

## Viewing Attendance Rosters

Academic Administrators have the capability of seeing attendance roster by class or by student in Campus Solutions. This allows the administrator to see how many times a student was absent from his or her classes. Faculty members do not have this same access as it would allow them to see more than just the student's attendance in that faculty member's class, but in all the student's classes.

To view attendance rosters **by class**, follow the steps below:

1. Navigate to **Main Menu > Campus Solutions > Curriculum Management > Attendance Roster > Attendance Roster By Class.**

Enter search criteria to find the class, and hit **Search**.

You will find your class in the search results below. Click on the class that you want.

**Attendance Roster by Class**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

Academic Institution: = < FSCJ1

Term: = < 2178

Subject Area: = < ENC

Catalog Nbr: begins with <

Academic Career: = <

Campus: begins with <

Session: = <

Class Nbr: = <

Class Section: begins with <

Description: begins with <

Course ID: begins with <

Course Offering Nbr: = <

Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

**Search Results**

[View All](#) First 1-100 of 251 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Session	Class Nbr	Class Section	Description	Course ID	Course Offering Nbr
FSCJ1	2178	ENC	0015	Credit	DTWN	Seven Wk A	1012	1	ESSNTLS IN WRITING I	109275	1
FSCJ1	2178	ENC	0015	Credit	KENT	Seven Wk A	3915	3	ESSNTLS IN WRITING I	109275	1
FSCJ1	2178	ENC	0015	Credit	NORTH	Seven Wk A	3050	2	ESSNTLS IN WRITING I	109275	1

2. Each row represents a class meeting. Click **View All** to see all of the class meetings.

**Attendance Roster By Class**

Course ID: 109275      Term: Fall 2017  
 Course Name: ESSNTLS IN WRITING I      Session: Seven Week - A  
 Subject / Catalog#: ENC 0015      Institution: FSCJ1  
 Class Nbr: 1012      Instructor:  
 Class Section: 1

**Generate**  Populate from Student Enroll      Attendance From Date: 08/28/2017   
 Generate Class Mtg Attendance      Attendance To Date: 10/14/2017   
[Report Manager](#)

Create Attendance     Update Attendance/All Students     Update Attendance/Active Only

**Student Attendance Roster** Personalize | Find | View | 1-14 of 14 | Last

	Template Nbr	Type	Attendance Date	From Time	To Time	Contact Minutes	Overrides
1 <b>Create</b> <b>Print</b> <b>View</b>	1	Class Meeting	08/29/2017	11:00AM	1:50PM	170	<input type="checkbox"/> <input type="checkbox"/>
2 <b>Create</b> <b>Print</b> <b>View</b>	2	Class Meeting	08/31/2017	11:00AM	1:50PM	170	<input type="checkbox"/> <input type="checkbox"/>
3 <b>Create</b> <b>Print</b> <b>View</b>	3	Class Meeting	09/05/2017	11:00AM	1:50PM	170	<input type="checkbox"/> <input type="checkbox"/>
4 <b>Create</b> <b>Print</b> <b>View</b>	4	Class Meeting	09/07/2017	11:00AM	1:50PM	170	<input type="checkbox"/> <input type="checkbox"/>
5 <b>Create</b> <b>Print</b> <b>View</b>	5	Class Meeting	09/12/2017	11:00AM	1:50PM	170	<input type="checkbox"/> <input type="checkbox"/>
6 <b>Create</b> <b>Print</b> <b>View</b>	6	Class Meeting	09/14/2017	11:00AM	1:50PM	170	<input type="checkbox"/> <input type="checkbox"/>
7 <b>Create</b> <b>Print</b> <b>View</b>	7	Class Meeting	09/19/2017	11:00AM	1:50PM	170	<input type="checkbox"/> <input type="checkbox"/>
8 <b>Create</b> <b>Print</b> <b>View</b>	8	Class Meeting	09/21/2017	11:00AM	1:50PM	170	<input type="checkbox"/> <input type="checkbox"/>

3. Click **View** on the class meeting that you want to see.

### Attendance Roster By Class

Course ID: 109275      Term: Fall 2017  
 Course Name: ESSNTLS IN WRITING I      Session: Seven Week - A  
 Subject / Catalog#: ENC 0015      Institution: FSCJ1  
 Class Nbr: 1012      Instructor: Alexander Combs  
 Class Section: 1

**Generate**       Populate from Student Enroll      Attendance From Date: 08/28/2017  
 Generate Class Mtg Attendance      Attendance To Date: 10/14/2017

**Report Manager**  
 Create Attendance       Update Attendance/All Students       Update Attendance/Active Only

Student Attendance Roster		Personalize	Find	View 5	First	1-14 of 14	Last
	Template Nbr	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override
1	<a href="#">Create</a> <a href="#">Print</a> <a href="#">View</a>	1	Class Meeting	08/29/2017	11:00AM	1:50PM	170
2	<a href="#">Create</a> <a href="#">Print</a> <a href="#">View</a>	2	Class Meeting	08/31/2017	11:00AM	1:50PM	170
3	<a href="#">Create</a> <a href="#">Print</a> <a href="#">View</a>	3	Class Meeting	09/05/2017	11:00AM	1:50PM	170
4	<a href="#">Create</a> <a href="#">Print</a> <a href="#">View</a>	4	Class Meeting	09/07/2017	11:00AM	1:50PM	170
5	<a href="#">Create</a> <a href="#">Print</a> <a href="#">View</a>	5	Class Meeting	09/12/2017	11:00AM	1:50PM	170

4. The attendance roster for that class meeting will display.

### Class Attendance

Course ID: 106119      Term: Spr 2017  
 Course Name: MEDIA/CIVIC ENGMT      Session: Regular Academic Session  
 Subject / Catalog#: COM 4603      Institution: FSCJ1  
 Class Nbr: 1162      Instructor:  
 Class Section: 4000 Career CRED

Template Nbr: 3      Attendance Type: Meeting      Attendance Date: 01/17/2017

Student Attendance Roster		Personalize	Find	View All	First	1-2 of 2	Last	
Enrolled	*Student ID	Name	*Academic Career	Present	Reason	From Time	*To Time	Contact Minutes
<input type="checkbox"/>		Roberts	Credit	Not Present		9:00AM		75
<input checked="" type="checkbox"/>		Young	Credit	Present		9:00AM	10:15AM	75

[Save and Return](#)      [Cancel](#)

To view attendance roster **by student**, follow the steps below:

1. Navigate to **Main Menu > Campus Solutions > Curriculum Management > Attendance Roster > Attendance Roster By Student**.

Enter search criteria to find the student, and hit **Search**.

You will find the student in the search results below.

my.fscj.edu

Employees Faculty Students Resources Help Center

Attendance Roster by Student

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with [ ]  
 Academic Institution: begins with [ FSCJ1 ]  
 Term: begins with [ 2178 ]  
 Campus ID: begins with [ ]  
 National ID: begins with [ ]  
 Last Name: begins with [ ]  
 First Name: begins with [ ]

Include History     Case Sensitive

[Search](#)    [Clear](#)    [Basic Search](#)    [Save Search Criteria](#)

Search Results

ID	Academic Institution	Term	Academic Career	Name	Gender	Date of Birth	Campus ID	National ID	National ID	Country	NID	Short Description	Last Name	First Name
FSCJ1		2178	Credit	Sea	Female	09/31/1977	(blank)			USA	SSN	SEA		

2. Click on **the Class Number** of the class that you want to review.

### Attendance Roster by Student

ID: Sea  
 Career: CRED College Credit  
 Institution: FSCJ1 FSCJ1  
 Term: 2178 Fall 2017

Enrolled Classes		Personalize	Find	View 5	First	1-3 of 3	Last
Class Number	Class Title	Subject / Catalog#	Academic Career	Academic Institution			
<a href="#">1012</a>	ESSNTLS IN WRITING I	ENC 0015	College Credit	FSCJ1			
<a href="#">4129</a>	ESNTLS IN WRITING II	ENC 0025	College Credit	FSCJ1			
<a href="#">1879</a>	CRITCL READING STRTG	REA 0017	College Credit	FSCJ1			

[Return to Search](#)    [Notify](#)      [Update/Display](#)    [Include History](#)

3. The student's attendance for each of the class meetings in that class will display.

### Student Attendance Roster

Sea ★  
**Term:** Fall 2017      **Career:** College Credit      **Institution:** FSCJ1

<b>Class Nbr:</b> 1012	ESSNTLS IN WRITING I	<b>Section:</b> 1
<b>Catalog Number:</b> ENC 0015		<b>Component:</b> Lecture
<b>Academic Group:</b> College Credit Develop Ed		<b>Session:</b> Seven A7 Wk A
<b>Status/ Reason:</b> Enrolled / Enrolled		<b>Status Date:</b> 07/10/2017

Attendance Date	Type	Description	Present	Tardy	Left Early	Reason	From Time	To Time	Contact Minutes	Template Nbr
08/29/2017	MTG	Class Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		11:00AM	1:50PM	170	1
08/31/2017	MTG	Class Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		11:00AM	1:50PM	170	2
09/05/2017	MTG	Class Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		11:00AM	1:50PM	170	3
09/07/2017	MTG	Class Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		11:00AM	1:50PM	170	4
09/12/2017	MTG	Class Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		11:00AM	1:50PM	170	5
09/14/2017	MTG	Class Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		11:00AM	1:50PM	170	6
09/19/2017	MTG	Class Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		11:00AM	1:50PM	170	7