

My Faculty Portal User Guide

Attendance Tracking

1. Navigate to MyTSU portal landing page.



2. Choose "Faculty/Staff"



Faculty/Staff" page will launch.

• Four (4) intuitive and adaptive tiles (shortcuts) will display, with sub-menus.

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	Grade Entry	Attendance Tracking	Class List	
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3. Choose "Attendance Tracking" tile.



- Use this page to take roll and enter attendance information for the students in a course
- Only courses which are open for attendance tracking are displayed

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- o Click "Take Roll" to view course and student details
 - o Photo
 - o Student Profile
 - Add note/comment regarding extended absence, if necessary
- o Customize view to sort Course List or Roster by clicking on column header

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NOTE: Faculty members have the option to import/export list using a "Export Templates" located in the setting tools to generate a Microsoft Excel spread sheet.

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."

