MARIAN UNIVERSITY
— Indianapolis —

FIRST WEEK ATTENDANCE REPORTING INSTRUCTIONS

Follow these steps for attendance reporting:

1. Log into your MUHUB account using your MU credentials. Login link located at: **https://www.marian.edu/current-students/my-marian**
2. Click on the FACULTY tile to open up the list of assigned courses by term.

Faculty
Here you can view your active classes and submit grades and waivers for students.

3. Click on the course you for which you need to report attendance:

Summer 2019		
Section	Times	Locations
PHL-130-MM01: Human Nature and Person	M/T/W/Th 9:00 AM - 10:45 AM 5/6/2019 - 8/24/2019	Clare Hall, 129 Classroom

4. Click on the "Attendance" link:

Seats Available 0 of 10

Roster   **Attendance**   Waitlist

Update All ▼

5. Select your meeting date (located on the top right section of your attendance screen). **You can only select the current or a past meeting date based on the days/times your course is scheduled.** You cannot manipulate the date to a different date.
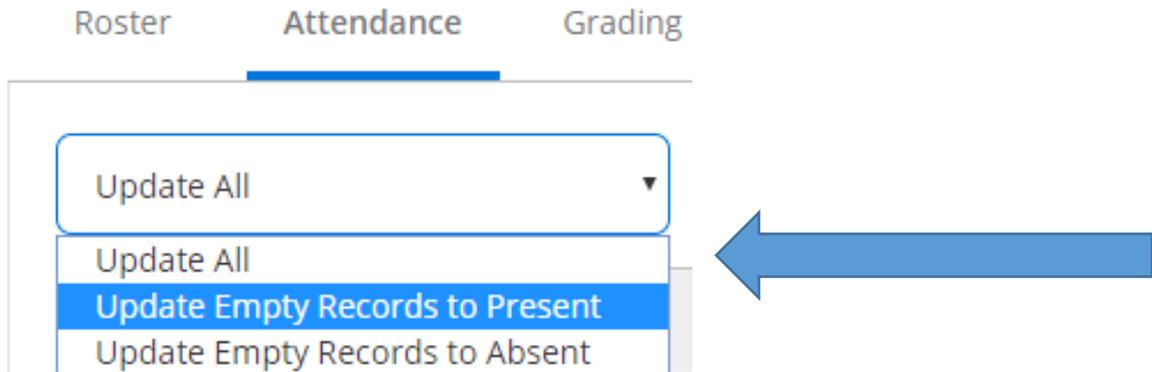
Select Date 7/11/2019 (Thursday) ▼

6. To update ALL records to PRESENT or ABSENST, select one of these options from the "Update All" drop down field:

7. To update individual records, go through the list and select one of the options from the drop down field:

Here are the attendance definitions:

1. **PRESENT** – Student is active in the course.
   a. What do you mean by "active" – student is physically present, logged in remotely, or active in CANVAS course requirements.
2. **ABSENT, NO EXCUSE** – Student is active in the course and has NOT reached out to instructor regarding absence.
3. **ABSENT, EXCUSED** – Student is active in the course and has reached out to instructor regarding absence.
4. **LATE** - Student is active in the course, but arrived late to class.

8. **If you wish to enter any comments, click on the bubble to the right of the attendance drop down field:**

Enter your attendance comments and click SAVE.

Enter a comment up to 50 characters

Comment

Save	Cancel

9. **There is no "submit" button. Once the attendance information has been entered, it automatically "saves" the data. If you made an error, you can edit the information at any time!**

What do I do with students who are on my roster, but NEVER attend class?

If you find you have a student(s) on your roster who NEVER attended class, **not even one time**, these are students who are not here or they failed to process their drop/adds correctly and are attending a different course. We will capture "never attended" information during the final grading period, but you can flag students as "never attended" at any time:

1. **Click on the "Grading" link on your course roster:**

Summer 2019
Marian Main

Seats Available 53 of 100
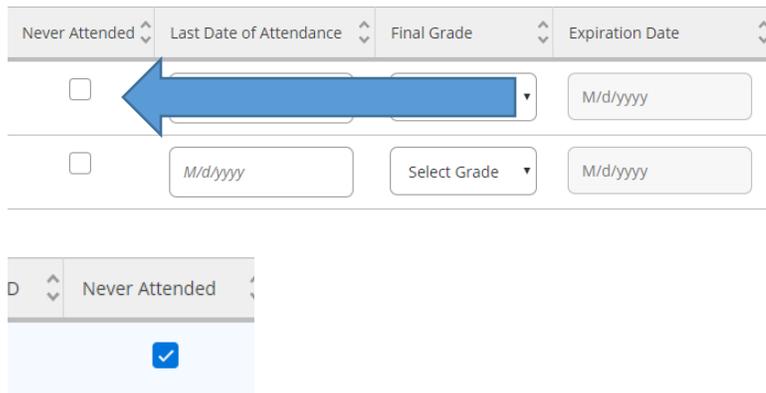
Roster   Attendance   Grading

Overview   Final Grade   Midterm 1

2. Click in on the **"Final Grade"** link:

3. Click the "never attended" box for the student(s) who have never attended. The flag will remain on that student. **THERE IS NO NEED TO CLICK "POST GRADES".**

What happens after I mark them as "never attended"?

During the semester, the Registrar will periodically run a "never attended" report. If it appears the student(s) are truly not in attendance, a deregistration process on the student(s), which will remove them from your roster.

What do I do if they appear on my final grading roster?

If the student is still on your roster when it is time to submit final grades, you will enter a failing grade; leave the "never attended" flag and **POST GRADES**. The Registrar will look for patterns of non-attendance on student records and investigate further. Your job is complete!