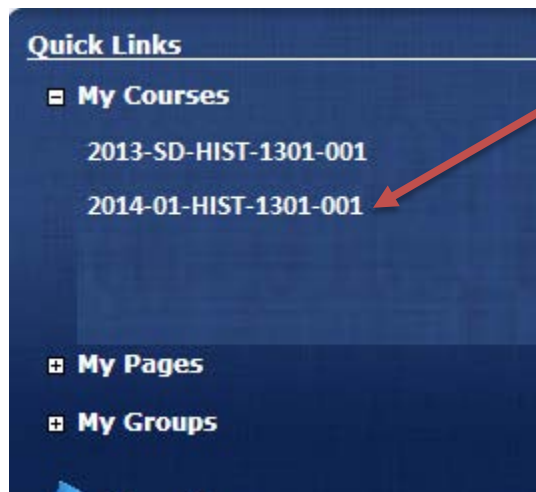


Track Student Attendance in MyParker



Faculty members are responsible for maintaining student course grades and communication in MyParker Learn (Blackboard). However, final course grades and attendance are managed on [MyParker](#). This handout will present step-by-step instructions on how to track attendance in MyParker. These instructions along with others are available on the [Information Technology](#) page on MyParker.

1. Login to <https://my.parker.edu/> using your Parker username and password.
2. From the quick links menu, click on one of the courses from your My Courses area.



Please note that you may have multiple sub-sections for each course section you teach in Blackboard (e.g. 2014-FA-HIST-1301-002, 2014-FB-HIST-1301-002, 2014-FC-HIST-1301-002, etc.). In Blackboard, sort your course by Child Course ID so you may take attendance by sub-section.

Last Access	Availability	Child Course ID	Weighted Total
	Available	2014-01-HIST-1301	--
	Available	2014-01-HIST-1301	--
	Available	2013-SD-HIST-130	--

3. On the MyParker course site, select the Attendance option from the left menu area of the page.



4. From the attendance page, select the attendance date on the calendar to take attendance for that day. Days with attendance sessions are highlighted in light blue. The default attendance option is **Present**. The other options are **Absent (excused)** and **Absent (unexcused)**. Please do not mark your students as tardy.

Attendance

Attendance

< September 2013 >

S	M	T	W	T	F	S
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	30	31

Weekly View

[+ Add a Session](#)

[Manage Sessions](#)

Settings

[Export Full View to Excel](#)

Most Recent Session

Name **Friday 8/23**

Student, Mike	<input type="text" value="Present"/>
Student, Jen	<input type="text" value="Present"/>
Student, Bob	<input type="text" value="Present"/>
Student, Ken	<input type="text" value="Present"/>
Student, Kim	<input type="text" value="Present"/>
Student, Ray	<input type="text" value="Present"/>
Student, Liz	<input type="text" value="Present"/>

A screenshot of the MyParker Attendance page. It features a calendar for September 2013 with the 23rd highlighted in light blue. To the right is a table for the 'Most Recent Session' on Friday 8/23, listing seven students with 'Present' selected in dropdown menus. At the bottom are 'Save' and 'Cancel' buttons. Red arrows point to the date 23, the 'Present' dropdown for 'Student, Mike', and the 'Save' button.

5. Click **Save** to update the attendance record.

Adding Additional Sessions – Applicable to Online Courses Only

On ground courses are populated with meeting sessions based on the listed schedule of the course. However, online faculty must create sessions manually. Online faculty are required to create at least 2 attendance sessions per week (e.g. Monday and Friday) and base student attendance on students' assignment submissions in Blackboard.

1. To add a session, click on the **Add a Session** link on the attendance page.

The screenshot shows the Blackboard Attendance interface. On the left, there is a calendar for September 2013 with a weekly view. Below the calendar are links for 'Add a Session', 'Manage Sessions', 'Settings', and 'Export Full View to Excel'. A red arrow points to the 'Add a Session' link. On the right, a 'Most Recent Session' table is displayed for Friday 8/23, listing students and their attendance status (Present).

< September 2013 >						
S	M	T	W	T	F	S
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	30	31

Most Recent Session	
Name	Friday 8/23
Student, Mike	Present
Student, Jen	Present
Student, Bob	Present
Student, Ken	Present
Student, Kim	Present
Student, Ray	Present
Student, Liz	Present

2. Select a start date and time and end date and time. Please leave the minutes area blank. Attendance hours aren't tracked for online courses so may select any start and end time for each session date.

Start:	<input type="text" value="8/23/2013"/>	<input type="text" value="12"/>	:	<input type="text" value="00"/>	<input type="text" value="AM"/>
End:	<input type="text" value="8/23/2013"/>	<input type="text" value="12"/>	:	<input type="text" value="00"/>	<input type="text" value="AM"/>
Minutes:	<input type="text"/>				

3. Click **Save** to create the attendance session.