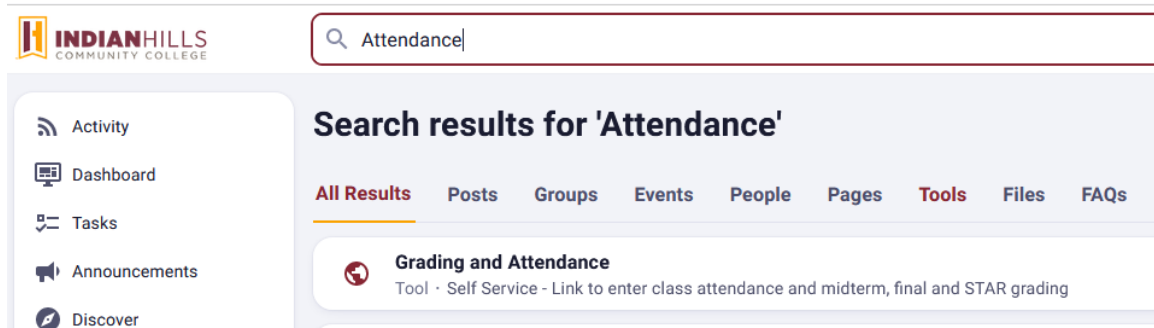


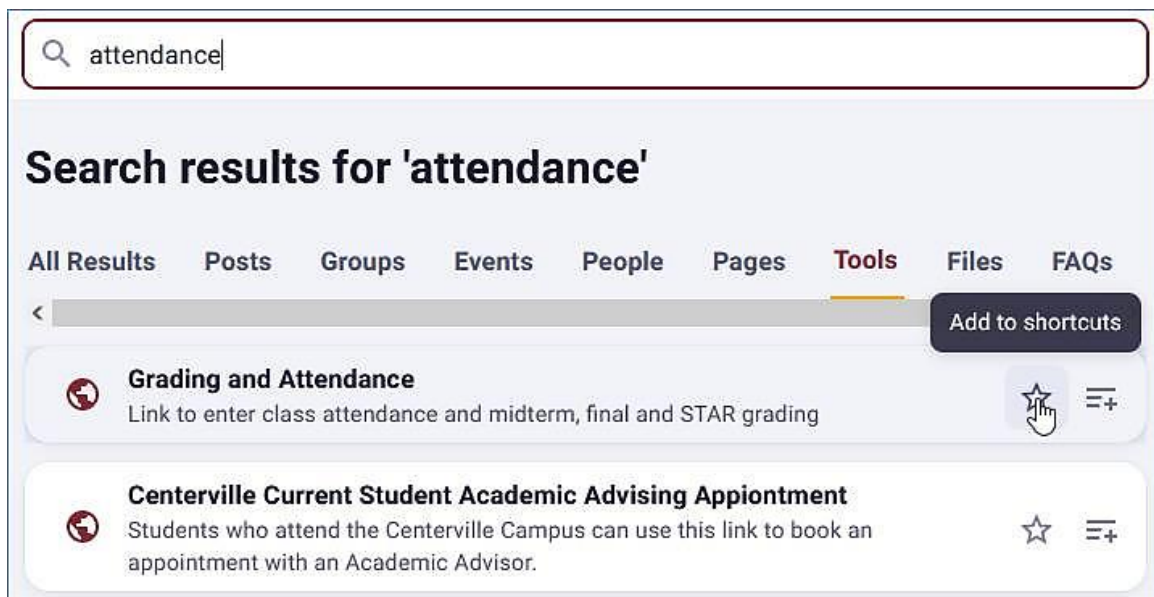
Computer Tutorial: Attendance Reporting

Purpose: To demonstrate to faculty how to report attendance.


1. From the WIN (Warrior Information Network) homepage, search “Attendance.” The Grading and Attendance tool will appear. Click on the name to go to the page.



Note: If you'd like to create a shortcut for the page, click “Tools” on the Search results page. You'll see a star appear. Click the star to save it to your list of shortcuts in WIN.



2. The Grading and Attendance page will open. A list of your courses will open. Select the title of the course for which you would like to record attendance.




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Manage your courses by selecting a section below

Section	Times	Locations	Availability ⓘ
GRA*281-50: Audio/Video Production Basics	TBD 08/29/2022 - 11/16/2022	World Wide Web, WWW Facilitated Study	14 / 20 / 0

3. On the “Section Details” page, select “Attendance.”



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Section Details

[Back to Courses](#)

GRA*281-50: Audio/Video Production Basics

Fall Term 22
Online

TBD
08/29/2022 - 11/16/2022
World Wide Web, WWW Facilitated Study

Seats Available ⓘ 14 / 20 / 0

Deadline Dates

[Roster](#) **Attendance** [Grading](#)

4. The "Intermediate Grading" page will open. Go to column "Gr 6" and enter "AT" (attended) for each student who has attended at least one class session in your course. Enter "NS" (no-show) for those students who have *never* attended class. Students must be present in class to be counted as attending. Phone calls or emails promising to attend will *not* exempt the student from being marked as a "No Show." For each student, you must enter either "AT" or "NS" into column "Gr 6" of the form.

Important: Be sure that you enter this information into column "Gr 6."
Do **not** enter information into *any* other columns, including the "Last Date of Attendance" column.

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
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