Topic: Attendance

To access your attendance record for the course you are viewing, click **ASSESSMENTS**, then **Attendance**.

Once the attendance window opens, you will see all attendance registers, the # of attendance sessions, and the % of attendance.

### My Attendance

#### Attendance Registers

<table>
<thead>
<tr>
<th>Register Name</th>
<th># of Sessions</th>
<th>% Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absent / Present</td>
<td>3</td>
<td>-</td>
</tr>
</tbody>
</table>

Click the register name to view more details.
The daily attendances for that register will then show, along with attendance status, # of sessions, and any other attendance summaries.

The standard ‘A’ for absent and ‘P’ present are used. Any other attendance schemes are added by the instructor.

The percentage field shows the percentage of attendance you have successfully obtained. If you haven’t missed one class period, you should have 100. If you have missed all classes (as shown below) the attendance percentage will be 0% and show a warning sign.

For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.