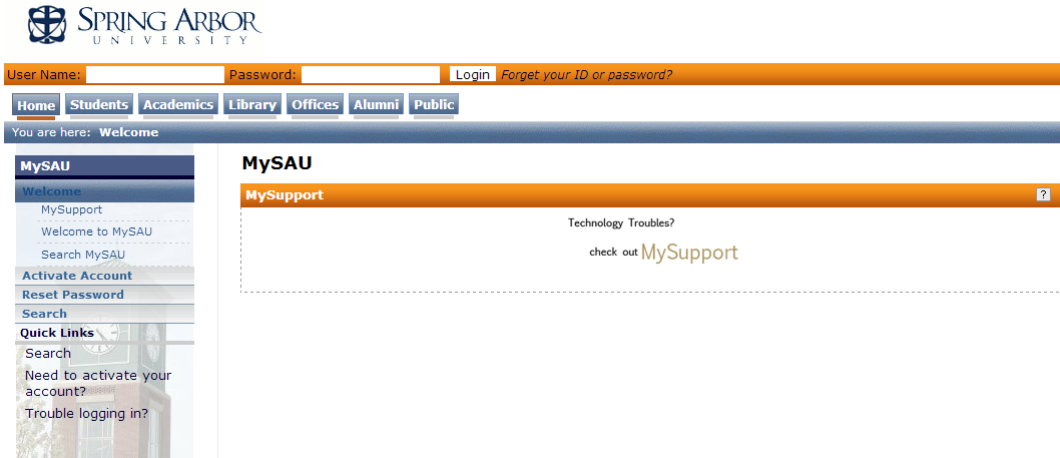# SAU Online Attendance Tool Instructions

Login to the SAU Portal by typing mysau3.arbor.edu into a web browser.
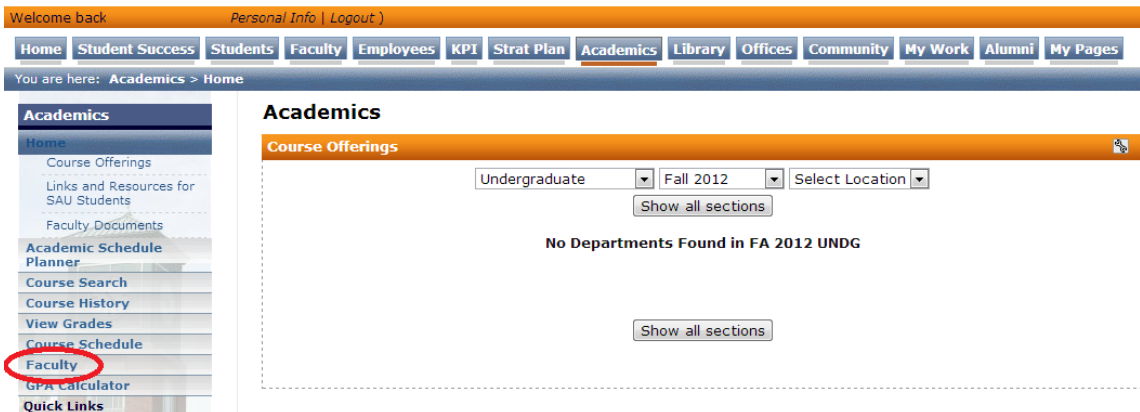
1. Type in your username as password.

2. On the homepage, select the "Academics" Tab

3. Select "Faculty" from the Blue Academics Menu

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 Program and Term dropdown menus are correct.

Attendance Entry

Attendance Entry

Course List For: Conference S EMPTY_FIRSTNAME

To enter attendance, first select a Program and Term, and click the Search button. When the list of courses has been displayed, click on a course number to see the class list.

Search Criteria:

Program: ALL   Term: SP 2013   Search

Course	Sec	Degree Group	Catalog	Title	Summary
HIS142	E1		UG12	United States since 1877	View
ORM368	WV	ORMOW012	UG12	Mgmt of Financial Resources	View
PSY246	E1		UG12	Substance Abuse & Society	View
RDG628	E1		GR12	Writing	View
SOC246	E1		UG12	Substance Abuse & Society	View
SWK246	E1		UG12	Substance Abuse & Society	View

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 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.
You can change the week by clicking on the date and selecting the desired date on the calendar displayed.

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.

7. Mark the attendance for each individual student using the Yes/No field. (Arrived Late and Left Early 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		● Yes ○ No	mins	mins	
	Crysler, Justin	258738		○ Yes ● No	mins	mins	On Vacation

8. When you are finished, click Submit at the bottom of the screen.