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.
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.

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*.

![Add Meeting Time](image)

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.
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.

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.

This information was provided by Hobsons Education Advances