

# Reporting Attendance in myEACC

## STEP 1

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

The screenshot shows the myEACC homepage. The navigation bar at the top contains the following items: Home, Faculty, Advising, Staff, Retention, Employee Info, and My Pages. The 'Faculty' tab is circled in red. Below the navigation bar, there is a breadcrumb trail: 'You are here: Faculty > Faculty Home'. On the left side, there is a 'Faculty' dropdown menu with the following options: Faculty Home, Mark Attendance, All Course Attendance History, Course Search, Calendar, and Budget. The 'Mark Attendance' option is circled in red. The main content area is titled 'Faculty' and contains several sections: 'Grade Entry' with a 'View Course List' link, 'Assessment Form Upload', and 'Faculty Course Center' with a 'View Details' link and a 'View My Faculty Schedule' link. There is also a 'Course List for' section with a table header containing 'Course', 'Title', and 'Go Directly To'.

## STEP 2

Click "Mark Attendance" in the left navigation bar.

The screenshot shows the myEACC Faculty page. The navigation bar at the top contains the following items: Home, Faculty, Advising, Staff, Retention, Employee Info, and My Pages. Below the navigation bar, there is a breadcrumb trail: 'You are here: Faculty > Faculty Home'. On the left side, there is a 'Faculty' dropdown menu with the following options: Faculty Home, Mark Attendance, All Course Attendance History, Course Search, Calendar, Budget, Requisitions and Orders, Student Transcripts, and Early Alert Messages. The 'Mark Attendance' option is circled in red. The main content area is titled 'Faculty' and contains several sections: 'Grade Entry' with a 'View Course List' link, 'Assessment Form Upload', and 'Assessment Form Upload' with a 'Choose a file' button. Below the 'Assessment Form Upload' section, there are two instructions: '(Step 1) click "Choose a file".' and '(Step 2) find the appropriate assessment document.'

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## 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

## STEP 4

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

### Mark Attendance

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## 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

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

Weekly View

[Add a Session](#)

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Settings

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Most Recent Session

Name	Friday 2/14
Last Name, First Name	Present

Save Cancel

## 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.

## Mark Attendance

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

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