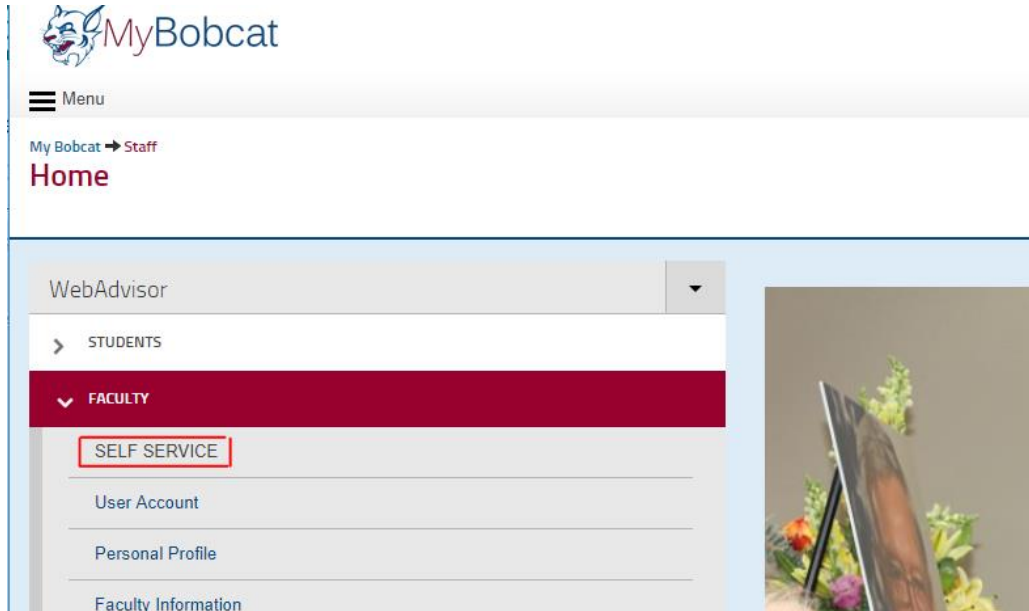
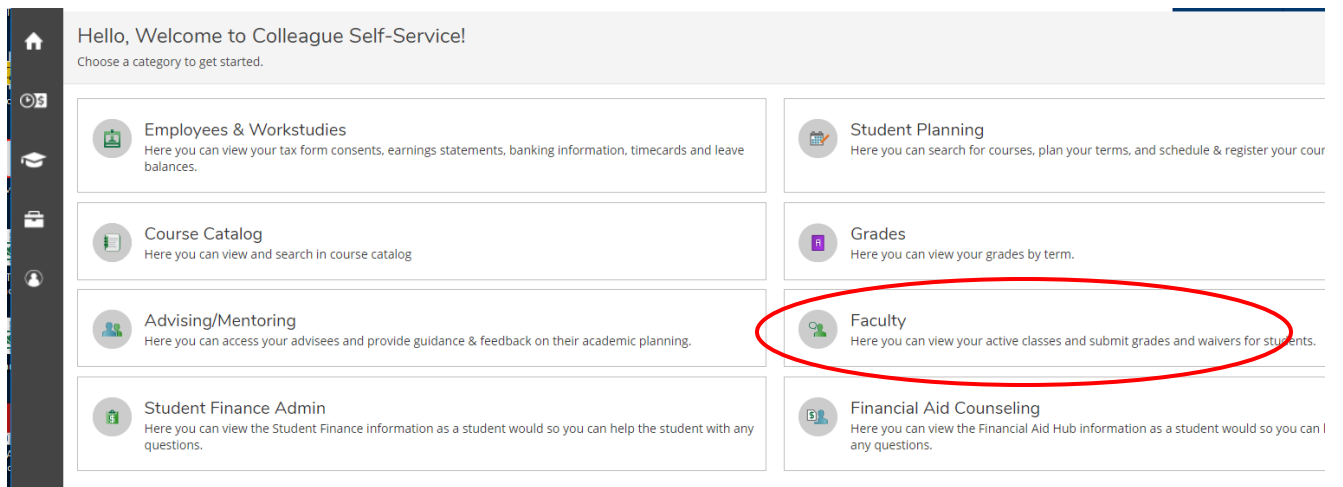


## TAKING ATTENDANCE IN SELF SERVICE

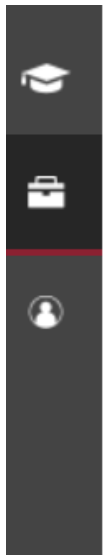
1. Login to MyBobcat and under FACULTY, select SELF SERVICE



2. In SELF SERVICE, select FACULTY



3. Select the course for which attendance will be taken



FALL 2019 16 WEEK TERM	
Section	Times
<a href="#">CGS-1060-167A: MICROCOMPUTER APPLICATIONS</a>	Sa - 8/26/2019 - 12/13/2019

LAW SCHOOL FALL 2019	
Section	Times
<a href="#">LAW-650A-01: TORTS</a>	M/W 10:00 AM - 12:00 PM 8/19/2019 - 12/12/2019

4. By default, the system will show the course roster (list of enrolled students). Select ATTENDANCE.

LAW SCHOOL, A-112 LECTURE

**Seats Available** 0 of 0

Roster

Attendance

Grading

Books

F

Student Name



Aranguren, Maria S.



Bastidas, Nicholas

5. Select an option from the SELECT ATTENDANCE drop down menu for each student OR if all students are present, select "Update Empty Records to Present" on the UPDATE ALL drop down menu.

Seats Available 0 of 0

Roster Attendance Grading Books Permissions

Update All

Student	10:00 AM
Aranguren, Maria S. 0866662	<div style="border: 1px solid #ccc; padding: 5px;"><p>Select Attendance ▾</p><p>Select Attendance</p><p><b>Present</b></p><p>Absent, no excuse</p><p>Absent, excused</p><p>Late</p><p>Select Attendance ▾</p></div>
Bastidas, Nicholas 0866673	
Benavente, Christine 0866675	
Boehm, Dustin J. 0874378	<div style="border: 1px solid #ccc; padding: 5px;"><p>Select Attendance ▾</p></div>

AW SCHOOL, A-112 LECTURE

Seats Available 0 of 0

Roster Attendance Grading Books Permissions

Update All ▾

Update All

**Update Empty Records to Present**

Update Empty Records to Absent

	10:00 AM
Aranguren, Maria S. 0866662	<div style="border: 1px solid #ccc; padding: 5px;"><p>Select Attendance ▾</p></div>
Bastidas, Nicholas 0866673	<div style="border: 1px solid #ccc; padding: 5px;"><p>Select Attendance ▾</p></div>

- The system also allows the option to make comments. For example, if the student has an excused absence an explanation may be inserted as a comment by clicking “comment” icon.

