

Faculty/Staff Getting Started Guide

MU CONNECT- Attendance

Easier than ever to connect with your students



Welcome to MU CONNECT – Attendance

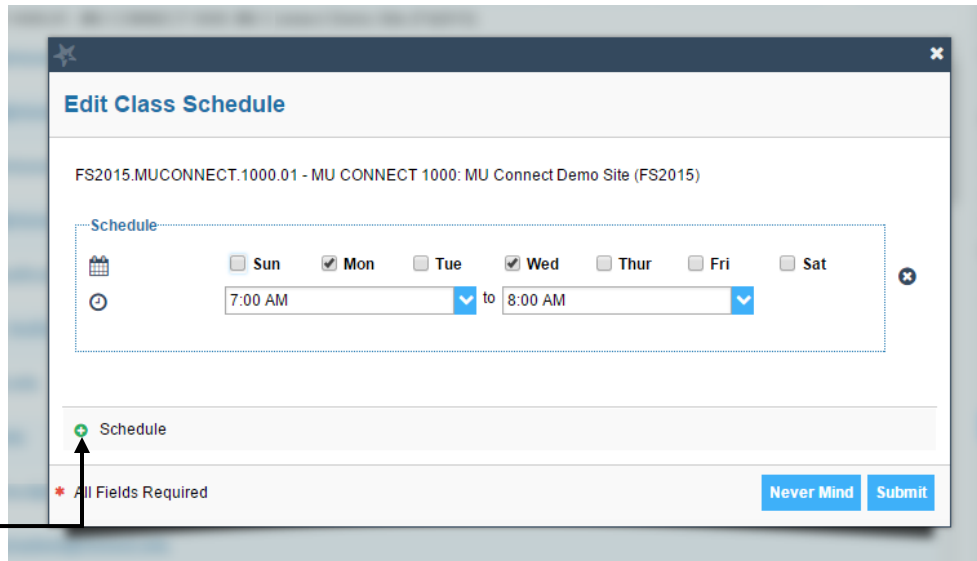
MU CONNECT gives you a convenient way to keep track of your students – with the ability to set up class schedules that accurately reflect the meeting times of your classes, you can keep track of your students attendance easier than ever.

Getting started is easy. Accessible through Blackboard, MU CONNECT will automatically display all students that are enrolled in your courses. From there, you can begin to keep track of their attendance data. Whether students are tardy, have excused absences, are absent, or are present, as an instructor you are able to keep track of it all!

- **How to Use the Attendance Feature:**

1. Go to <http://muconnect.missouri.edu>
2. Select your preferred login through your MU single sign-on ID. (When using a learning management system, click on MU Connect across the top of the page).
3. Click on **Students** in the top frame navigation:
4. Click **Attendance**

- Prior to marking attendance within the MU Connect Attendance Feature, a class schedule must be built
 1. Select the proper term and course from the Course Section drop down menu
 2. Click on the “Class Schedule” button under the “Attendance” tab
- Selecting the “Class Schedule” button will bring up the following menu:



- Edit the “Schedule” feature to reflect meeting times for your class
- If there are additional meeting times, such as a lab or discussion session, click on “+ Schedule” to add those days and times
- Be sure to click on “Submit”

Recording Attendance Data

To begin recording attendance, follow these steps:

1. Click on “Students” tab in blue ribbon
2. Click on the “Attendance” tab (under the Students tab)
3. In the “Filter Students By” section, select the course for which you have built a Class Schedule
4. Click on the “Record Attendance” button above

5. Clicking on the “Record Attendance” button will bring up the following dialogue box:

Record Attendance Never Mind Submit

Section: FS2015.MUCONNECT.1000.01 Meeting Times: Add Session

Students: Search for Student: Student: Present

No students found

Meeting Times:

- Mon Aug 24 2015 - 9:00 am to 10:00 am
- Wed Aug 26 2015 - 9:00 am to 10:00 am
- Fri Aug 28 2015 - 9:00 am to 10:00 am
- Mon Aug 31 2015 - 9:00 am to 10:00 am
- Wed Sep 02 2015 - 9:00 am to 10:00 am
- Fri Sep 04 2015 - 9:00 am to 10:00 am**
- Mon Sep 07 2015 - 9:00 am to 10:00 am
- Wed Sep 09 2015 - 9:00 am to 10:00 am
- Fri Sep 11 2015 - 9:00 am to 10:00 am
- Mon Sep 14 2015 - 9:00 am to 10:00 am
- Wed Sep 16 2015 - 9:00 am to 10:00 am
- Fri Sep 18 2015 - 9:00 am to 10:00 am
- Mon Sep 21 2015 - 9:00 am to 10:00 am
- Wed Sep 23 2015 - 9:00 am to 10:00 am






* Required fields Never Mind Submit

6. Ensure that the proper section and date are selected for recording
7. Click “Submit”
8. MU Connect will automatically default each student to “Present”

Record Attendance Never Mind Submit

Section: FS2015.MUCONNECT.1000.01 Meeting Times: Wed Sep 02 2015 - 9:00 am to 10:00 am Add Session

Students: Search for Student: Search

Student	Present	Absent	Excused	Tardy
 muengradvising@missouri.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 balsern@missouri.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 disabilitycentergradstudent@missouri.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 MUFINAIDCONNECT@missouri.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 umhucadvisingndack@missouri.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Absent Students: Clear All Absences

9. Select the attendance status associated with each student
10. Click “Submit” to save attendance records for that session

Reviewing Attendance Data

- Follow steps from beginning to access “Attendance” page
- Under the “Filter Students By” section, select proper term and course
- Students in that section for that term will populate
 - Previously recorded attendance data will populate below their names
- Use the “Filter Students By” box to select the attendance status you are searching for and click on “go”

- For example:

The screenshot shows the 'Students' page in a learning management system. The page header includes navigation tabs: Home, Appointments, Students (selected), Services, and Admin. A search bar is present with the text 'Search for Students'. The user's name, 'Christina Balsler', is displayed in the top right corner. Below the header, there are tabs for 'My Students', 'Tracking', 'Zoom In', and 'Attendance'. The main content area shows a list of students with their attendance status for a specific class session. A 'Filter Students By' sidebar is visible on the right, showing filters for 'All', 'Course Section', 'Attendance Status', and 'Class Session Dates'.

Notes on Editing Attendance Data

- An instructor can **make changes to previously recorded attendance data** by returning to the “Record Attendance” function and selecting a previously recorded class period
- Clicking the “**Clear Session**” button within the “Record Attendance” function will clear recorded attendance data for the class session specified by the user
 - This tells the system that there is no attendance data for that specified class and time**
- Clicking the “**Clear All Absences**” button will reset the attendance data to “Present” for the specified class and time
- Clicking the **red X** next to a student’s name resets their attendance status to “Present” for specified class and time
- Make sure to click “Submit” to save any changes

The screenshot shows the 'Record Attendance' page in a learning management system. The page header includes navigation tabs: Home, Appointments, Students (selected), Services, and Admin. A search bar is present with the text 'Search for Students'. The user's name, 'Christina Balsler', is displayed in the top right corner. Below the header, there are tabs for 'My Students', 'Tracking', 'Zoom In', and 'Attendance'. The main content area shows a list of students with their attendance status for a specific class session. A 'Filter Students By' sidebar is visible on the right, showing filters for 'All', 'Course Section', 'Attendance Status', and 'Class Session Dates'.

Raising an Attendance Flag

- When in the “Attendance” feature, a user can raise an attendance flag on their students
- For example, raising a flag for Attendance for students that have recorded absences:
 - Follow steps above to go to “Attendance” feature
 - Select criteria in “Filter Students By” box: In this case “Absence”

Home Appointments Students Services Admin Search for Students Christina Balser help | support

My Students Tracking Zoom In Attendance

Record Attendance Class Schedule Attendance Report Flag Referral To-Do Kudos Send Message Note

Select All Deselect All FS2015.MUCONNECT.1000.01 - MU CONNECT 1000: MU Connect Demo Site (FS2015)

Tiger, Truman, ttvwb@mail.missouri.edu
Absences: 9:00 am Yesterday

Filter Students By

All

Course Section
FS2015.MUCONNECT.1000.01

Attendance Status

Present

Absence

Excused Absence

Tardy

Class Session Dates

All

Specific Date & Time

Start to End

Start Time to End Time All Day

Go

- Select the student(s) you wish to raise an attendance flag and click on the “Flag” button
- This will populate the following box:

Raise Flag for Tiger, Truman Never Mind Save

* Flag

Course Context

Comment

Permissions: A tracking

* Required fields

Attendance Concern
Used by instructors to report an attendance concern. To see a sample e-mail that the student will receive, right click on the following link to open up in a new window: [Attendance Concern E-Mail](#) .
** Disclosable under FERPA*

In Danger of Being Dropped
Used by instructors to report a student that may be dropped from a course. To see a sample e-mail that the student will receive, right click on the following link to open up in a new window: [In Danger of Being Dropped Email](#).
** Disclosable under FERPA*

In Danger of Failing
Used by instructors to report a student that may be in danger of failing a course. To see a sample e-mail that the student will receive, right click on the following link to open up in a new window: [In Danger of Failing Email](#).
** Disclosable under FERPA*

- Select “Attendance Concern”
- Select Course Context
- Insert Comment
- Click “Save”



MU Connect
University of Missouri

For additional questions...

You can reach us at
muconnectsupport@missouri.edu.

You can find detailed resources at
muconnect.missouri.edu