



## Attendance System Quick Start Guide:

### 1. Logon:

- a. Open Internet Explorer and go to:
  - <http://crcsams> or <http://10.28.8.38> (NOT ACCESSIBLE OFF CAMPUS)
  - Type in your user name and password, then click the submit button to enter the site.
    - \*Your username is your D#.\*
    - \*Default password is: **temp1**.\*
    - \*\*If this is your first time logging in, you might be forced to change your password\*\*
  - If you changed your password, click [Back to the Attendance Sheet](#)

### 2. Taking Attendance:

- a. Select the term from the Term drop down list.
- b. Select the date of the class using the calendar.
- c. Change months on the calendar using the  $\leq$  and  $\geq$  signs at the top of the calendar. When you have reached the desired month, pick a day on the calendar. If the date in the Date box is the day you want, then click the link labeled [Get Class List](#)
- d. The Classes list should contain a list of all courses you teach on that date. If you do not see the course you are teaching, then check the Term and the Date to make sure they are correct.
- e. Select the course you are teaching. If you are teaching a course with co-sits, then select all the courses that are co-sitting by holding the Ctrl button down while selecting.
- f. Click the Get Roster button to get the roster. A list of each student will appear, along with the Course Section they are in, and the DSI# of each student.
- g. Mark each student present that showed up for class. If a student was late or left early, it is your decision to mark them present or absent. Enter a comment in the comment box if necessary. The registrars will use this to determine if the student misses too many hours of class.
- h. When you are done, click the submit button. The display will appear as read only.

### 3. Adding a Student to the Roster

- a. If a student is in class, and is not on the roster, click the [Add Student to Roster](#) link.
  - Enter a DSI#, a First Name, and a Last Name for the student, then click the Add Student button.
  - The student will be added as an unconfirmed student, allowing you to take attendance for that student. The student's enrollment must be confirmed by the registrar.

- Unconfirmed students appear in a separate section of the web page. You are able to mark them present, and add comments to these students the same as any other student in the class.
  - After the registrar has confirmed the student's enrollment, the student's name will be listed with the rest of the students. If the student is not enrolled in the class, the registrar will remove them from the roster.
- b. Click the Add Student button to add the student to the roster.

#### **4. Entering Make-up Days**

- a. If there is a holiday, snow day, or other day which prevents the class from meeting on its regularly scheduled date, click on the [Enter make-up date for this class](#) link.
- b. You will be able to pick the date that the class actually met from a calendar, and this will be added as a comment to each student when you submit the roster.

#### **5. View Attendance History for a Class**

- a. Select a future date of the class
- b. Click the [Get Class List](#) link.
- c. Click the [View Course Attendance](#) link.