

LOGIN

To access the Campus Attendance System, go to: <https://login.salesforce.com/>

Username: DSI@dsams.devry.com , example, D99999999@dsams.devry.com,

Password: Active Directory password (This is your network password)

Click the **Log-In** button.

NOTE: If you would like to be able to access the attendance system from your personal computer, you must first activate the link by following the instructions in the email that will be sent to you when your first use your personal PC to access DSAMS. DeVry computers are not affected.

Also, since DeVry is re-routing authentication through its Active Directory, the

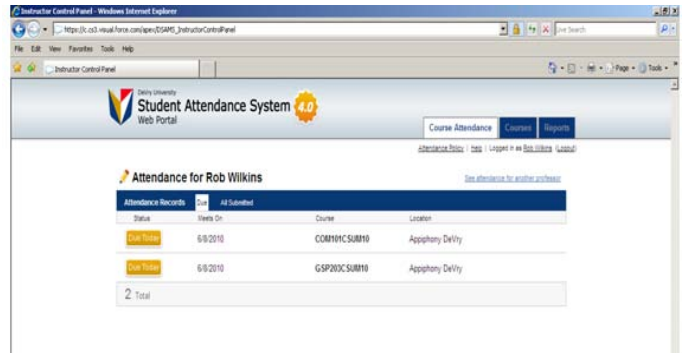
COURSE ATTENDANCE TAB

Courses that have “**Attendance Due**” to be posted are shown first.

To post attendance for a course:

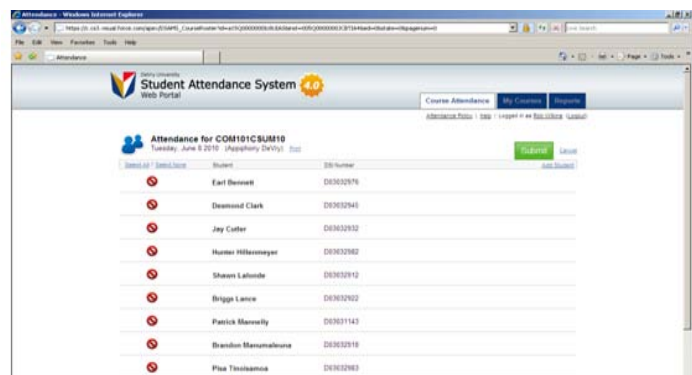
Click on “**Due Today**” for the class you intend to post attendance for.

Once Attended is Submitted, Rosters can be viewed by selecting the **All Submitted** tab in the Course Attendance area. You can update Rosters until Midnight of the day they are due once Submitted.



A roster list of all students enrolled in that course will appear.

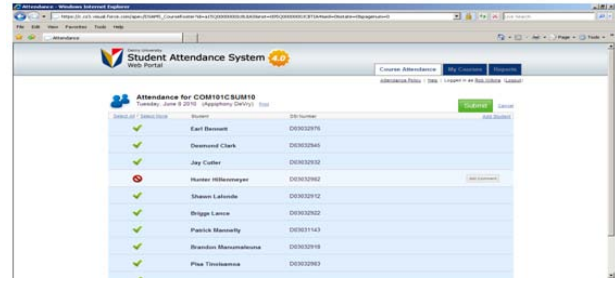
- The default setting shows all students marked absent.



UPDATING ATTENDANCE

Options for updating attendance information:

- Click on the student row to change the status to Present (v), **or**
- Select all and then remove each student who was absent by clicking the row, **or**
- Use the 'Space Bar' to toggle the student to "present" and advance to the next student.



ADD COMMENTS

NOTE: If a student was tardy, mark the student present, but enter a comment in the comment box indicating that the student was tardy.

- To add a comment, hover over the area to the right of the DSI#.
- The 'Add Comment' button will appear, click on 'Add Comments'
- The comment box will open, enter comment, click 'Save Comment'
- The "Send Comment to Registrar" will allow your comments to be added to a report that Registrars can run to view comments.



SUBMIT ATTENDANCE

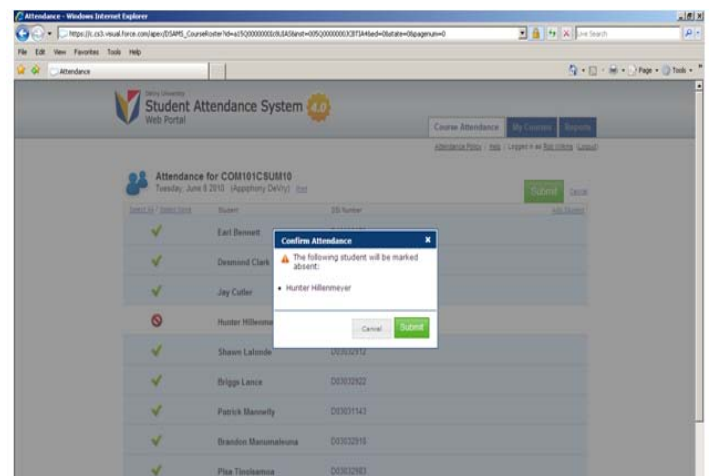
Click the "**Submit**" button

NOTE: A message box will appear asking you to confirm all students marked absent.

Click "**Submit**" button if correct.

The roster will now be marked as submitted and can be viewed in "**All Submitted**".

NOTE: Attendance can be edited until Midnight of the day you Submit attendance.



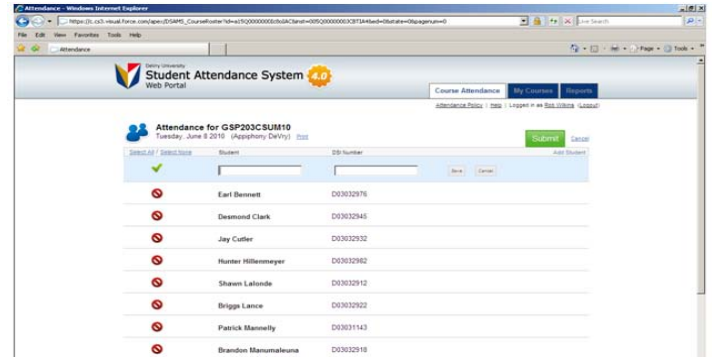
NON-ROSTERED STUDENT ATTENDANCE

If a student is present in the class and is not in the roster, follow these steps:

- Locate the correct class record.
- Click on **“Add Student”** under the **Submit** button.
- Add the students name and correct D# and click **“Save”**.

NOTE: You *must* enter both name and student DSI

Once successful, student will be added to the roster and marked present.

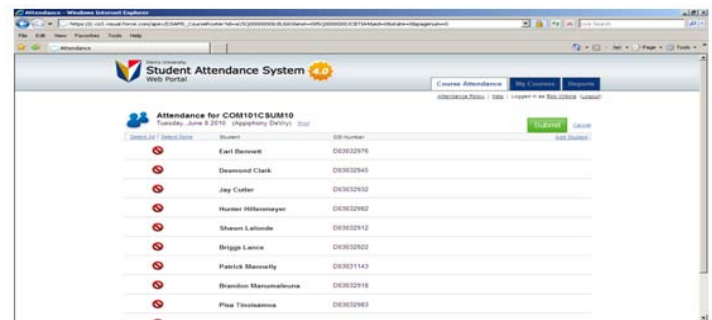


PRINT SIGN-IN ROSTERS

Print a blank roster:

- Select **“Print”** located next to the Attendance for your course.
- A blank roster page will appear in .PDF format.
- Print out blank rosters for students to sign during both Week 1 and Week 2.
- Signed forms should be returned to the Registrar’s office or Center Support as instructed.

NOTE: Rosters can be printed in advance of class meeting dates by going to the My Courses tab, selecting a course and then selecting a date on the Meeting Date grid. This step will bring up a Roster that you can Print.



REPORTS TAB

- View Attendance History for entire session by Course
- To change term, use drop down menu.
- To send student an email, click on student name.

Student Name	DSI	M	Tu	We	Th	Fr	Sa	Su	M	Tu	We	Th	Fr	Sa	Su
James Dabrowski	00301949	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Earl Bennett	00302076	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	Yes
South Bill	01243443	No	Yes												
Troy Browner	00302949	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Shane Smith	00301549	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Desmond Clark	00302945	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Keith Duncan	00302011	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Colin Casper	00301045	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
LEWIS, GEORGE	00079865	Yes	Yes												
Justin Thomas	00402949	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
William Palmerson	00302061	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Robert Johnson	00302949	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Andrew Ladd	00300949	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Brandon Manumaleuna	00302018	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes	Yes

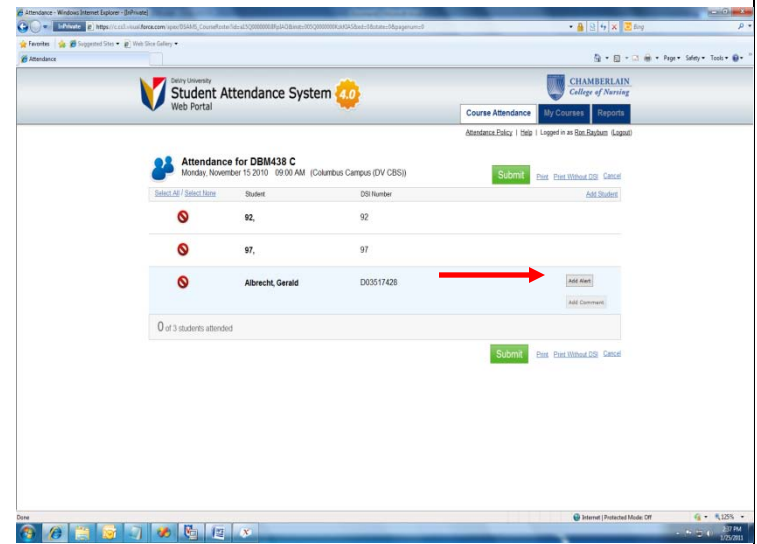
Faculty Alert -- **NEW -- ADDED FOR MARCH 2011 SESSION**

The **Add Comments** feature has been supplemented with a new option that alerts the Student Central area about students identified as needed additional support.

To initiate a **Faculty Alert** move your cursor over the rightmost area of the roster line for a student. You will see the **Faculty Alert** box and the **Add Comments** box. These are used for different purposes as outlined in the supplemental Guide to Faculty Alerts.

To post a **Faculty Alert**, select the Faculty Alert Box and choose from one of the items listed. Provide a reason for your Faculty Alert in the Comments area used for the Faculty Alert.

The **Add Comments** box should be used to keep notes on Student Attendance. Use the Faculty Alert for Academic and other issues requiring Student Central assistance.



Alert Options

Once you select the Faculty Alert box, the list of alerts can be viewed by selecting the drop-down arrow on the Alert type.

Enter additional comments to help the Advisor understand the reason for the Alert and your expectations. As always, discussing a situation with a student and letting them know that you are going to reach out for assistance is recommended.

