

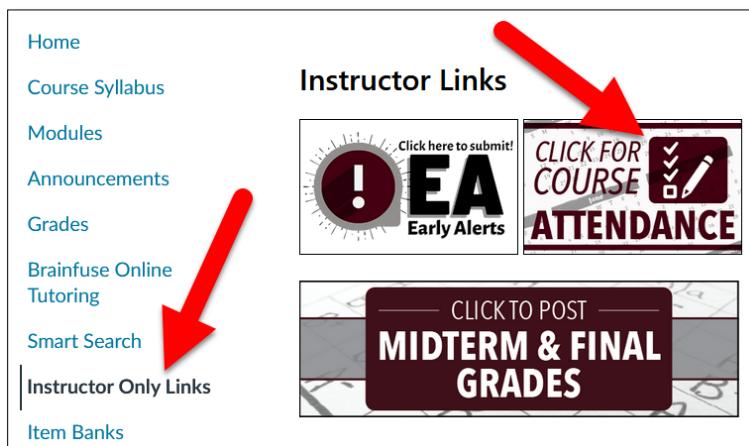
WTAMU ATTENDANCE SYSTEM ACCESS INSTRUCTIONS FOR FACULTY

ACCESSING THE WTAMU ATTENDANCE SITE:

- A. Open an internet browser and enter the following link:
<https://apps.wtamu.edu/attendance>.

If you are currently logged in to MyBuff Portal for other WT applications, you will be automatically directed to the Attendance site. If you are not currently logged in to MyBuff Portal, you will be directed to MyBuff Portal to log in first.

- B. Alternately, log in to WTClass, click on a course, click on Instructor Only Links and click the icon for Course Attendance.



VIEW ATTENDANCE RECORDS/DATA:

1. After logging in, the screen shows the current semester courses for which you are an instructor of record.

The image shows a screenshot of the WTClass course list page for the 2016FA semester. The page title is 'Attendance: 2016FA'. It includes links for 'Log out' and 'Home'. The 'Your courses' section lists four courses: ENGL 1302 01 Academic Writing and Research, ENGL 1302 02 Academic Writing and Research, ENGL 1302 03 Academic Writing and Research, and ENGL 1302 04 Academic Writing and Research. The 'Your attendance events' section contains the message 'Found no 2016FA attendance events for you.'

2. **Click a course link** to access course attendance records for a specific course. Course meeting dates are listed in chronological order for the entire semester.
3. **Select a date** to view student attendance for that specific day. (Recorded by card swipe or by manual entry.) You will see a list of students identified with their attendance status as follows:
 - a. **attended via swipe** (recorded as attended by swipe station)
 - b. **attended via roll call** (recorded as attended manually by instructor)
 - c. **absent** (not recorded as attended by swipe or instructor)

Attendance: 2016FA

[Log out](#) [Home](#)
[Return to list of dates](#)

ENGL 1302 01: Tuesday 30 August 2016 CC308

Click on a student to see his/her course attendance. [Click here for a PDF version of this report](#)

[Click here to amend this attendance report](#)

Here is the list of enrolled students:

1. REDACTED	attended via swipe
2. REDACTED	attended via roll call
3. REDACTED	attended via swipe

4. **Click on a student** (name or picture) to view a report of the student's overall attendance for the course.

Attendance: 2016FA

[Log out](#) [Home](#)
[Return to list of dates](#)

ENGL 1302 01: **REDACTED**

[Click here for a PDF version of this report.](#)

- Tuesday 30 August 2016 CC308 attended via swipe
- Thursday 01 September 2016 CC308 attended via roll call
- Tuesday 06 September 2016 CC308 **absent**
- Thursday 08 September 2016 CC308 attended via roll call
- Tuesday 13 September 2016 CC308 attended via roll call
- Thursday 15 September 2016 CC308 attended via roll call
- Tuesday 20 September 2016 CC308 attended via roll call
- Thursday 22 September 2016 CC308 **absent**
- Tuesday 27 September 2016 CC308 **absent**
- Thursday 29 September 2016 CC308 attended via roll call

MANUALLY ENTERING ATTENDANCE DATA AND CORRECTING OR MAKING CHANGES TO ATTENDANCE RECORDS:

1. From the course meeting report page, select the “**Click here to amend this attendance report**” link to open the editing options for this specific date.

Attendance: 2016FA

[Log out](#) [Home](#)
[Return to list of dates](#)

ENGL 1302 01: Tuesday 30 August 2016 CC308

Click on a student to see his/her course attendance. [Click here for a PDF version of this report](#)

[Click here to amend this attendance report](#) 

Here is the list of enrolled students:

1.	REDACTED	attended via swipe
2.	REDACTED	attended via roll call
	REDACTED	attended via swipe

2. **Click the check box** beneath the student to manually change the attendance status for the student. (from present to absent or absent to present)

Attendance: 2016FA

[Log out](#) [Home](#)

ENGL 1302 01: Tuesday 30 August 2016 CC308

[Return to attendance report for this class meeting](#)

Roll call

Click a checkbox to toggle the student's presence/absence (you can also just click the student's name or picture).

REDACTED Present REDACTED <input checked="" type="checkbox"/>	Present <input checked="" type="checkbox"/>	Present <input checked="" type="checkbox"/>	Present <input checked="" type="checkbox"/>
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3. To finalize your changes, **click the “Return to attendance report for this class meeting” link** at the top or bottom of the page.

FAQ

Q: How can I manually mark a student absent/present for a certain class period?

A: Navigate to your class and then the date occurrence that you want to edit. The students will be listed along with their current attendance state, click the link “amend the attendance report”. Check or uncheck the box next to their picture to mark them present or absent respectively.

Q: How can I look at attendance records for previous semesters?

A: Click “Change semester” and select your desired semester from the drop down menu and click “Set Semester”. You will then be viewing your classes from that selected semester.

Q: When can I check attendance records for a given class?

A: The attendance report for a class meeting becomes available shortly before that meeting's scheduled start time. The attendance report screen will NOT automatically update as students arrive and swipe/tap their ID cards; refresh the browser (F5 on PC) to update the attendance report. If you open the “amend this attendance report” screen before class, the screen will not update as students arrive and swipe/tap their ID cards. You can view updated attendance by clicking the back arrow on the browser to return to the attendance report, which is updated after each swipe/tap.