

GradesFirst

Submitting Attendance



CITY COLLEGES
of CHICAGO
Education that Works

Record My Attendance

Spring 2016



Professor Home

Class Listing

CLASS NAME	TIME	ROOM	
(CIS-120) Intro to Microcomputers	MW 8:00a-9:15a	MXM - Rm 6000	Progress Reports
(CIS-120) Intro to Microcomputers	MW 10:00a-11:15a	MXM - Rm 6000	Progress Reports
(CIS-120) Intro to Microcomputers	TR 10:00a-11:15a	MXM - Rm 6000	Progress Reports
(CIS-120) Intro to Microcomputers	MW 12:30p-1:45p	MXM - Rm 6000	Progress Reports
(CIS-120) Intro to Microcomputers	TR 12:30p-1:45p	MXM - Rm 6000	Progress Reports

Quick Links

Take me to...

- [Record My Class Attendance](#)
- [School Information](#)
- [Download Center for Reports](#)

1. Click "Record My Attendance"
2. Select Course
3. Select Date/Day

Course Attendance

Choose a Course

- CIS-120-MX-A
MW 8:00a-9:15a
[To Excel](#) | [Census](#)
- CIS-120-MX-C
MW 10:00a-11:15a
[To Excel](#) | [Census](#)
- CIS-120-MX-D
TR 10:00a-11:15a
[To Excel](#) | [Census](#)
- CIS-120-MX-E
MW 12:30p-1:45p
[To Excel](#) | [Census](#)
- CIS-120-MX-F
TR 12:30p-1:45p
[To Excel](#) | [Census](#)

CIS-120-MX-D Intro To Microcomputers : Tuesday, Jan. 19, 2016

STUDENT	ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCUSED?	PATTERN
SNAME 1	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Add Progress Report
SNAME 2	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Add Progress Report
SNAME 3	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Add Progress Report
SNAME 4	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Add Progress Report
SNAME 5	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Add Progress Report
SNAME 6	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Add Progress Report
SNAME 7	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Add Progress Report
SNAME 8	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Add Progress Report
SNAME 9	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Add Progress Report
	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Add Progress Report

[Save Attendance](#)

Present Absent Tardy

Choose a Date

January 2016

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Today

Select a date that corresponds to when the class meets.

Record My Attendance

If all students were present, then you can simply click the "Actions" drop down menu and select "Mark All Present."

Actions	ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCUSED?	COMMENT	
<input type="radio"/> Mark All Present <input type="radio"/> Clear <input type="radio"/> Toggle Pattern / Comment	0 (0)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="text"/>	Add Progress Report
Alexander, Shaletta	0 (0)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="text"/>	Add Progress Report
Bryant, Valencia	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="text"/>	Add Progress Report
Catalan, Brenda	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="text"/>	Add Progress Report
Curry, Kareema	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="text"/>	Add Progress Report
Donaldson, Pedro	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="text"/>	Add Progress Report
Guzman, Yaritza	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="text"/>	Add Progress Report
Haggard, Kashanna	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="text"/>	Add Progress Report
Hill, Jessica	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="text"/>	Add Progress Report
Hoskins, Treneeca	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="text"/>	Add Progress Report
Huff, Natasha	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="text"/>	Add Progress Report
<input checked="" type="checkbox"/> Mark Remaining Present							

25 Present 2 Absent 0 Tardy

You can select "Mark Remaining Present" after specifying any students who were either absent, tardy, and/or excused from class.

- Record Attendance: Present; Absent; Tardy; or Excused
 - Click "Clear" to Undo
- From "Actions," Click on Toggle Pattern / Comment
 - View Attendance Pattern
 - Add Optional Comments
- Add Progress Report(s) by Clicking "Add Progress Report"
5. Click on Save Attendance
- E-mail Automatically Generated and Sent to the Student

Record My Attendance – Automated Email



You have been marked absent in ART-103

Professor Name

12/07/2015

To: **SNAME1** 1 Monday, December 7, 2015 at 10:57 am

Subject: You have been marked absent in ART-103

Dear **SNAME1**,

You have been marked absent in Art AppreciationWR-VWART-103 on Friday 12/04/2015 09:30 AM.
This is your 4th recorded absence for this class.

Please make sure you are aware of any materials or assignments you may have missed.
This email has been automatically generated. Please contact F **NAME** or your advisor if you need further assistance.

