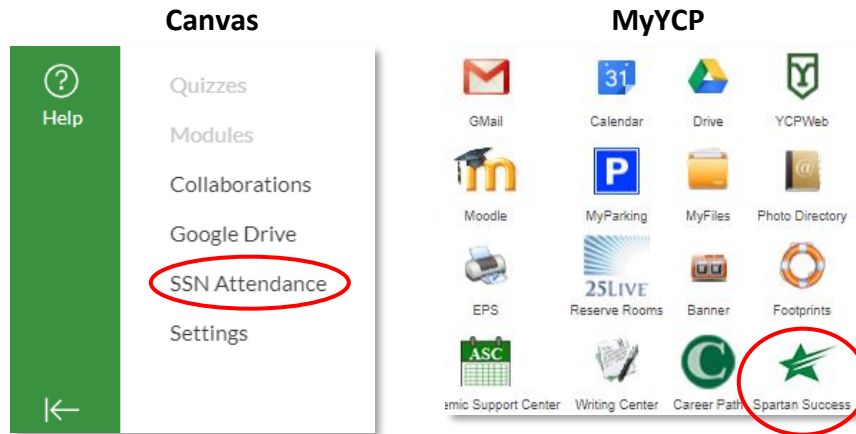
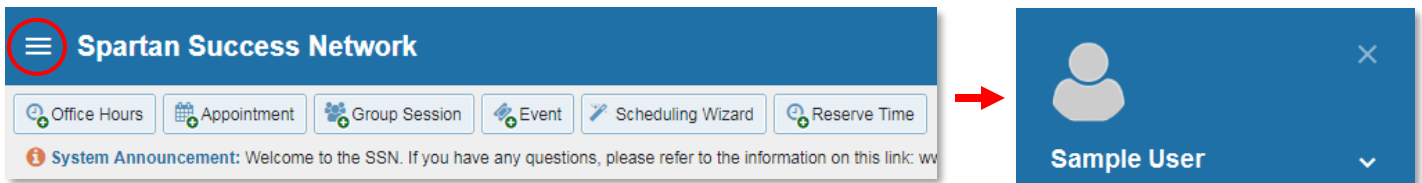


# How to Record Class Attendance in Spartan Success Network (SSN)

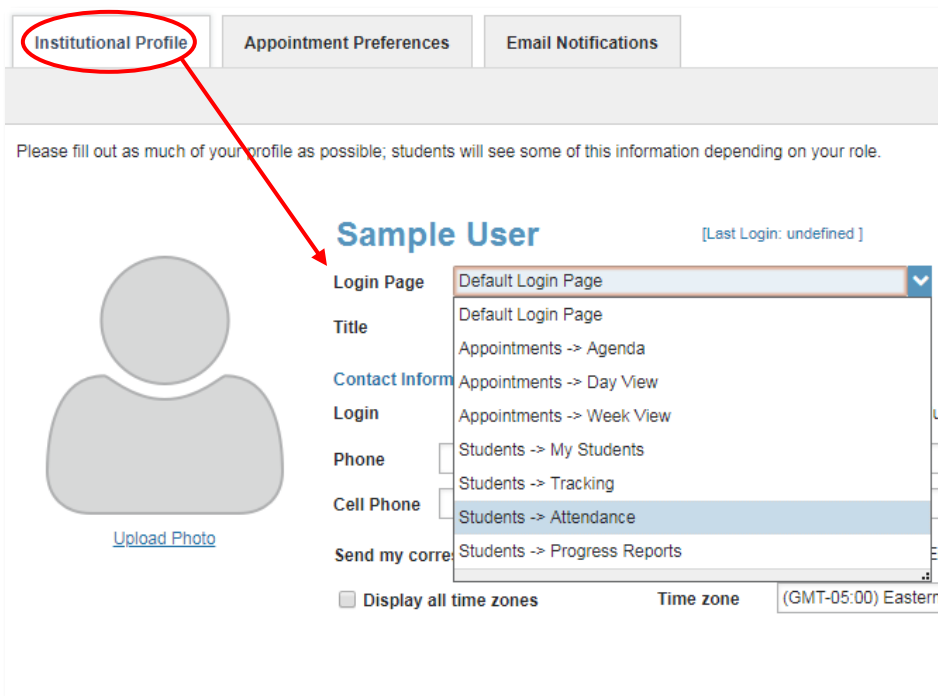
1. Access the SSN via either of the following options:



2. Open the **menu** by clicking on the three horizontal bars in the upper left corner. Click on the **arrow** next to Students and select **Attendance**.



*TIP: Bypass step #2 entirely! In the menu, click on the arrow next to your name and select Institutional Profile. Open the Login Page drop down menu and select Students -> Attendance. Click the Submit button.*



3. Click on the **Record Attendance** button. In the window that appears, select both the appropriate course **Section** and **Meeting Time**. Click on the **Next** Button

The screenshot shows the Spartan Success Network interface. Under the 'MY STUDENTS' tab, the 'Record Attendance' button is circled in red. Other buttons include 'Class Schedule' and 'Attendance Report'. Below these buttons are links for 'Select All' and 'Deselect All', and the text 'PSY100.104\_Fall2020 - General Psychology'.

The screenshot shows the 'Record Attendance' dialog box. The 'Section' dropdown is set to 'PSY100.103\_Fall2020' and the 'Meeting Time' dropdown is set to '08-24-2020 Monday, 11:00 am - 11:50 am'. Both dropdowns are circled in red. Below the dropdowns is a link to 'Add a single meeting time'. At the bottom right, the 'Next' button is circled in red.

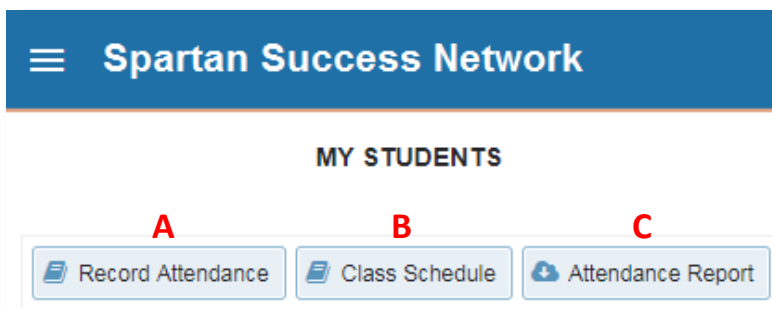
*TIP: If you need to add a meeting time outside the regular class schedule, use the "Add a single meeting time" option.*

4. By **default**, all students will be marked present; if this is correct, simply click on Save. Otherwise, click the appropriate **radio button** to record each student's attendance status: Absent, Excused, or Virtual. Note that a summary list will appear to the right of the roster. Click on the **Save** button when finished.

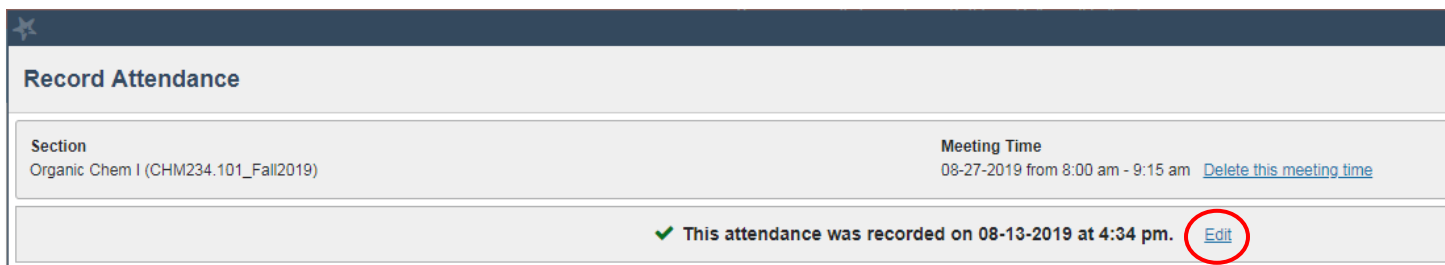
The screenshot shows the 'Record Attendance' dialog box with a student roster and an attendance summary. The roster has columns for 'Present', 'Absent', 'Excused', and 'Virtual'. The 'Attendance' summary on the right shows 'Absent (1)' for Student 5, 'Virtual (3)' for Students 2, 4, and 6, and 'Present (3)' for Students 1, 3, and 7. The 'Save' button at the bottom right is circled in red.

Students	Present	Absent	Excused	Virtual
Student 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Student 3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Student 5	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Student 7	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Additional SSN Attendance Actions/Features



- A. Modify a student's attendance status by following **step 3** above and clicking on **Edit** next to the attendance date/time stamp. Use the **radio buttons** to make adjustments and click on **Save** when finished.



- B. If teaching a course that does not have established meetings, click on the **Class Schedule** button to create a recurring **Schedule** or a **Single Meeting Time**. Click the **Submit** button.

**Edit Meeting Times**

CHM234.101\_Fall2019 - Organic Chem I

**Schedule**  
*Create a schedule if your course meets regularly.*

**Single Meeting Time**  
*Not meeting on a regular basis? Start with a single meeting time and add more when you need them.*

+ Schedule

**Schedule**

Sun  Mon  Tue  Wed  Thur  Fri  Sat

8:00 am to 9:15 am

\* All Fields Required

Never Mind Submit

- C. Click on the **Attendance Report** button to download SSN attendance records into an Excel spreadsheet, which will provide both a summary of attendance per day as well as a student-specific breakdown.