

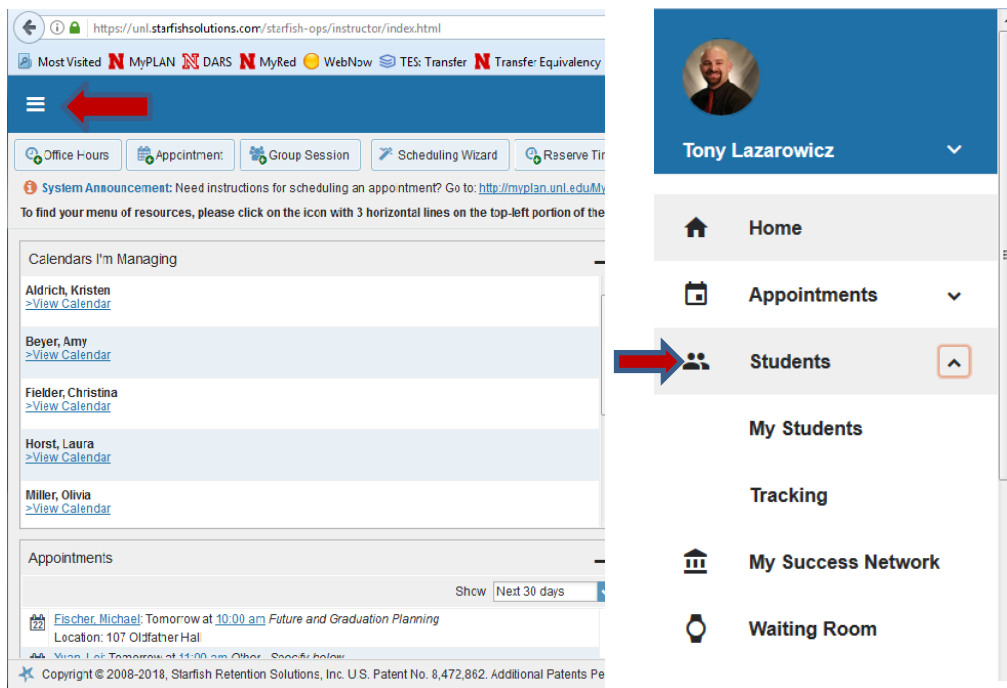


MyPLAN – Record Attendance

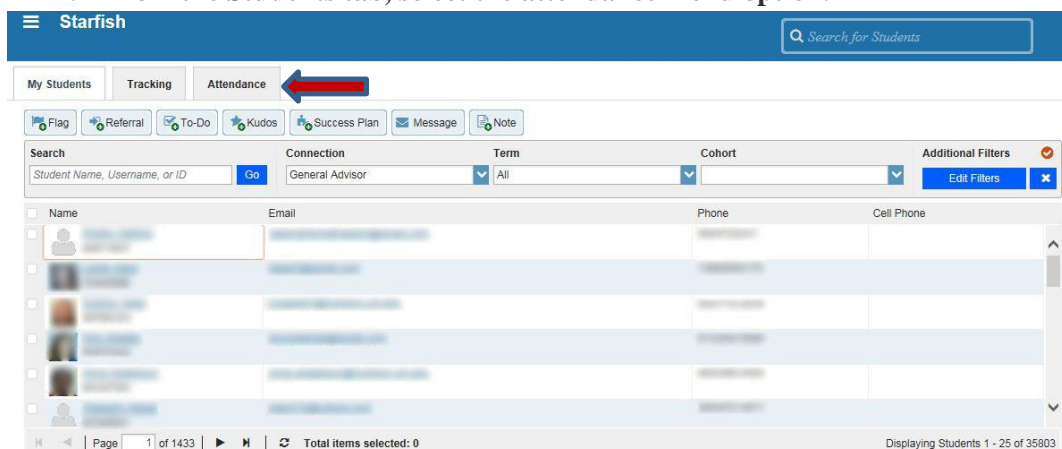
MyPLAN allows you to record attendance and communicate with your students when they have reached absence limits. Student photos are included in the attendance feature.

Instructions:

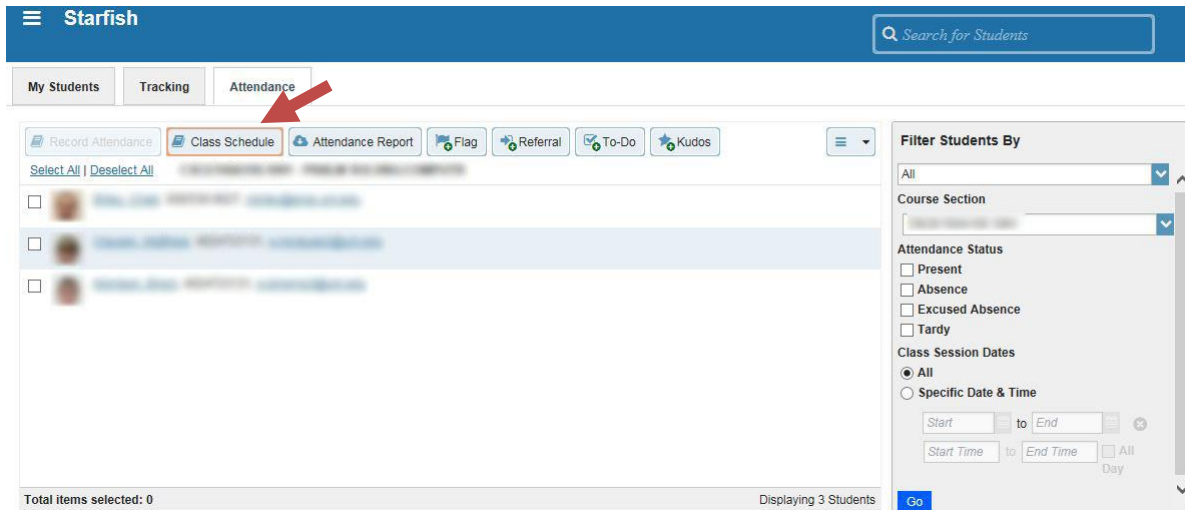
1. Access the Students tab by clicking on the Icon on the top left portion of the screen. Then Click on Students.



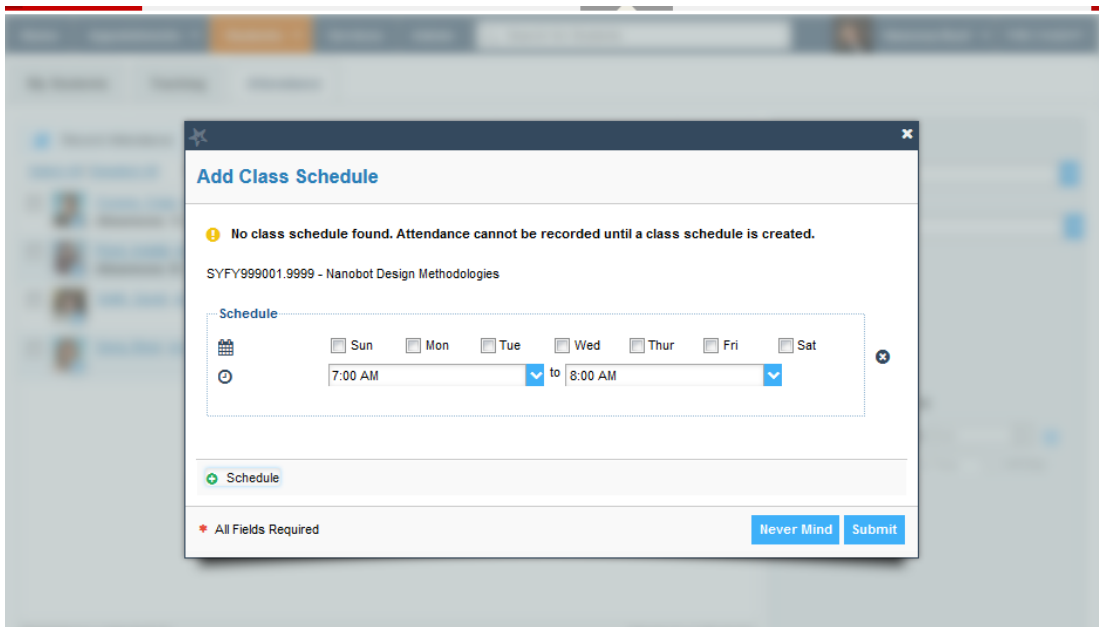
2. From the Students tab, select the attendance menu option.



3. Once the attendance module pops up, select the 'class schedule' button.



4. Identify the dates and times of the week when your class meets.



5. Select 'Record Attendance.' Select the specific meeting day for which you want to record attendance, and your roster will appear.

Record Attendance Never Mind Submit

Section: SCI-BIOL202-600-201501 Meeting Times: Add Session

Students

Search for Student

Student Present

No students found

Tue Dec 30 2014 - 10:00 am to 11:00 am

Thu Jan 01 2015 - 10:00 am to 11:00 am

Tue Jan 06 2015 - 10:00 am to 11:00 am

Thu Jan 08 2015 - 10:00 am to 11:00 am

Tue Jan 13 2015 - 10:00 am to 11:00 am

Thu Jan 15 2015 - 10:00 am to 11:00 am

Tue Jan 20 2015 - 10:00 am to 11:00 am

Thu Jan 22 2015 - 10:00 am to 11:00 am

Tue Jan 27 2015 - 10:00 am to 11:00 am

Thu Jan 29 2015 - 10:00 am to 11:00 am

Tue Feb 03 2015 - 10:00 am to 11:00 am

Thu Feb 05 2015 - 10:00 am to 11:00 am

Tue Feb 10 2015 - 10:00 am to 11:00 am

Thu Feb 12 2015 - 10:00 am to 11:00 am






6. Record attendance and hit submit.

Record Attendance Never Mind Submit

Section: SYFY999001.9999 Meeting Times: Wed Jan 28 1970 - 6:00 am to 7:00 am Add Session

Students

Search for Student Search

Student	Present	Absent	Excused	Tardy
 Husker, Herbie starfish1@unl.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Owens, Craig starfish3@unl.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Pond, Amelia starfish2@unl.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Smith, Sarah starfish2@unl.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Song, River starfish1@unl.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Absent Students

[Clear All Absences](#)

* Required fields Never Mind Sub

Displaying 4 students