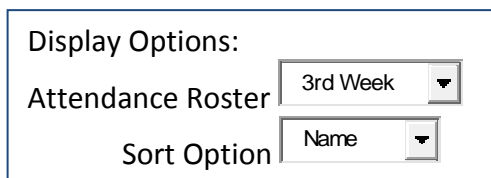


MyClarion Faculty Center Quick Reference – Submit Attendance Records

1. Go to www.clarion.edu/myclarion and select “Login”.
2. Select the **Faculty Center** link.
3. Now click the My Schedule link. If you are not already on the current term, please click the Change Term button to select the current term.
4. You can access your attendance roster for a given class by selecting the attendance icon (🕒) next to the course in the My Teaching Schedule area. Note that this icon will only appear when the attendance rosters have been created by the Registrar’s Office.
5. Select **1st Week, 3rd Week** or **6th Week** (depending on the collection time period) in the Attendance Roster drop down box.



Display Options:
Attendance Roster 3rd Week ▼
Sort Option Name ▼

6. Enter an attend status for all students. To add the same attendance status to multiple students, click the checkbox in the first column for those students, choose the attend status in the **Add this Attendance Status to Selected Students** drop-down menu below the attendance roster and click the **Add this Attendance to Selected Students** button. You can add the same attendance status to all students by clicking the Select All link below the attendance roster, choose the attend status and add to selected students (*this will add the same status to all rows on all pages for the course*). You can also add a last date attended individually or by using the **add this last attended date to selected students** button below the attendance roster (*only required for a status of Stopped*).
All/Most – student is attending all or most classes
Never – student never attended any classes
Miss Multi – student has missed multiple classes (**Use if you are concerned about students missing multiple classes and want someone to reach out to those students.**)
Stopped – student stopped attending (**Date last attended is required when you use the status Stopped Attending.**)
Hasn’t Met (for courses that have not started by the time attendance is collected)
7. If you do not see all of your students on the list, click the Next Row button at the bottom of the attendance roster to view the next rows.
8. Click the Save button at the bottom right. You should see a message at the top right that says **Saved**. (*The Saved message only appears briefly*).
9. To select a different class, select the Change Class button at the top of the screen or click My Schedule. Under My Teaching Schedule, select the attendance icon by the next course.

*** When you are finished in Faculty Center, always remember to select “Sign Out” from the top right corner.**