

School of Arts, Languages & Cultures

Attendance Monitoring 2012-13

A Quick Guide to Attendance Recording in Campus Solutions

Steps:

1. Log on to Campus Solutions
2. Click on 'Self Service', then 'Faculty Center'
3. Click on 'My Schedule' (if the incorrect year is displayed, click on 'Change Term')
4. Click on 'Class Roster' (far left icon) to print out a register to circulate
5. Click on 'Attendance' (waving figure icon)
6. Click on 'View' to access the correct seminar date
7. Click on 'View All' to display all the students in the seminar
8. To input attendance data:
Click on 'Select All' to tick all the 'Present' boxes
Click on the boxes of absent students to mark absences
Indicate whether the absences are 'Authorized' or 'Unauthorized' (ignore the 'Tardy' and 'Left Early' boxes)
9. Click 'Save and Return' to return to 'Attendance Roster By Class'
10. Click on 'Save' – then logout

NB: There are TWO 'Save' stages above - 9 & 10.

A full training guide is available here:

<http://documents.manchester.ac.uk/protected/display.aspx?DocID=11218> (you will need to log in to view this document). Please see pages 16-17.

NB:

If you find that Campus Solutions is running slowly in Internet Explorer, please try via Firefox.