

FIRST WEEK ATTENDANCE REPORTING INSTRUCTIONS

Follow these steps for first week attendance reporting:

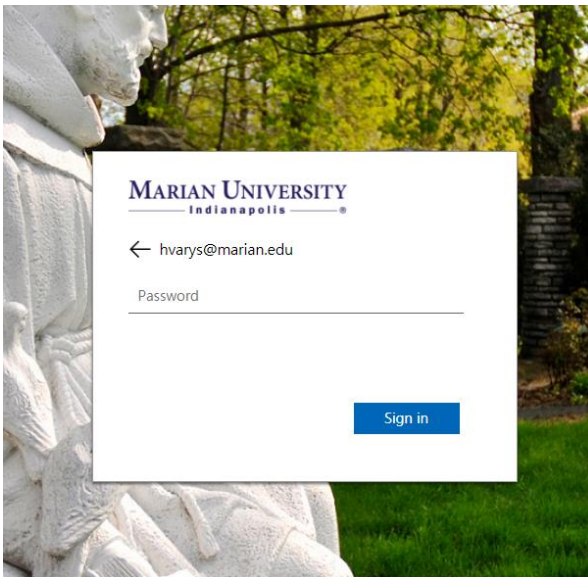
1. In your MUHUB account, Click on the “Attendance and Early Warning Report”:



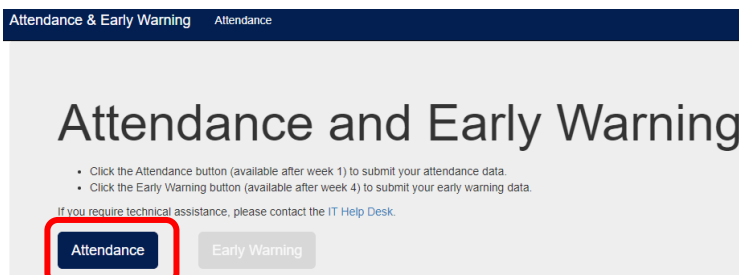
2. You may be promoted to sign for security purposes. Fill in the below information and click “Sign in”

Username: xxxxxxx@marian.edu (full Marian email)

Password: university password



3. Click on the “Attendance” button to enter the attendance reporting for your courses.



- All courses in the term you are listed as an instructor will appear. Click the attendance link to submit attendance data for the students enrolled:

Attendance & Early Warning		Attendance		
My Courses - 2021SP				
✓ Edit	Section	Title	Enrolled	
Attendance	ACC-210-SJC02	Principles of Accounting I	12	
Attendance	ACC-250-MM01	Intro to Fin & Man Accting	12	
Attendance	ACC-250-MM02	Intro to Fin & Man Accting	24	

- Students listed alphabetically by last name. You will an select attendance option for each student. **For large courses**, you can elect to click the “Mark all as attending” and then individually adjust the attendance option for anyone that needs changed:



Note, the attendance lists may not match your course roster in MUHUB at the time you submit attendance information. The data within the attendance and early warning reporting tile is a “snap shot” of the roster data from after the add/drop period and will not reflect “real-time” that might still be taking place.

- You will have five options to select from for each student. It is important that you select the option that best describes the attendance pattern for that student from the first week of classes. If further information is needed, please provide comments.
 - Student is currently attending
 - Student has never attended **and** has not contacted me
 - Student has communicated intent to drop this course
 - Student has communicated intent to stay enrolled in the course
 - Student is not currently listed on my MUHUB roster

Student	Attendance	Comments
[Redacted]	<div style="border: 1px solid gray; padding: 5px;"> <div style="background-color: red; color: white; text-align: center; padding: 2px;">↓ Mark all as attending ↓</div> <div style="border: 1px solid gray; padding: 2px;"> Student is currently attending </div> <div style="border: 1px solid gray; padding: 2px;"> --- Select a status --- </div> <div style="border: 1px solid gray; padding: 2px; background-color: #e0e0e0;"> Student is currently attending </div> <div style="border: 1px solid gray; padding: 2px;"> Student has never attended and has not contacted me </div> <div style="border: 1px solid gray; padding: 2px;"> Student has communicated intent to drop this course </div> <div style="border: 1px solid gray; padding: 2px;"> Student has communicated intent to stay enrolled in this course </div> <div style="border: 1px solid gray; padding: 2px;"> Student is not currently listed on my MUHUB roster </div> <div style="border: 1px solid gray; padding: 2px;"> Student is currently attending </div> </div>	
[Redacted]		
[Redacted]		

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7. When you have completed attendance reporting, click the **“Save All”** button at the top or bottom of the page. Saving a large number of students might take 30 seconds or longer.
8. Repeat the above steps from each course.

If you have any questions or need assistance, please email Hanna Varys directly at hvarys@marian.edu . If you have trouble logging into the system or you need your password reset, please contact the IT help desk.