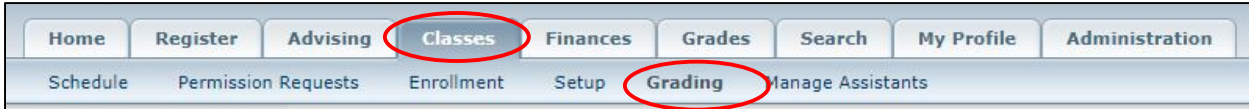


Reporting Non-Attendance at beginning of term

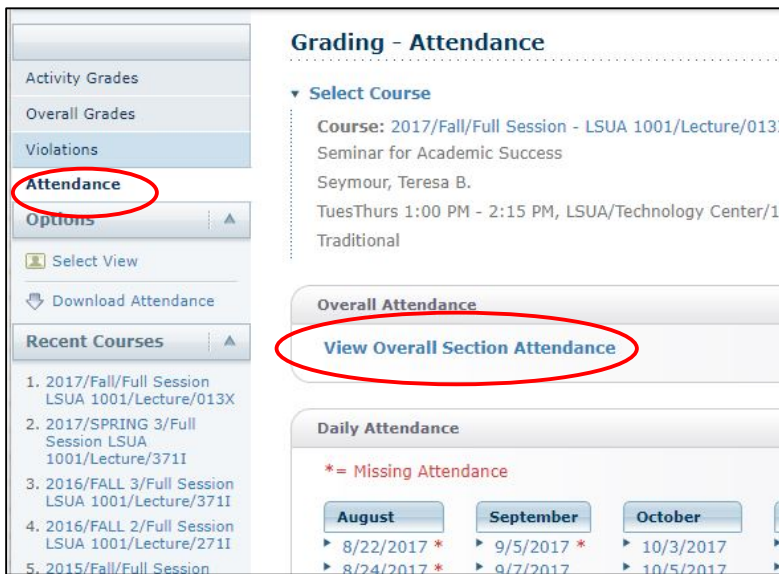
Everyone can do this – there is an option for “All students have attended”

To report non-attendance (at this point in the semester this is only for NEVER attended)

1. Log into Self-Service <http://selfservice.lsu.edu> or go through MyLSUA
2. Click the Classes tab Or the Class List link on the home page
3. Click Grading (just under the tabs at the top)

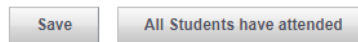


4. Click on the course you are reporting (NOTE: Classes are divided by term, if you are teaching a course with a section number that starts with a 2 or a 3 and ends with an 'I', you will need to select the Fall 2/session class as well as the FALL2 section)
5. Click Attendance in the left column, then click View Overall Section Attendance



6. If everyone in the class has attended, scroll to the bottom and click “All Students Have Attended”

- If you selected "never attended" for at least one student above, choose the "SAVE" option.
- If ALL of your students have attended at least one class period, choose the "All Students have attended" option.



If any students have **never attended**, select “Never Attended” in the dropdown box next to their name. Repeat for each student, then click “Save” at the bottom of the page.

