

[Blended Courses](#)

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Blended Courses

For blended courses which meet online and in-person, Attendance Tracker will list several meeting dates and times.

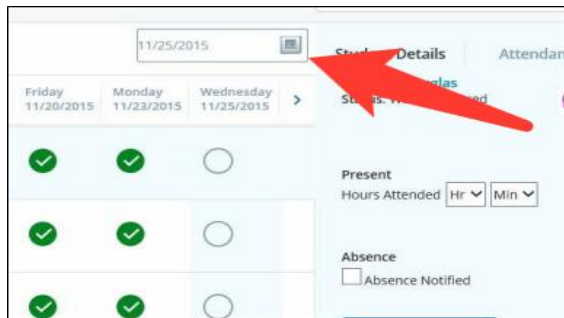
Spring 2025	12345	Sample Class	123	0	S	M	T	W	T	F	S	13:00	01	Class	View Students
Spring 2025	12345	Sample Class	123	0	S	M	T	W	T	F	S	13:00	01	Class	View Students
Spring 2025	12345	Sample Class	123	0	S	M	T	W	T	F	S	13:00	01	Class	View Students
Spring 2025	12345	Sample Class	123	0	S	M	T	W	T	F	S	00:00	01	Class	Take Roll
Spring 2025	12345	Sample Class	123	0	S	M	T	W	T	F	S	13:00	01	Class	View Students
Spring 2025	12345	Sample Class	123	0	S	M	T	W	T	F	S	13:00	01	Class	Take Roll

Locate the course meeting date and time which indicates meeting time 00:00, and does not have a day highlighted. Click the Take Roll action button for that meeting date and time.

Check the circle by the appropriate date for each student. Scroll down or select the Next Page button to locate all students.

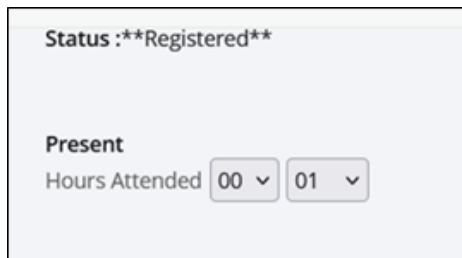
Saturday 11/06/2021	Sunday 11/07/2021
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

Note: To mark attendance for a specific date, set the date in the calendar search.



The screenshot shows a web interface for marking attendance. At the top, there is a date selector set to 11/25/2015. Below it is a calendar view showing Friday 11/20/2015, Monday 11/23/2015, and Wednesday 11/25/2015. A table below the calendar shows attendance marks for three rows. The first two rows have green checkmarks for Friday and Monday, and empty circles for Wednesday. The third row has green checkmarks for Friday and Monday, and an empty circle for Wednesday. To the right of the table, there are tabs for 'Student Details' and 'Attendance'. A red arrow points to the 'Attendance' tab. Below the tabs, there are fields for 'Present Hours Attended' (Hr and Min dropdowns) and 'Absence' (Absence Notified checkbox).

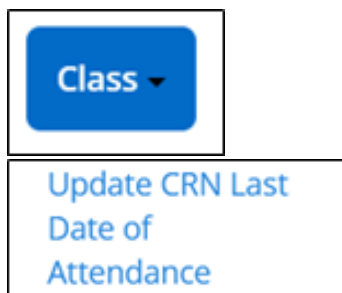
Do not change *Hours Attended*. (Hr: 00 Min: 01)



The screenshot shows a section titled 'Status : **Registered**'. Below it, there is a 'Present' section with 'Hours Attended' dropdowns set to 00 and 01.

Note: This is not the final step.

After checking attendance, click on the **Class** drop-down menu, and select **Update CRN Last Date of Attendance** tab.



The screenshot shows a blue button labeled 'Class' with a dropdown arrow. Below it, a dropdown menu is open, showing the option 'Update CRN Last Date of Attendance'.

Note: Selecting the **Update CRN Last Date of Attendance** tab records any change or update made.

In-Person Courses

For courses which meet 100% in-person, Attendance Tracker will list the course with the meeting day (highlighted) and time.

Spring 2025	12345	Sample Class	123	0	S	M	T	W	T	F	S	13:00	01	Class	<button>Take Roll</button>
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Click the Take Roll action button for that meeting day and time.

Check the circle by the appropriate date for each student. Scroll down or select the Next Page button to locate all students.

Saturday 11/06/2021	Sunday 11/07/2021
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

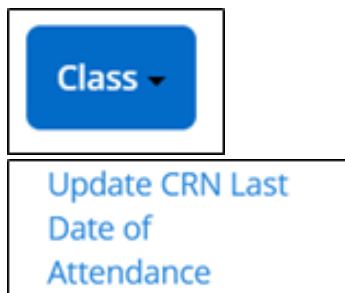
Note: To mark attendance for a specific date, set the date in the calendar search.

Do not change *Hours Attended*. (Hr: 00 Min: 01)

Status : **Registered**	
Present	
Hours Attended	<input type="text" value="00"/> <input type="text" value="01"/>

Note: This is not the final step.

After checking attendance, click on the **Class** drop-down menu, and select **Update CRN Last Date of Attendance** tab.



Note: Selecting the **Update CRN Last Date of Attendance** tab records any change or update made.

Online Courses

For courses which meet 100% online, Attendance Tracker will list the course with but no meeting day (highlighted) and time.

Spring 2025	12345	Sample Class	123	0	S	M	T	W	T	F	S	00:00	01	Class	Take Roll
-------------	-------	--------------	-----	---	---	---	---	---	---	---	---	-------	----	-------	-----------

Click the Take Roll action button.

Check the circle by the appropriate date for each student. Scroll down or select the Next Page button to locate all students.

Saturday 11/06/2021	Sunday 11/07/2021
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

Note: To mark attendance for a specific date, set the date in the calendar search.

Do not change *Hours Attended*. (Hr: 00 Min: 01)

Note: This is not the final step.

After checking attendance, click on the **Class** drop-down menu, and select **Update CRN Last Date of Attendance** tab.

Note: Selecting the **Update CRN Last Date of Attendance** tab records any change or update made.