

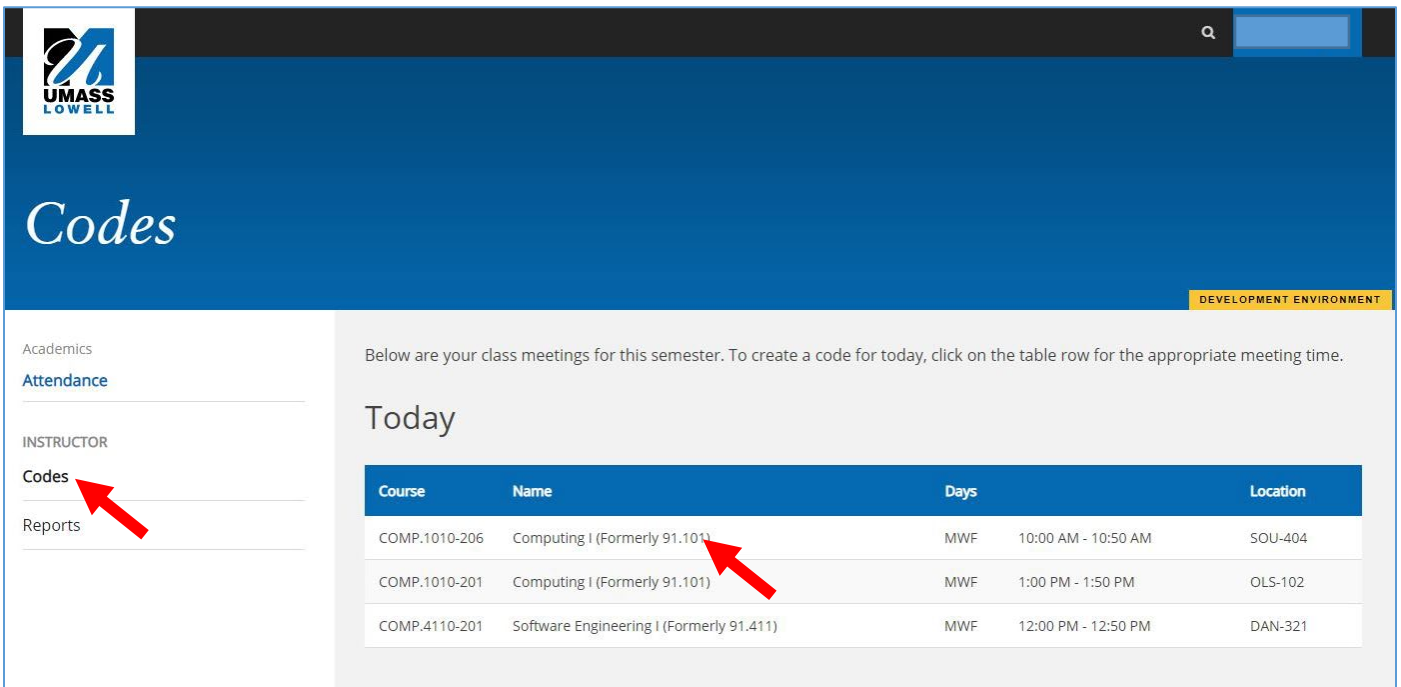
## Attendance Tool Instructor Quick Guide

This is an online application designed to allow faculty to take attendance by generating a unique code that students can use to mark themselves as present for a class. The records are securely stored online and instructors will be able review them or export them as a CSV. Students can also log in to view their attendance history in a class.

To access the attendance app go to [www.uml.edu/attendance](http://www.uml.edu/attendance) and log in with your faculty email credentials.

### Taking Attendance:

In the Codes menu select the class session that you would like to take attendance for.



Academics  
Attendance

INSTRUCTOR

Codes

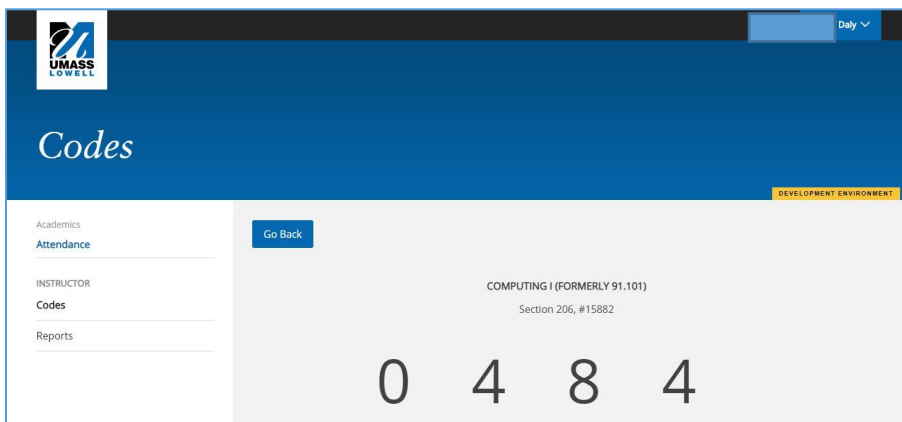
Reports

Below are your class meetings for this semester. To create a code for today, click on the table row for the appropriate meeting time.

### Today

Course	Name	Days	Location
COMP.1010-206	Computing I (Formerly 91.101)	MWF 10:00 AM - 10:50 AM	SOU-404
COMP.1010-201	Computing I (Formerly 91.101)	MWF 1:00 PM - 1:50 PM	OLS-102
COMP.4110-201	Software Engineering I (Formerly 91.411)	MWF 12:00 PM - 12:50 PM	DAN-321

When you select a class you will see a 4 digit access code. Share this code with the students in your classroom so that they can mark themselves as present for your class session. Codes are only valid for 24 hours. Generating a new code creates a new session in your reports.



Academics  
Attendance

INSTRUCTOR

Codes

Reports

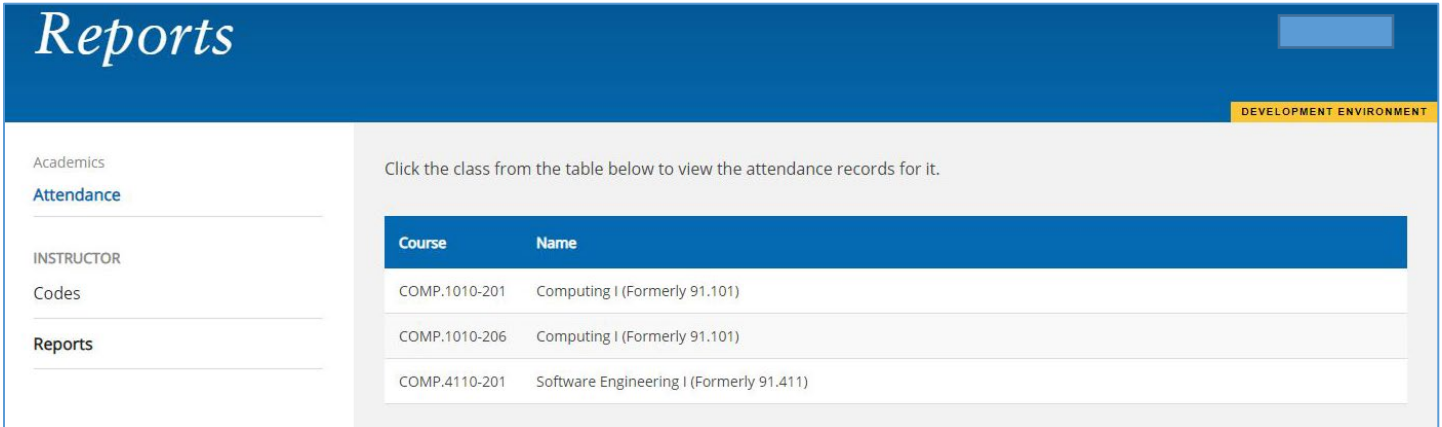
Go Back

COMPUTING I (FORMERLY 91.101)  
Section 206, #15882

0 4 8 4

## Viewing Reports:

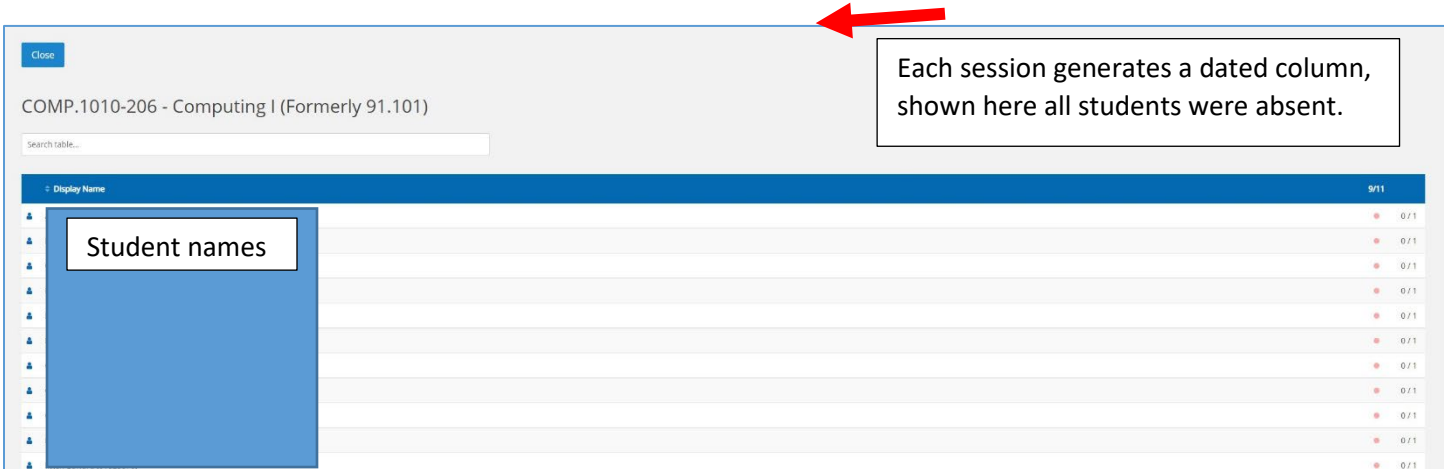
To view attendance reports select reports from the menu. Then select the course section you want to view.



The screenshot shows a web interface with a blue header containing the word "Reports" in a white serif font. On the right side of the header, there is a "DEVELOPMENT ENVIRONMENT" label. Below the header is a sidebar menu with the following items: "Academics", "Attendance" (highlighted), "INSTRUCTOR", "Codes", and "Reports". The main content area contains the text "Click the class from the table below to view the attendance records for it." followed by a table:

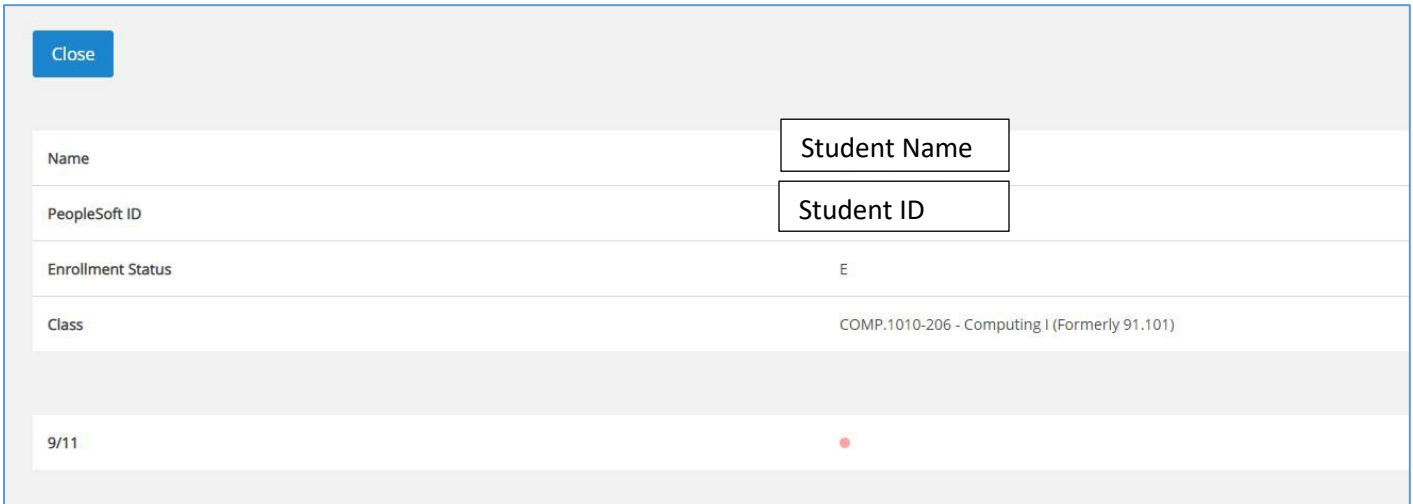
Course	Name
COMP.1010-201	Computing I (Formerly 91.101)
COMP.1010-206	Computing I (Formerly 91.101)
COMP.4110-201	Software Engineering I (Formerly 91.411)

You will see an overview of the attendance for all the students in your class over all class sessions. Green dots indicate present, a red dot indicates an absence. Hovering over a green dot will display the time they entered the code.



The screenshot shows a detailed attendance report for "COMP.1010-206 - Computing I (Formerly 91.101)". It includes a search bar and a table with columns for "Display Name" and "9/11". A blue box labeled "Student names" covers the student names in the table. A red arrow points to a red dot in the "9/11" column, with a callout box stating: "Each session generates a dated column, shown here all students were absent."

Selecting a student's name from the class list will allow you to view an individual student's attendance record. To edit their status for a session simply click on the indicator dot (red or green) for that session. When you change a student's attendance for a session you will receive a confirmation pop up window.



The screenshot shows an individual student's attendance record. It includes a "Close" button and a form with the following fields:

- Name: Student Name
- PeopleSoft ID: Student ID
- Enrollment Status: E
- Class: COMP.1010-206 - Computing I (Formerly 91.101)

At the bottom, there is a date field showing "9/11" and a red dot indicating an absence.