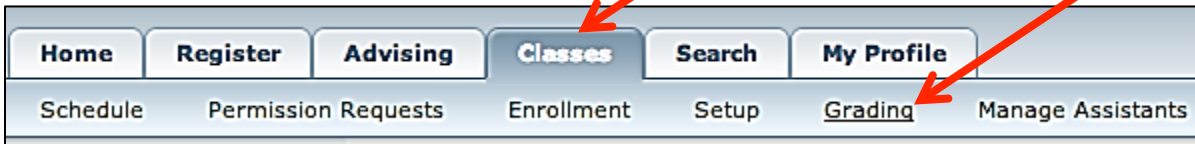


# Submitting Attendance in Self-Service

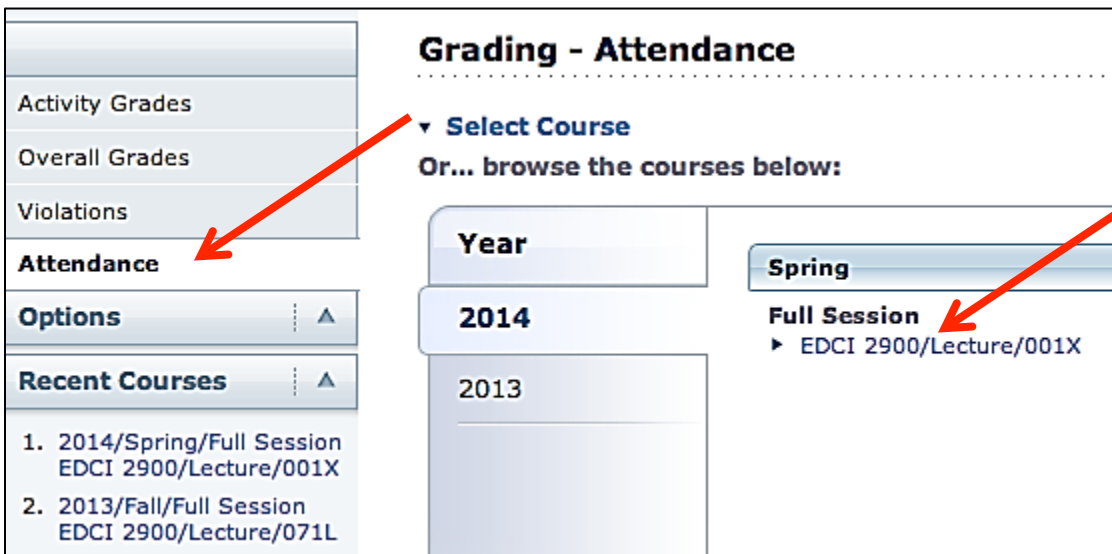
- 1) Log into Self-Service Portal – <http://selfservice.lsu.edu>. You can also access Self-Service by logging into your my.LSUA account. <http://my.lsu.edu>



- 2) Select the “Classes” tab and then “Grading”.



- 3) Select “Attendance” and then select the course from the current semester that you need to submit attendance for.



- 4) At this point, you have two forms of attendance that you can submit: Class meeting or Stopped/Never Attended.
- To submit “None Attendance/Stopped Attending” status for a student, select “View Overall Section Attendance.”
  - To take attendance for your class meetings, select the date you wish to mark listed under “daily attendance. “

### Grading - Attendance

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**▼ Select Course**

**Course:** 2014/Spring/Full Session - EDCI 2900/Lecture/001X  
 Teach Computer Lit Elem and Sec Sc  
 Ms. Heather Nicole Williams

Tues 4:30 PM - 7:20 PM, LSUA/Avoyelles Hall/103  
 Traditional

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**Overall Attendance**

[View Overall Section Attendance](#) ← **A**

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**Daily Attendance** ← **B**

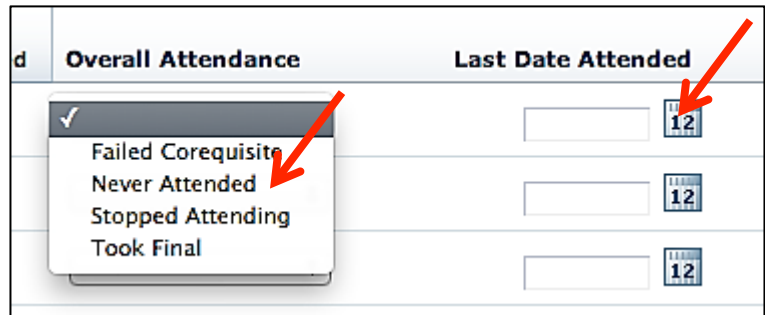
**\* = Missing Attendance**

January	February	March	April	May
▶ 1/14/2014	▶ 2/4/2014	▶ 3/4/2014	▶ 4/1/2014	▶ 5/6/2014
▶ 1/21/2014 *	▶ 2/11/2014	▶ 3/11/2014	▶ 4/8/2014	
▶ 1/28/2014	▶ 2/18/2014	▶ 3/18/2014	▶ 4/15/2014	
	▶ 2/25/2014	▶ 3/25/2014	▶ 4/22/2014	
			▶ 4/29/2014	

**\*\*Please continue to the next page to see the individual steps for each attendance method\*\***

# Never Attended/Stopped Attending Reporting

1) After selecting "View Overall Section Attendance", you will be presented the course roster with an overview of the student's attendance in the course. To report Never Attended/Stopped Attending, you will select the drop down box beneath the column, "Overall Attendance." You must also select the "Last Day Attended."

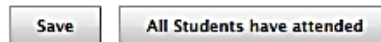


a. For example, if a student attended for the first two class meetings and then stopped attending, you would list the last day the student was actually present in your course.

2) Depending on your attendance, you will select "Save" or "All Students Have Attended." Please see the note below – this is displayed on the page to guide you with the correct selection.

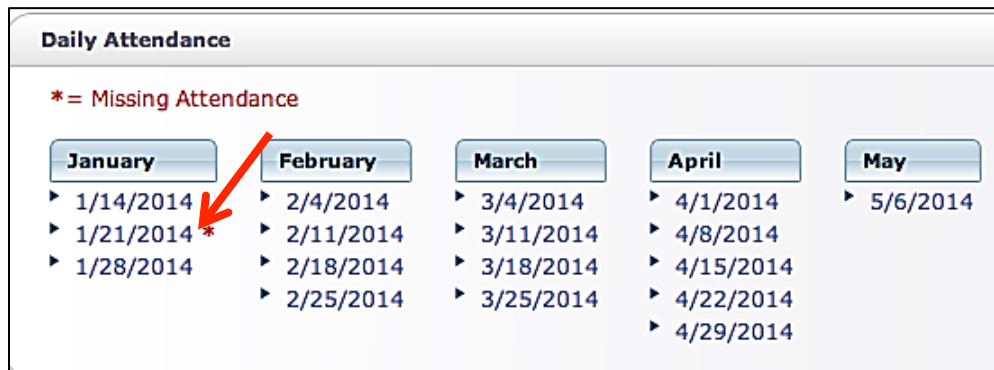
After selecting any students that have never attended this section, please choose one of the following options to complete this section:

- 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. -



# Class Meeting Attendance

1) Select the date you wish to take attendance.



2) You can select a master status for your entire roster or you can individually mark students. Once you have adjusted attendance, you will select save at the bottom of the screen.

