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
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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 Report Manager ☑ Generate Class Mtg Attendance Attendance To Date: 10/14/2017 ⦿ Create Attendance ◯ Update Attendance/All Students ◯ Update Attendance/Active Only Student Attendance Roster Personalize | Find | View First 1-14 of 14 Last |				Template Nbr	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override		
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1	Create	Print	View	1	Class Meeting	08/29/2017	11:00AM	1:50PM	170	☐	⊞	⊟
2	Create	Print	View	2	Class Meeting	08/31/2017	11:00AM	1:50PM	170	☐	⊞	⊟
3	Create	Print	View	3	Class Meeting	09/05/2017	11:00AM	1:50PM	170	☐	⊞	⊟
4	Create	Print	View	4	Class Meeting	09/07/2017	11:00AM	1:50PM	170	☐	⊞	⊟
5	Create	Print	View	5	Class Meeting	09/12/2017	11:00AM	1:50PM	170	☐	⊞	⊟
6	Create	Print	View	6	Class Meeting	09/14/2017	11:00AM	1:50PM	170	☐	⊞	⊟
7	Create	Print	View	7	Class Meeting	09/19/2017	11:00AM	1:50PM	170	☐	⊞	⊟
8	Create	Print	View	8	Class Meeting	09/21/2017	11:00AM	1:50PM	170	☐	⊞	⊟	

3. Click **View** on the class meeting that you want to see.	
4. The attendance roster for that class meeting will display.	

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

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

Student Attendance Roster

Term: Fall 2017   Career: College Credit   Institution: FSCJ1

Class Nbr:	1012 ESSNTLS IN WRITING I	Section:	1
Catalog Number:	ENC 0015	Component:	Lecture
Academic Group:	College Credit Develop Ed	Session:	Seven A7
Status/ Reason:	Enrolled / Enrolled	Status Date:	Wk A 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	✓	☐	☐		11:00AM	1:50PM	170	1
08/31/2017	MTG	Class Meeting	✓	☐	☐		11:00AM	1:50PM	170	2
09/05/2017	MTG	Class Meeting	✓	☐	☐		11:00AM	1:50PM	170	3
09/07/2017	MTG	Class Meeting	✓	☐	☐		11:00AM	1:50PM	170	4
09/12/2017	MTG	Class Meeting	✓	☐	☐		11:00AM	1:50PM	170	5
09/14/2017	MTG	Class Meeting	✓	☐	☐		11:00AM	1:50PM	170	6
09/19/2017	MTG	Class Meeting	✓	☐	☐		11:00AM	1:50PM	170	7