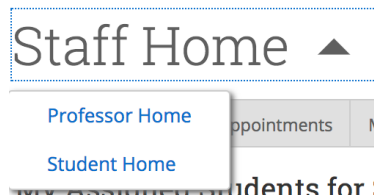


Recording Class Attendance

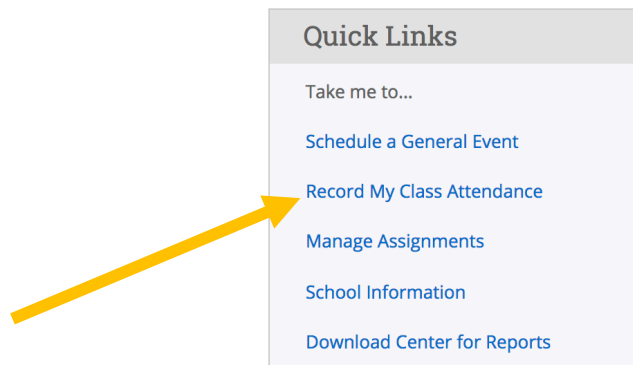
Recording class attendance in TechConnect is easy and allows faculty to ensure that advisors are notified of a student's chronic attendance issues.

Recording Attendance is Easy.

1. Login to TechConnect (<https://www.tntech.edu/techconnect>) using your campus email/domain credentials (e.g., username – jsmith and use your email/domain password).
2. This is your TechConnect homepage. You may have multiple levels of access including "Student Home" or "Staff Home". Make sure you are on the "Professor Home" screen – you can change homepages by clicking the upside-down triangle and selecting "Professor Home".



3. On the right hand side of your homepage under the "Quick Links", click on "Record My Class Attendance".



4. On the next page at top left of the screen, you will see all courses you are teaching listed. Select the course you would like to post attendance for.

Course Attendance



5. IF YOU ARE ENTERING ATTENDANCE ON THE DAY THE CLASS MEETS: you will see a list of an alphabetical list of all registered students for the class.

UBUS-1020- [REDACTED] Success Skills-Bus Studies : Thursday, January 17 [REDACTED]

Actions ▾						
STUDENT	ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCUSED?	PATTERN
[REDACTED] Colby	0.(0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
[REDACTED] Jessica	0.(0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
[REDACTED] Christopher	0.(0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
[REDACTED] Joseph	0.(0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
[REDACTED] Justin	0.(0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
[REDACTED] Viraj	0.(0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
[REDACTED] Autumn	0.(0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
[REDACTED] Audrey	0.(0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	

Mark Remaining Present

IF THIS IS NOT A DAY THE COURSE IS SCHEDULED TO MEET (i.e., Entering Past Absences): you will see the message below asking you to submit “Ad-Hoc Attendance”. Select “Click Here to Enter Ad-Hoc Attendance” – this will allow you to select a class date for this attendance report. Once the class list appears, you can use the calendar in the bottom left of the screen to select the date you want to post attendance for.

The course selected does not meet on Tuesday, Jan. 10, 2017.

Please change the course or date.

If you know this is incorrect, please contact your Administrator

Or . . .

[Click Here to Enter Ad-Hoc Attendance](#)
(Only one Ad-Hoc attendance can be taken per day.)

Ad-Hoc Attendance is the best name we could think of for attendance for unscheduled courses. However, we are taking recommendations—perhaps 'Unscheduled Attendance'. We used 'Ad-Hoc' since it means: "for this (specific purpose)." All attendance rules, like notifications to the student, will be applied for any Ad-Hoc attendance, just like regular attendance associated with set days and times.

6. Mark the students who were absent (if you want to indicate an excused absence, select absent then also mark the student as excused). You can also mark students as tardy.

TECHCONNECT

PRESENT?	ABSENT?	TARDY?	EXCUSED?
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>

7. Once all the absent students have been marked, on the bottom left you can select “Mark Remaining Present” and any unmarked students will automatically be marked as Present.

STUDENT	ABSENCES	PRESENT?	ABSENT?
Megan	0 (0)	<input type="radio"/>	<input checked="" type="radio"/>
Connor	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>
Matthew	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>
Ragan	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>
Bryan	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>
Andy	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>
Nick	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>
Megan	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>
Timothy	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>
Briana	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>

Mark Remaining Present

8. The bottom right of the screen shows you how many students are being reported in each category. Then click “Save Attendance” to submit the attendance report.

17 Present	3 Absent	1 Tardy
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