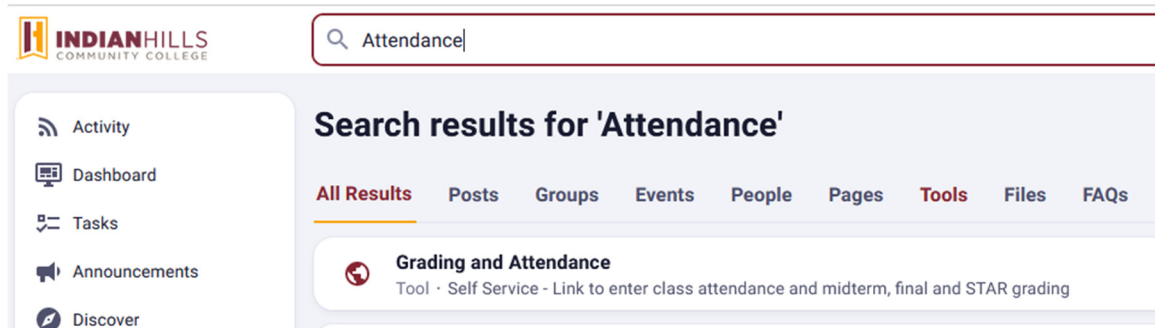


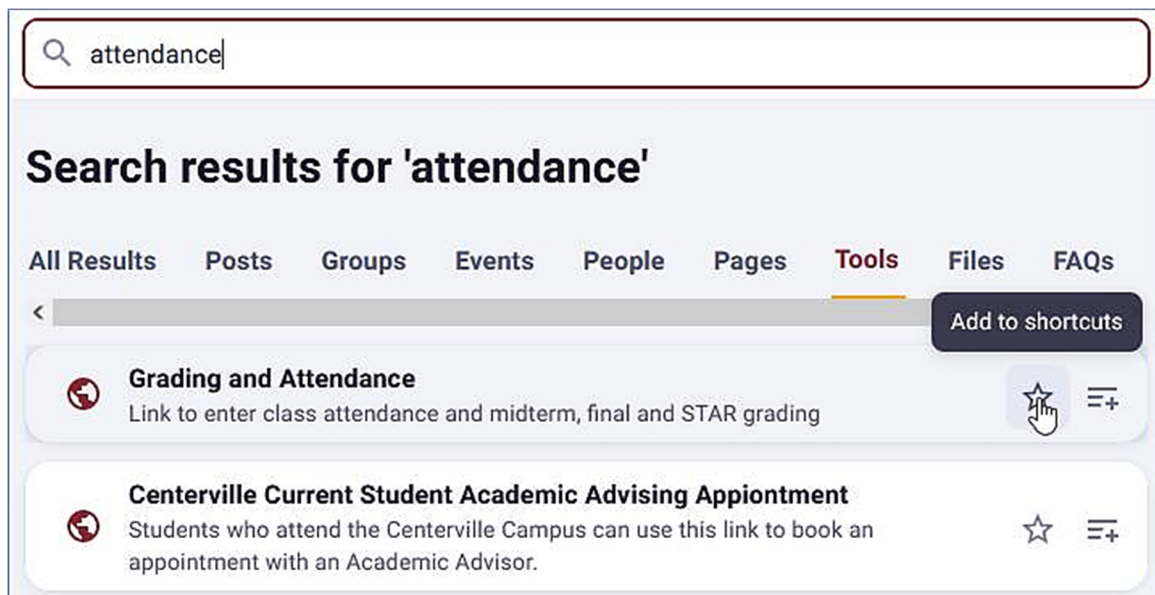
## Computer Tutorial: Attendance Reporting

**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

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Fall Term 22

Section	Times	Locations	Availability 
<b>GRA*281-50: Audio/Video Production Basics</b>	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](#)

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### 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.

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