STEP 1

Once you're logged in to myEACC, click the Faculty tab at the top of the myEACC homepage.

STEP 2

Click "Mark Attendance" in the left navigation bar.

STEP 3

Your courses will be displayed alphabetically in "Current Course Section"; Once you've completed **Step 5**, choose the next course in the "Current Course Section" drop-down menu to submit attendance on those courses.

Mark Attendance

Curren̶t̶ ̶ ̶ ̶ ̶tion: Construction Materials (DFT 1113-IS) ▼

Construction Materials (DFT 1113-IS)
Fundamentals of Drafting (DFT 1013-01)
Intro to Computer Aided Drafting (DFT 1023-01)
Mechanical Drafting with CADD (DFT 2303-01)
Reading Blueprints (MCH 1001-01)

Present ▼

Save   Cancel

< February 2020 >

S	M	T	W	T	F	S
26	27	28	29	30	31	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

Weekly View

➕ Add a Session

✏️ Manage Sessions

Settings

Export Full View to Excel

STEP 4

Click the drop-down menu to the right of each enrolled student. Choose the appropriate option.

Mark Attendance

Current Course Section: Reading Blueprints (MCH 1001-01)   ▼

< February 2020 >

S	M	T	W	T	F	S
26	27	28	29	30	31	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

Most Recent Session

Name	Friday 2/14
Last Name, First Name	Present
Last Name, First Name	Present
	Absent (Excused)
Last Name, First Name	Absent (Unexcused)
	Tardy
Last Name, First Name	Present ▼
Last Name, First Name	Present ▼
Last Name, First Name	Present ▼
Last Name, First Name	Present ▼
Last Name, First Name	Present ▼

Weekly View

➕ Add a Session

✏️ Manage Sessions

Settings

Export Full View to Excel

Save   Cancel

Mark Attendance

STEP 5

Once you've marked each student's attendance record, click "Save" at the bottom. **Repeat steps 3-5 for each course.**

Mark Attendance

STEP 6 (ADD A SESSION)

If you are teaching a course without a pre-loaded "Session" in "Mark Attendance" you can add a session by clicking the "Add a Session" link below the calendar for each meeting time for which you are tracking attendance.

This option is typically used for labs, online courses (optional), or other non-traditional class sessions.