Faculty Instructions: How to Use the Attendance Roster on Campus Cruiser

Accessing the Attendance Roster
1. Log in to your Campus Cruiser account.
2. Click on the “My Services” tab.
3. Select the “Attendance” link under the Faculty section in the left-hand menu.
4. Choose the term you want to view from the drop-down menu, then click “Submit.”
5. Select the class for which you will be taking attendance by clicking the bubble in the left column, then click “Submit.”

Entering a New Attendance Record
1. After choosing your course, you will be directed to the “Attendance Roster-Add New Record” page. This is where you enter the attendance data for each student on a particular class date and submit a new attendance record. Here is an example of what the screen looks like:
2. To create a new record, follow these steps:
   a. Enter the class meeting date in the date box.
   b. Assign an attendance status for every student on the roster using the drop-down menu in each row. Your options are “Present,” “Excused,” “Late,” “Made Up,” and “Absent.” The system defaults to marking every student as “Present,” so you only need to make changes to those students with other statuses.
   c. When you have finished entering the data, click “Submit” (even if all students were present) and you will be redirected back to the “Select Course” screen.

3. On the “Add New Record” page, you can also do the following:
   a. View the date when each student added the class
   b. Write comments related to an individual student (e.g. in order to state the reason for an excused absence)
   c. View the attendance percentage of each student in the class based on the records submitted previously
   d. See the entire course attendance history of each student by hovering on the student’s ID number
Viewing or Modifying an Existing Attendance Record

1. If you wish to see the attendance data you have entered on previous occasions or to revise an existing record, select the link entitled “Or Click Here to View/Modify Existing Attendance Record” to the right of the date box on the “Add New Record” page. This will take you to the “Attendance Roster – View/Modify Existing Record” screen. Here is an example of the screen:

   **Attendance Roster - View/Modify Existing Record**

   * = Required

   Course Name and Title
   [PSY-310-FR01 Intro to Social Science Research]

   **Instructors**
   [Professor X]
   [Sunny Sunbird]

   View/Change Attendance For Date [08/20/2010]
   [07/05/2011]
   [07/01/2011]
   [06/31/2010]
   [06/25/2010]
   [06/20/2010]

   **Student** [Claire Annette]
   **ID** [901245]
   **Section** [N]
   **Add Date** [08/15/2010]
   **Attendance %** [100%]
   **Attendance Status** [Present]
   **Comments** [30 char limit]

   **Student** [Brook Lee]
   **ID** [901245]
   **Section** [PSY-310-FR01 N]
   **Add Date** [07/16/2010]
   **Attendance %** [100%]
   **Attendance Status** [Excused]
   **Comments** [30 char limit]

   **Student** [Otto Graf]
   **ID** [901245]
   **Section** [PSY-310-FR01 N]
   **Add Date** [03/22/2010]
   **Attendance %** [100%]
   **Attendance Status** [Late]
   **Comments** [30 char limit]

   **Student** [Warren Peace]
   **ID** [901245]
   **Section** [PSY-310-FR01 N]
   **Add Date** [02/29/2010]
   **Attendance %** [60%]
   **Attendance Status** [Made Up]
   **Comments** [30 char limit]

   **Student** [Rose T. Peters]
   **ID** [901245]
   **Section** [PSY-310-FR01 A]
   **Add Date** [07/01/2011]
   **Attendance %** [80%]
   **Attendance Status** [Absent]
   **Comments** [30 char limit]

   *Attendance % is calculated based on the total number of non-absent attendances (i.e. Present, Excused, Late, Made Up) divided by the total number of attendance records.

   Click Submit even if all students are present.

2. To view or change a record, follow these steps:
   a. Click on the class meeting date from the drop-down menu of the date box. This menu contains all the attendance date records taken for the class thus far.
   b. Your saved data for that record will appear on the screen. Make any changes to the student statuses or the comments.
   c. When you are finished editing, click “Submit” to save the changes. You will automatically be redirected to the “Select Course” page.

3. If you are on the “View/Modify Existing Record” screen and want to return to the “Add New Record” screen, select the link entitled “Or Click Here to Add New Attendance Record” to the right of the date box. It is important to note, however, that if you navigate away from the “View/Modify Existing Record” screen—either to add a new record or to revise an old one—without first clicking “Submit,” any changes you have made to the screen will be lost. The same is true of the “Add New Record” page, as leaving this screen before clicking “Submit” will cause any data entered to be lost.

Please contact the Registrar’s Office at 559-453-2037 or registrar@fresno.edu if you have any further questions.