

Attendance Tracking

1. Log in to PeopleSoft
2. Select Curriculum Management
3. Select Attendance Roster
4. Select Attendance Roster by Class
5. Enter Term (ex. 4076) and Class Nbr (If you do not know the class number, enter the subject in the Subject Area field and the catalog number in the Catalog Nbr field. For Example, enter ENG in subject and 101 in catalog number)
6. Click Search
7. If this is the FIRST time accessing the Attendance Roster menu, Click the Yellow GENERATE button (Top left under the Class Section Information) All rows will populate based on your class meeting days/times.
8. Choose first day of class on your roster- Click Yellow VIEW button (To the Left)
9. Click View All (located to the far right in the blue bar) to view all students
10. Locate the student on the Roster
11. Click the drop down arrow in the Reason column
12. Select No Sho
13. Save and Return