

For Instructors

S&T Connect- Attendance



Take and Track Attendance

S&T Connect gives you a convenient way to keep track of your students – with the ability to set up class schedules that accurately reflect the meeting times of your classes, you can keep track of your students attendance easier than ever.

Getting started is easy. Accessible through Canvas, S&T Connect will automatically display all students that are enrolled in your courses. From there, you can begin to keep track of their attendance data. Whether students are tardy, have excused absences, are absent, or are present, as an instructor you are able to keep track of it all!

How to Use the Attendance Feature:

1. Go to <http://sandtconnect.mst.edu>
2. Select login with Canvas
3. Click on **Students** in the top frame navigation:
4. Click **Record Attendance** button in either of the following locations:
 - The Starfish Home page
 - The Attendance sub-tab within the Students tab

Select a Section

Select a **section** from the drop down list presented. If you are starting from the Attendance tab and a section has been selected from within the filters on the right of the page, that section will be the default in the drop down list.

The screenshot displays the S&T Connect interface. At the top, there is a navigation bar with tabs for Home, Appointments, Students, and Services. Below this is a search bar and a user profile for Don Maltz. The main content area shows a list of students under the heading 'ENGL300.02.201501 - Technical Writing'. A modal window titled 'Record Attendance' is open, showing a dropdown menu for 'Section' with 'ENGL300.02.201501' selected. The 'Meeting Time' is set to '01-12-2015 Monday, 7:00 am - 8:00 am'. On the right side, there is a 'Filter Students By' sidebar with dropdown menus for 'Fall 2015' and 'ENGL300.02.201501'. Below these are checkboxes for 'Present', 'Absence', 'Excused Absence', and 'Tardy', and a section for 'Class Session Dates' with options for 'All' and 'Specific Date & Time'.

Select a Meeting Time

From the Meeting Time menu, select a meeting time for which to record attendance, or click the **Add a single meeting time** link to record attendance for a one-time session.

If you have not yet set up any meeting times for the section, click the link labeled **Set up meeting times now** to either:

- Click the **Schedule** option to create a recurring class schedule.
- Click the **Single Meeting Time** option for a one time session.

Create a Recurring Class Schedule

Click the blue **Add Schedule** button to add each set of days/times the class meets.

The screenshot shows a web form titled "Set Up Meeting Times" for the course "SCI-BIOL202-601-201503 - Microbiology II". There are two radio button options: "Schedule" (which is selected) and "Single Meeting Time". Below these are two "Schedule" blocks. Each block contains a calendar icon, a dropdown menu for selecting a day of the week, and two dropdown menus for selecting start and end times. The first "Schedule" block is configured for Monday from 9:10 am to 10:15 am. The second "Schedule" block is configured for Wednesday from 8:00 am to 10:10 am. At the bottom of the form, there is a "Never Mind" button and a "Submit" button. A red asterisk and the text "All Fields Required" are visible at the bottom left.

Click **Submit** to continue with the meeting time(s) you've established.

You will be able to choose the specific day/time to record attendance.

The drop down for the attendance Meeting Time will now be populated with the days/times you selected. The earliest date for your section for which no attendance has been taken will be selected by default but you can choose any date/time from the list.

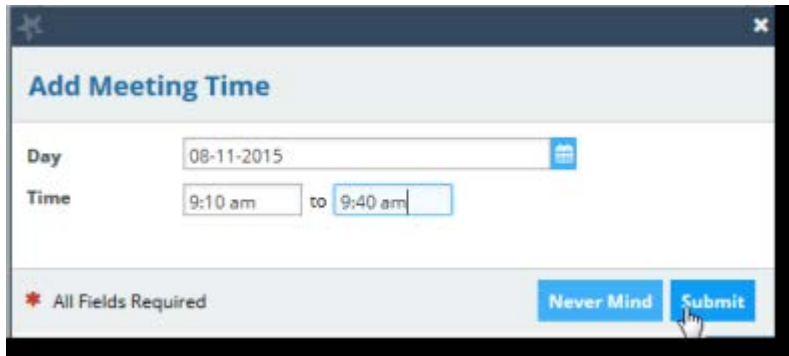
Click the **Next** button to record attendance for the selected date.

Add a Single Meeting Time

If you need to take attendance without yet setting up the schedule, select the **Single Meeting Time** radio button and enter the date/time you wish to record attendance to take attendance for that day only.

After establishing a class schedule, you can still choose to enter an alternative meeting date/time if needed by selecting the **Add a single meeting time** link that displays underneath the Meeting Time drop down list.

Enter the date/time that you want to use and click **Submit**.

A screenshot of a web form titled "Add Meeting Time". The form has a light blue header with the title. Below the header, there are two input fields: "Day" with the value "08-11-2015" and a calendar icon, and "Time" with the value "9:10 am" to "9:40 am". At the bottom left, there is a red asterisk icon followed by the text "All Fields Required". At the bottom right, there are two blue buttons: "Never Mind" and "Submit". A mouse cursor is pointing at the "Submit" button.

Select the days and enter the start and end time for the class meeting.

Record or Edit Attendance

Record Attendance

Once you have selected a day/time for which to record attendance, your class roster will display within a Record Attendance form for you to track the attendance for that class meeting. Use the radio buttons to mark students as present, absent, excused, or tardy.

Record Attendance

Section
Microbiology II (SCI-BIOL202-601-201503)

Meeting Time
08-10-2015 from 9:10 am - 10:15 am

Students

 Search

	Present	Absent	Excused	Tardy
Husker, Herbie hhusker@school.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Messi, Lionel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Olivas, Alex Alex.Olivas@starfishcollege.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ramapo, Mary Mary.Ramapo@starfishcollege.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Umsi, Wayne Wayne.Umsi@starfishcollege.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Attendance

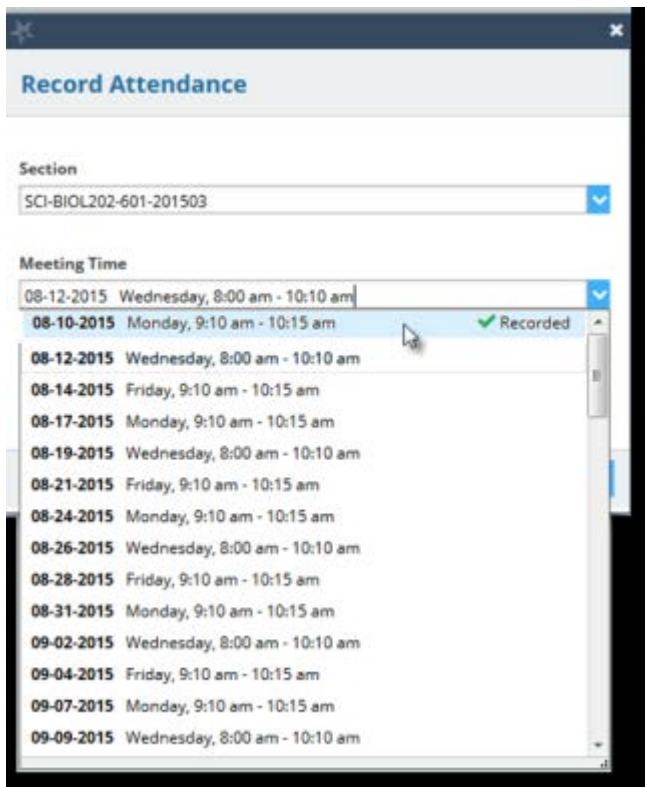
All students are present

Never Mind
Back
Save

Click the **Save** button to record your markings for the date/time selected.

Edit Attendance

To edit previously recorded attendance, click the **Record Attendance** button from either the Home page or the Attendance tab. Locate the section for which you wish to edit the attendance, and from the Meeting Time menu, select the date/time for which you wish to edit the recorded attendance. Dates for which you have previously marked attendance will display a check mark and the word "Recorded" to the right of the date and time. Click **Next** to continue.



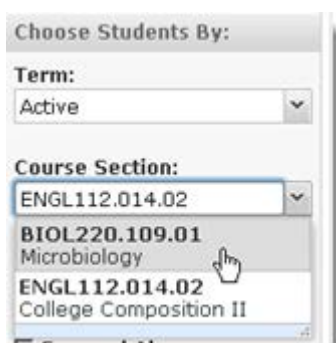
Select the "Edit" link above the class roster. Once Edit is selected, radio buttons can be updated for all students. Use the save option to save your edits.

If you want to delete a meeting time as well as any data recorded for that meeting time, select the meeting time from the list as described above. From the **Record Attendance** page, click the **Delete this meeting time** link above the roster. You will be prompted to confirm your deletion.

After confirming the deletion, the meeting time and any previously recorded attendance data for the selected meeting time will be deleted.

Review Attendance Data as Needed

On the right side of the Attendance screen, locate the "Choose Students By" section, and select the term and course section from the list presented to review the attendance information for your selected section and term.



Once the course is selected, students in the course are listed in the main part of the page along with any available attendance data about them in the course.

The screenshot displays a web interface for managing student attendance. At the top, there are navigation tabs: Overview, My Students, Tracking, and Attendance. Below these are action buttons: Record Attendance, Class Schedule, Attendance Report, and More. The main content area shows the course title "ENGL120.04.201501 - Literature Analysis" and a list of three students with their attendance records. A sidebar on the right, titled "Filter Students By", allows filtering by term (Spring 2015), course section (ENGL120.04.201501), attendance status (Present, Absence, Excused Absence, Late), and class session dates (All or Specific Date & Time). A "Go" button is at the bottom of the sidebar. At the bottom of the main list, it says "Total items selected: 0" and "Displaying 3 Students".

Student Name	Attendance Data
Joemith, Geoff, 888-555-1212, gjoemith@excellentu.edu	Absences: 2:00 pm 03-25-2015, 9:00 am 03-26-2015 Excused: 12:00 pm 01-02-2015
Valace, Chris, (703)5551212, CValace@excellentu.edu	Excused: 12:00 pm 01-02-2015, 2:00 pm 03-25-2015
Walson, Tanya, (703)5551212, TWalson@excellentu.edu	Excused: 12:00 pm 01-02-2015, 2:00 pm 03-25-2015, 9:00 am 03-26-2015

You can filter the list of students presented based on specific attendance statuses (present, absence, excused absence, or tardy), and for a range of course meeting dates. This will update the display to include all attendance data for each student that fits the criteria.

