------------------|----------|----------------|-----------------------------|------------------|--|--|--|
| Faculty<br>Student                                  | Faculty Course Center > Faculty Schedule > Default View > Update<br>Student Attendance |                                   |          |                |                             |                  |  |  |  |
| Cours   | e: HD110-W1 ▼  |                                   |          |                |                             |                  |  |  |  |
| Cours   | e Details Spring Te  | erm - 2016                        | Underg   | raduate   HD1  | 10-W1   Car                 | eer Planning     |  |  |  |
| Catalog   | Faculty  | Meets                             |          | Dates          | F                           | Rooms            |  |  |  |
| UG15  |  | 0:00 -                            | 0:00 AM  | 03/28/2016 -0  | 4/30/2016                   | DL / WEB / WEB   |  |  |  |
|   |  |                                   |          |                |                             |                  |  |  |  |
| Class<br>stude                                      | List Spring Term -<br>nts)   | 2016   Un                         | dergradu | ate   HD110-W  | 1   Career P                | lanning (4       |  |  |  |
| Student<br>ID                                       | Student  | Major                             | Status   |                | Did the Stu<br>Participate/ | dent<br>Attend?  |  |  |  |
| 389123  | 3 Person, Test,, Jr  | Mental<br>Health<br>Social<br>Svc | Register | ed(03/28/2016) | Yes ▼                       | Not<br>submitted |  |  |  |
| 623777  | 7 Test, Dars   | General<br>Studies                | Register | ed(03/28/2016) | Yes 🔻                       | Not<br>submitted |  |  |  |
| Submi   |  |                                   |          |                |                             |                  |  |  |  |

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

| Faculty Course Center - Update Student   |                                   |                                   |            |               |                            |                   |  |  |
|--|-----------------------------------|-----------------------------------|------------|---------------|----------------------------|-------------------|--|--|
| Faculty Course Center > Faculty Schedule > Default View > Update<br>Student Attendance |                                   |                                   |            |               |                            |                   |  |  |
| Attenda  | Attendance successfully submitted |                                   |            |               |                            |                   |  |  |
| Course:  | Course: HD110-W1 V                |                                   |            |               |                            |                   |  |  |
| Course D   | etails Spring Te                  | erm - 2016                        | 6   Underg | raduate   HD  | 110-W1   Ca                | reer Planning     |  |  |
| Catalog F  | Faculty                           | Meets                             |            | Dates         |                            | Rooms             |  |  |
| UG15   |                                   | 0:00 -                            | 0:00 AM    | 03/28/2016 -  | 04/30/2016                 | DL / WEB / WEB    |  |  |
|  |                                   |                                   |            |               |                            |                   |  |  |
| Class Lis<br>(2 stude  | st Spring Term -<br>nts)          | 2016   Un                         | dergradu   | ate   HD110-V | V1   Career I              | Planning          |  |  |
| Student<br>ID  | Student                           | Major                             | Status     |               | Did the Stu<br>Participate | ident<br>/Attend? |  |  |
| 389123   | Person, Test,, Jr                 | Mental<br>Health<br>Social<br>Svc | Registere  | ed(03/28/2016 | )<br>Yes ▼                 |                   |  |  |
| 623777   | Test, Dars                        | General<br>Studies                | Registere  | ed(03/28/2016 | ) Yes V                    |                   |  |  |
| Submit   |                                   |                                   |            |               |                            |                   |  |  |