



TEXAS SOUTHERN UNIVERSITY

My Faculty Portal *User Guide*

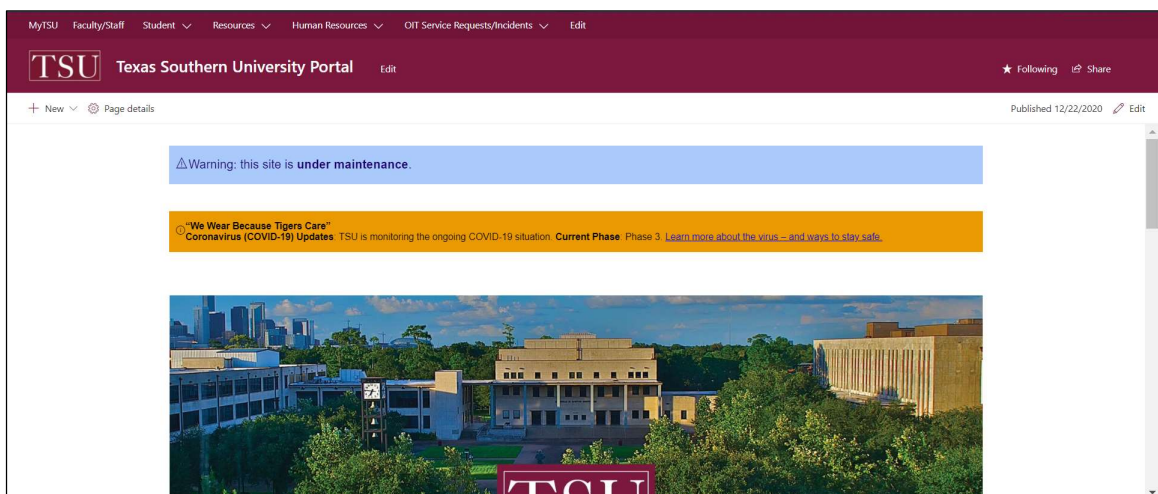
Student Attendance Tracking

Self-Service Student Attendance/Take Roll in MyTSU Portal

The Student Attendance Tracking tool is an intuitive application that makes taking class attendance easier for Texas Southern University (TSU) faculty. The application in the MyTSU portal calculates attendance, which allows faculty and administrators at TSU, capture and report students who are in classes and when they are absent. It facilitates, how to simply record attendance in the student information system. This easy-to-use feature, delivers important details such as course list, show student profile and the ability to view and enter attendance information. Faculty will take attendance online in the MyTSU portal. Attendance should be taken daily and is *required* to be submitted on the 8th and 12th day to maintain compliance with TSU's Attendance Reporting Policy.

1. Login to MyTSU portal: www.tsu.edu/mytsu

MyTSU portal landing page will launch.

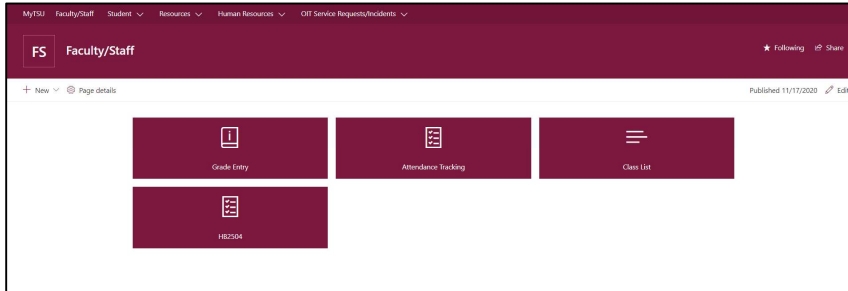


2. Click **“Faculty”** tab.



“Faculty/Staff” page will launch.

Four (4) intuitive and adaptive tiles (shortcuts) will display.

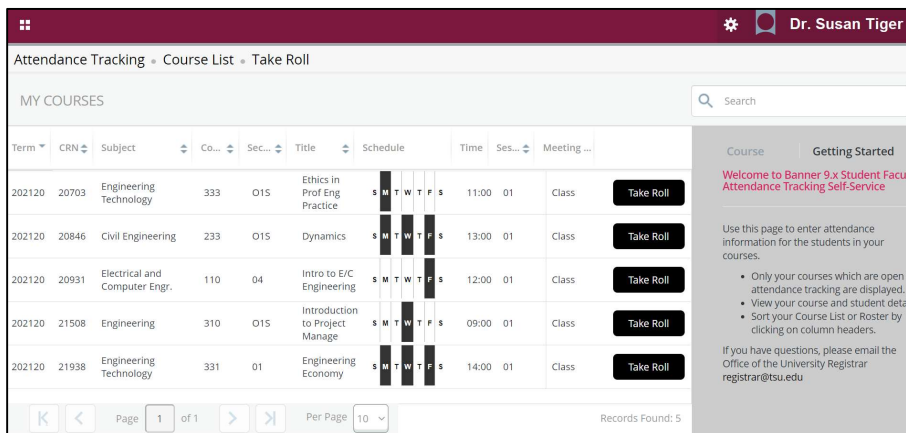


3. Choose **“Attendance Tracking”** tile.



“Attendance Tracking” dashboard will launch.

- Various courses being taught in an active semester are displayed.
 - Only courses which are open for attendance.
- Faculty do have the ability to sort their course list or roster by clicking on the column header.
- Rosters can be downloaded to a local computer/device if gear icon is chosen (instructions are provided).



“Getting Started” default message will appear.

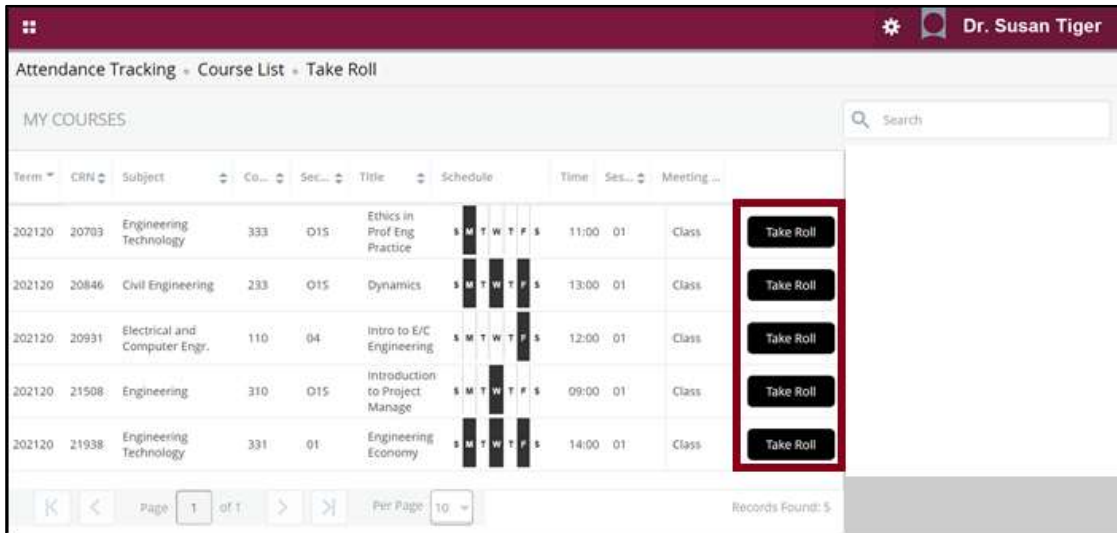
The screenshot shows a web interface with two tabs: 'Course' and 'Getting Started'. The 'Getting Started' tab is active. The page title is 'Welcome to Banner 9.x Student Faculty Attendance Tracking Self-Service'. Below the title, there is a paragraph: 'Use this page to enter attendance information for the students in your courses.' This is followed by a bulleted list: 'Only your courses which are open for attendance tracking are displayed.', 'View your course and student details.', and 'Sort your Course List or Roster by clicking on column headers.' At the bottom, there is a note: 'If you have questions, please email the Office of the University Registrar registrar@tsu.edu'.

“Course” information will provide specific details.

The screenshot shows the 'Course' page in the same system. The 'Course' tab is active. The course title is 'Ethics in Prof Eng Practice'. The page displays the following information: Term: 20XX20, CRN: 1234, Course: 999, Session: 01, Campus: On-Campus, Meeting Type: Class, Section Dates: 08/23/20XX - 12/10/20XX, Meeting Dates: 08/23/20XX - 12/10/20XX. Below this, there are three sections: 'Meeting Occurrences' with a value of 48, 'Meetings Transpired' with a value of 0, and 'Attendance Completed' with a value of 0. The 'Students' section shows Registered: 3, Current Students: 3, and Auditing: 0. The 'Staff' section shows Primary: Tiger, Susan and Other: .

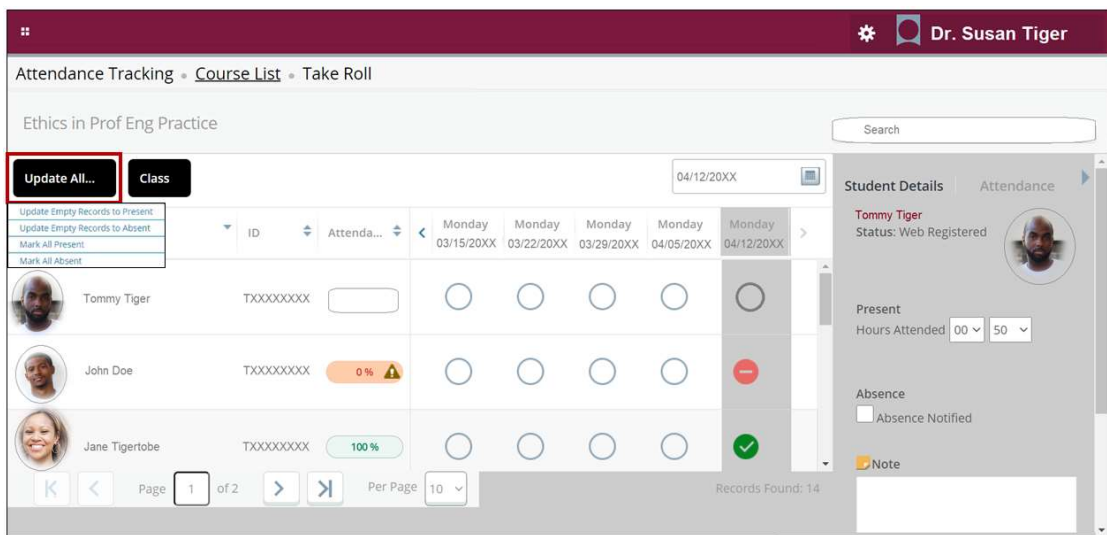
Locate **active course(es)** to record student attendance/take roll.

4. Click **“Take Roll”** button.



5. Choose **“Update All...”** button to initiate the following actions:

- Update Empty Records to Present
- Update Empty Records to Absent
- Mark All Present
- Mark All Absent



6. As an alternative, navigate to a **date** and then mark individual attendance.
 - Click **once** to mark student as present.
 - Click **twice** to mark student as absent.
 - Click **three times** to clear the previous selection.
 - The attendance percentage will appear.

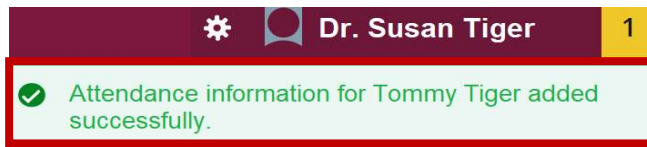
The screenshot shows the 'Attendance Tracking' interface for 'Ethics in Prof Eng Practice'. The main table lists students and their attendance for dates from 03/15/20XX to 04/12/20XX. Tommy Tiger is highlighted with a red box around his attendance for 04/12/20XX. The 'Student Details' sidebar for Tommy Tiger shows 'Status: Web Registered', 'Present Hours Attended' (00/50), and an 'Absence Notified' checkbox.

ID	Attendance	Monday 03/15/20XX	Monday 03/22/20XX	Monday 03/29/20XX	Monday 04/05/20XX	Monday 04/12/20XX
Tommy Tiger	TXXXXXXXX	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
John Doe	TXXXXXXXX	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jane Tigertobe	TXXXXXXXX	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

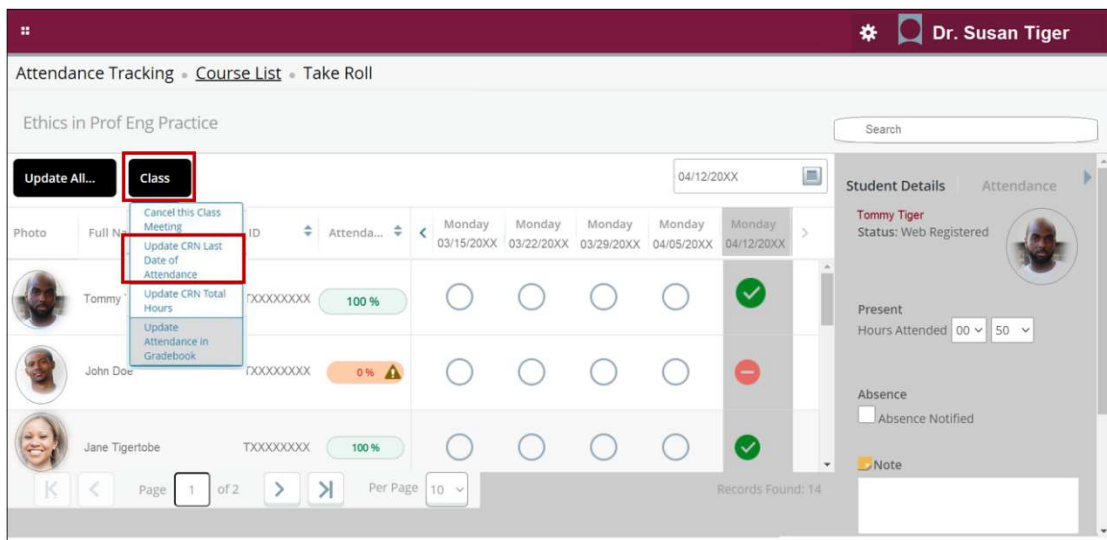
7. Enter additional details (optional):
 - Present
 - Hours Attended
 - Absence
 - Absence Notified
 - Notes

This close-up shows the 'Student Details' sidebar for Tommy Tiger. It includes a profile picture, 'Status: Web Registered', and the 'Present' section with 'Hours Attended' (00/50). The 'Absence' section has an 'Absence Notified' checkbox. There is also a 'Note' section with a text input field.

A pop-up message will indicate attendance was added successfully.

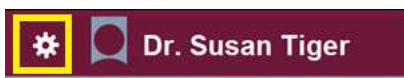


8. On census date(s), choose “**Class**” then “**Update CRN Last Date of Attendance**” for the Office of the University Registrar to be officially notified.



How to Print Course List (Optional Steps)

1. Click the gears icon to show “**Tools**” menu:



2. Select “**Export Template.**”



3. **Export** information to a local computer or device.

Export Template
Cancel

Export file as:

Excel spreadsheet(.xls)

Excel spreadsheet(.xlsx)

Student selection:

Selected student record

All student list from the class

Meeting date selection:

Selected day


Displayed days

All meeting days

Export

How to View Student Profile (Optional Steps)

1. Click on ***student name*** to view profile information.

Attendance Tracking • <u>Course List</u> • Take Roll						
Ethics in Prof Eng Practice						
Update All...		Class		04/12/20XX		
Photo	Full Name	ID	Attenda...	Monday 03/15/20XX	Monday 03/22/20XX	Monday 03/29/20XX
	Tommy Tiger	TXXXXXXXX	100 %	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

“Student Profile” will appear.

- View Student Profile:
 - ✓ Academic Standing
 - ✓ Biographic Information
 - ✓ Curriculum, Hours and GPA
 - ✓ Holds
 - ✓ Registration Notices
 - ✓ Registered Courses

Student Profile - Tommy Tiger - TXXXXXXX

Term: Select Term | Standing: Good Standing, as of Fall 2021 | Overall Hours: 0 | Overall GPA: 0.00 | Registration Notices: 4 | Holds: 0

Bio Information	
Email:	tiger1234@student.tsu.edu
Phone:	713-313-1234
Gender:	Male
Date of Birth:	12/12
Ethnicity:	Not Hispanic or Latino
Race:	Black African American
Citizen:	Yes
Citizenship:	Citizen
Emergency Contact:	Jane Tiger
Emergency Phone:	713-313-1234

General Information	
Level:	Undergraduate
Class:	Freshman
Status:	Active Student
Student Type:	First Time Freshman
Residency:	In State
Campus:	Not Provided
First Term Attended:	Fall 20XX
Matriculated Term:	Not Provided
Last Term Attended:	None
Leave of Absence:	Not Provided

CURRICULUM, HOURS & GPA	
Degree:	Bachelor of Science in Computer Sci
Study Path:	Not Provided
Level:	Undergraduate
Program:	Computer Science
College:	Bachelor of Science
Major:	Computer Science
Department:	Computer Science
Concentration:	Not Provided
Minor:	Not Provided
Concentration:	Not Provided
Admit Term:	Not Provided
Standard:	Standard

REGISTERED COURSES	
Ethics in Prof Eng Practice	

Total Hours | Registered Hours: 3 | Billing Hours: 3 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available

- Access “Additional Links”

- Additional Links
- Academic Transcript
- View Grades
- Degree Works

- ✓ Academic Transcripts
 - Unofficial

Student - Academic Transcript

Academic Transcript

Information for **Tommy Tiger**

Transcript Level: All Levels | Transcript Type: Advisor

Student information

ⓘ This is not an official transcript. Courses which are in progress may also be included on this transcript.

Student information

Birth Date	Student Type
Sep 03, 2003	First Time Freshman

Curriculum Information

Current Program:	Major and Department
College	

- ✓ View Grades

View Grades
Student Grades - **Tommy Tiger (TXXXXXXX)**

Spring 2021 Undergraduate

GPA Summary: Institutional 3.10, Transfer 3.10, Overall 3.10

Primary Curriculum: Undergraduate
College: Liberal Arts & Behavioral Science
Degree: Bachelor of Arts
Program: BA General Studies

Subject	Course Title	Campus	Midterm Grade	Final Grade	Attempted Hours	Earned Hours	CRN	Action
BIOL 112, 06S	Biological Science Lab II	9	A-		1.000		20100	
BIOL 112, 02S	Biological Science II	9	A+		3.000		20195	
POLS 235, 03	American Government	9			0.000		20776	
HIST 231, 03S	Soc & Hist Hist US to 1877	9			0.000		21022	
CHEM 112, WE1	Chemistry II	9	A		3.000		21041	
CHEM 112, WE1	Chemistry II Lab	9	A		1.000		21042	
POLS 235, 01S	American Government	9	A-		3.000		21220	
POLM 139, 04	Public Address	9			3.000		22000	

✓ Degree Works

TSU WORKSHEETS Tommy Tiger

Worksheets

Student ID: T00XXXXXX Name: Tiger, Tommy Degree: Bachelor of Arts

Level: Undergraduate Classification: Freshmen Major: General Studies Program: BA General Studies College: Liberal Arts & Behavioral Studies

Institutional GPA: 3.10 Academic Standing: Good Standing Anticipated Graduation Date: 13-MAY-20XX Holds: Athletic Eligibility TSI Status: Passed

Academic What-If

Format: Student View

Degree progress: 15% Overall GPA: 3.10

For additional information, please contact a representative, faculty chair, or college dean at your respective TSU College/School for detailed explanation.

www.tsu.edu/academics

Technical support is available 24/7 by emailing IT Service Center: itservicecenter@tsu.edu or submitting a case: <http://itservicecenter.tsu.edu>

As always, we appreciate your support as we continue to improve the tools that ensure “Excellence in Achievement.”

GET IT HELP

The IT Service Center is open 24/7/365 for your convenience. To report an IT problem, go to: itservicecenter.tsu.edu

To request assistance, Email: ITServiceCenter@tsu.edu
Self-Service: <http://ITServiceCenter.tsu.edu>
Call: 713-313-4357 or 713-313-HELP