

# 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.

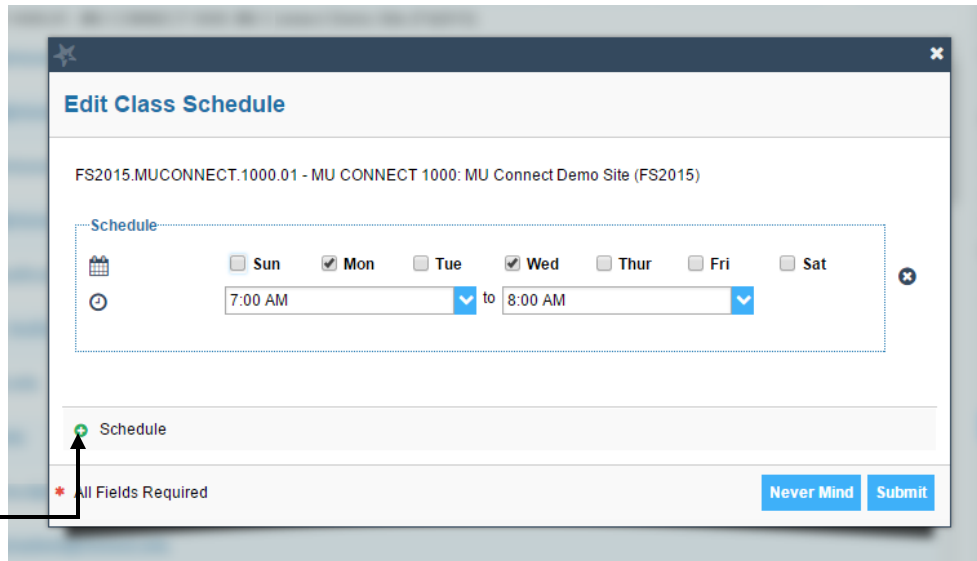
Getting started is easy. Accessible through your preferred login, MU CONNECT will automatically display all students that are enrolled in your courses. From there, you can begin to keep track of their attendance data. Whether students are tardy, have excused absences, are absent, or are present, as an 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 PawPrint.
3. Click on **Students** in the top frame navigation:
4. Click **Attendance**

The screenshot shows the MU Connect web interface. At the top, there is a navigation bar with tabs for Home, Appointments, Students (highlighted in orange), Services, and Admin. Below this is a search bar and a user profile for Christina Balsler. Under the Students tab, there are sub-tabs for My Students, Tracking, Zoom In, and Attendance (circled in red). Below the sub-tabs, there are several action buttons: Record Attendance, Class Schedule (highlighted with a blue arrow), Attendance Report, Flag, Referral, To-Do, Kudos, Send Message, and Note. The main content area displays a list of students for the course section FS2015.MUCONNECT.1000.01. On the right, there is a 'Filter Students By' sidebar with dropdown menus for Course Section (set to FS2015.MUCONNECT.1000.01) and Attendance Status (with checkboxes for Present, Absence, Excused Absence, and Tardy). Below the sidebar, there are options for Class Session Dates (All or Specific Date & Time) and a 'Go' button. A list of student names is visible in the main content area, including Advising, MU ENGR, muenqradvising@missouri.edu, Balsler, Nick, balsem@missouri.edu, Center, MU Disability, disabilitycentergradstudent@missouri.edu, CONNECT, MU FINAID, MUFINAIDCONNECT@missouri.edu, Desk, Business Advising, umcbusadvisingdesk@missouri.edu, Fairchild, Clarice, cst436@mail.missouri.edu, and GradStudent1, MU MZON, mumzongradstu1@umsystem.edu.

- 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:

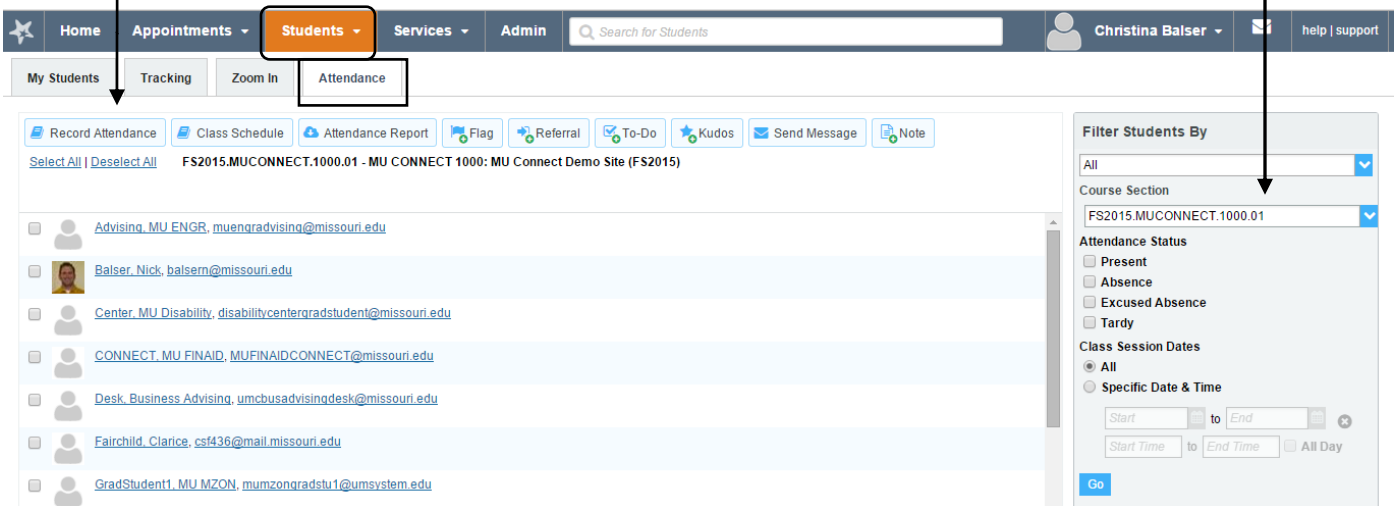


- Edit the “Schedule” feature to reflect meeting times for your class
- If there are additional meeting times, such as a lab or discussion session, click on “+ Schedule” to add those days and times
- Be sure to click on “Submit”

## 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  Pre

No students found

\* 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 balsern@missouri.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 disabilitycentergradstudent@missouri.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 MUFINAIDCONNECT@missouri.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 umhbusadvising@missouri.edu	<input checked="" 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:

### 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

### 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, ttrwb@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](mailto:muconnectsupport@missouri.edu).

You can find detailed resources at  
[muconnect.missouri.edu](http://muconnect.missouri.edu)

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