SAU Online Attendance Tool Instructions

Login to the SAU Portal by typing mysau3.arbor.edu into a web browser.

1. Type in your username as password.

ser Marile.	Password:	Login Forget your ID or password?	
Home Students Acade	mics Library Offices Al	umni Public	
ou are here: Welcome			
MySAU	MySAU		
Welcome	MySupport		?
MySupport		Technology Troubles?	
Welcome to MySAU		rectifictory fronties	
Search MySAU		check out MySupport	
Activate Account			
Reset Password			
Search			
Quick Links			
Search			
Need to activate your account?			
Trouble logging in?			

2. On the homepage, select the "<u>Academics</u>" Tab

	BOR							
Welcome back (Personal Info Logout)	-						
Home Student Success Students Faculty Employees KPI Strat I an Academics Lilrary Offices Community My Work Alumni My Pages								
You are here: Logged In		-						
MySAU	MySAU							
Welcome	New Mail Check	3	New Notices					
Change Password	•Te							
Change Challenge Question	Spring Arbor Webmail		No new notices. View Notices					
Request Tech Help	You have 22 unread messages		L					
Give Feedback			What's New on MySAU					
Logged In New Mail Check	World News	2	There are no available blog posts					
Weather	BBC News - World • Bulgaria bomb 'work of Hezbollah'							
MySupport	 Laundries 'product of harsh Ireland' 							
New Notices	 Dell to be bought back by founder 							
Search MySAU	 Egyptian currency reserves fall 							
World News	 Argentina vow to control Falklands 							
What's New on MySAU								

3. Select "Faculty" from the Blue Academics Menu

Welcome back Pe	ersonal Info Logout)
Home Student Success Stud	ents Faculty Employees KPI Strat Plan Academics Library Offices Community My Work Alumni My Pages
You are here: Academics > Home	
Academics	Academics
Home	Course Offerings
Course Offerings	
Links and Resources for SAU Students	Undergraduate V Fall 2012 V Select Location V Show all sections
Faculty Documents	
Academic Schedule Planner	No Departments Found in FA 2012 UNDG
Course Search	
Course History	
View Grades	Show all sections
Course Schedule	
Faculty	
GPA calculator	
Quick Links	

4. You will see a menu listing all courses you are currently teaching. If this list does not appear to be accurate, double check that the <u>Program</u> and <u>Term</u> dropdown menus are correct.

Attendance Entry

Attendan	ce En	try				
Course L	ist Fo	or: Conferen	ce S EMP	TY_FIRSTNAME		
To enter	attend C riter	ance, first selec ia:	ct a Progran	n and Term, and click the Se	earch bu	utton. When th
Program:		LL		• (Term:	SP 2013
Course	Sec	Degree Group	Catalog	Title		Summary
<u>HIS142</u>	E1		UG12	United States since 187	77	View
ORM368	WV	ORMOW012	UG12	Mgmt of Financial Resou	urces	View
<u>PSY246</u>	E1		UG12	Substance Abuse & Soc	ciety	View
<u>RDG628</u>	E1		GR12	Writing		<u>View</u>
<u>SOC246</u>	E1		UG12	Substance Abuse & Soc	ciety	View
<u>SWK246</u>	E1		UG12	Substance Abuse & Soc	ciety	<u>View</u>

- 5. Select the course for which you wish to enter attendance.
- 6. At the top of the screen, you will see the title of the course, your name, and the "Week of Attendance*"

*NOTE: This date corresponds to the first day of a week. In	Student List For: ALL Spring - 2013 HIS142-E1		
the example to the right, selecting 2/4/2013 indicates you are marking attendance for the week of Monday, February 4 through Sunday February 10	United States since 1877 Instructors: Doe, John		
You can change the week by clicking on the date and selecting the desired date on the calendar displayed.	Week of Attendance: 2/4/2013		
	Enter attendance information for each student listed below. Click Submit when finished.		

 Mark the attendance for each individual student using the <u>Yes/No</u> field. (<u>Arrived Late</u> and <u>Left Early</u> are not fields that can be used for online courses.) You may include comments if you wish.

Attendance Entry								
Student List For: ALL Spring - 2013 HIS142-E1								
United States since 1877 Instructors: Doe, John								
Week of Attendance: 2/4/2013								
Enter attendance information for each student listed below. Click Submit when finished.								
FERPA Restr.	Student	ID	Cross Listed Course	Attended	Arrived Late (optional)	Left Early (optional)	Comments (optional)	
	Aldrich, Benjamin R.	291672		මYes ◎No	mins	mins		
	Crysler, Justin	258738		⊙Yes ◉No	mins	mins	On Vacation	

8. When you are finished, click <u>Submit</u> at the bottom of the screen.