

Attendance Tracker

Instructions

Instructors can access Attendance Track by logging into teach.berea.edu and clicking the Attendance Tracking link located on the page.

After clicking on the link, navigate to the first page of Attendance Tracking, which displays course sections in which you are listed as an instructor.

Marking Attendance

To mark attendance for students, click on the Take Roll button.

Term	CRN	Subject	Course	Section	Title	Schedule	Time	
201911	10566	General Studies	101T	A	Strat for Acad Succ-Transfer	S M T W T F S	09:00	Take Roll

Select your date of attendance from the calendar option. Attendance Tracker will default to the current date, but you may select any valid date within the term. The calendar option is especially helpful if you need to make an attendance update after a date has passed.

09/12/2019



Thursday
09/05/2019

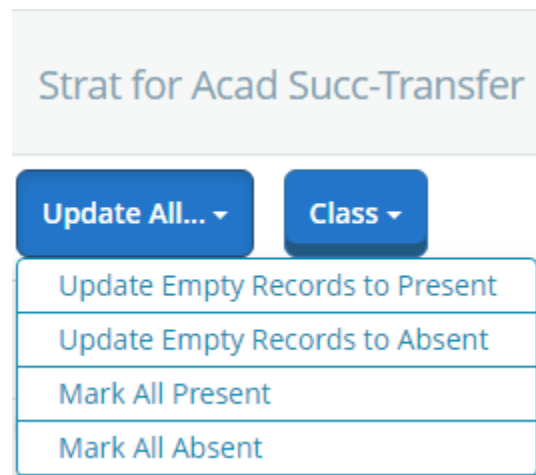
Thursday
09/12/2019

>

You may mark attendance individually by clicking once to mark a student present. Click again to mark a student absent (a red circle and minus will appear). ***There is no Submit button. Marking the attendance will save the changes.***

Attendance	<	Thursday 08/22/2019	Thursday 08/29/2019	Thursday 09/05/2019	Thursday 09/12/2019
100 %		✓	✓	✓	✓
75 %		✓	✓	—	✓

In the top left corner of the page, you will find an Update All button. This will allow the instructor to mark all absent, present, or update empty records. For example, an instructor could mark any absences first, and then select Update Empty Records to Present to update the remaining records.

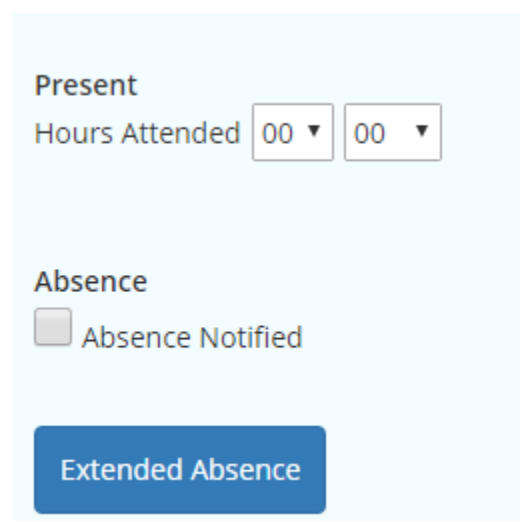


The screenshot shows a light blue header with the text "Strat for Acad Succ-Transfer". Below the header are two blue buttons: "Update All..." and "Class". The "Update All..." button is open, showing a dropdown menu with four options: "Update Empty Records to Present", "Update Empty Records to Absent", "Mark All Present", and "Mark All Absent".

Students who are Tardy

For students who are tardy, you can update their record to present (if you have already indicated they are absent) by clicking the attendance button by the student's name under the correct date and indicating the number of minutes/hours present on the right side of the page.

You can also check "Absence Notified" if the student communicated with you about the absence and make a note of any additional information pertaining to the absence.



The screenshot shows a light blue form with the following elements:

- Present**
Hours Attended: Two dropdown menus, both showing "00".
- Absence**
☐ Absence Notified
- Extended Absence** (blue button)

Withdrawn Students

Students who have withdrawn will appear at the end of the attendance sheet.

	First Name Last Name (Withdrawn)	B#	50 %		
---	--	-----------	------	---	---

Cross-Listed Courses

If you are teaching a cross-listed course, your course will have multiple CRNs. You will need to complete attendance for all the CRNs for which students have registered.

Student View

Students can use the student view in Attendance Tracker (available through the Academics tab in myBerea) to view their attendance percentages. Students cannot see details or notes, just the attendance percentage.

My Courses										
<div>Search </div>										
Term	CRN	Subject	Course	Section	Title	Schedule	Time	Missed	Percentage	
201911	10418	Political Science	480	A	Senior Research Seminar	S M T W T F S	1440	0	100%	
201911	10422	Peace & Social Justice	450	A	Sem. in Peace & Social Justice	S M T W T F S	1300	0	100%	
201911	10440	Religion	386	DD	Queer Theology (WGS)	S M T W T F S	1040	0	100%	
201911	10496	Women's Gender Studies	124	A	Intro to Women's & Gender Studs	S M T W T F S	0920	1	91%	