## **Recording Attendance on Campus Solutions**

You can access Campus Solutions through the Staff Portal at this link

https://www.portal.manchester.ac.uk/

Firstly you need to log onto the system as below:



Your log in is your central username and password.

In the My Services tab click on Student System.



You may have to select the hyperlink for the Student System again on the next page. Next, using your mouse, press 'Faculty Center',



## Please note:

This screen may differ slightly from the above screen shot depending on your access rights. Faculty Center will always be under the Self Service menu.

Next, using your mouse, click on 'My Schedule',

Done 🛃 start 🛛 🖉 🖉 💟 🖬 🛱 🛛 🔯 Intox-M... 🖻

🕲 Base Navigation Page - Mozilla Firefox			
Eile Edit View History Bookmarks Iools Help			0
🐗 🕶 🛶 👻 🛞 🏫 🗋 https://studentadmin.manchester.ac.uk/psp/CSPRC	D/EMPLOYEE/HRVS/s/WEBLIB_PTPP_SC.HOMEPAGE	💁 🔹 🕨 🚺 Google	a
MANCHESTER			
1824	H	me Sign	<u>rout</u>
Self Service  S	activities.  Class Roster View your class rosters.  Create, update and view Gradebook: assignments, due dates, categories and grading scales.	Grade Roster Assign grades and p	ost your grade rosters,

en 🛒 🖸 👔

https://studentadmin.manchester.ac.uk/psp/CSPROD/EMPLOYEE/HRMS/c/SA\_LEARNING\_MANAGEMENT.SS\_FACULTY.GBL?PORTALPARAM\_PTCNAV=HC\_S5\_FAC... studentadmin.manchester.ac LE.0000112

You then need to click on the icon of a person waving to view the electronic attendance rosters for each course:  $_{\rm l}$ 

y Schedule - Mozilla Firefo	×						
Edit View History Bookma	arks <u>T</u> ools <u>H</u> el;	p			/S/		
• 🔶 • 🥑 🐼 🚮 [	https://studer	ntadmin.manchester.ac.uk	/psp/CSPROD/EMPL	OYEE/HRM5/c/5A_LEARNI	ng_management 🚔 💌 🕨	Google	
MANCHESTER							
1824					Home	Sign out	
u 🗖		1					
h:		1					
(W)						_	
Service	1	Faculty Center			Search		
alog	my sched	tule class rost	er grade	roster grade	book class assignme	nts	
cademic Planning							
nrollment	Faculty (	Center					
ampus Personal	My Sched	1110					
rmation	My Schee	I AIC					
cademic Records	My Exam Sch	hedule					
egree		1					
gress/Graduation ransfer Credit							
egree gress/Graduation ransfer Credit aculty Center	2009/10 A	ademic Year   The	University of M	anchester change	a term		
egree gress/Graduation ransfer Credit aculty Center My Schedule	2009/10 A	ademic Year   The	University of M	anchester <mark>change</mark>	e term		
gress/Graduation ansfer Credit aculty Center My Schedule Class Roster	2009/10 A Select display	ademic Year   The	• Show All Class	anchester change	e term		
gree gress/Oraduation ransfer Credit aculty Center <u>My Schedule</u> <u>Class Roster</u> <u>Grade Roster</u> Grade Roster	2009/10 A Select display	ademic Year   The   y option:	Oniversity of M	anchester change	e term Enrolled Classes Only		
ggress/Graduation ransfer Credit acutty Center My Schedule Class Roster Gradebook Assignments	2009/10 A Select display	ademic Year   The   y option: d: 🏦 Class Roster	Show All Class     Grade Ros	anchester change ees Show	e term	ning Management	
egree grees/Graduation ransfer Credit aculty Center My Schedule <u>Class Roster</u> <u>Grade Roster</u> <u>GradeBook</u> <u>Assignments</u> <u>earch</u>	2009/10 A Select display I con Legend	ademic Year   The   y option: d: 🏦 Class Roster	Oniversity of M     Show All Class     Grade Ros	anchester change es Oshow	e term Enrolled Classes Only	ning Management	
ygree grees/oraduation ansfer Credit acculy Center My Schadule Class Roster Grade Roster Gradebook Assignments earch budent Center Do Lief. Student	2009/10 A Select display I con Lecence My Teachi	ademic Year   The   y option: d: 🏦 Class Roster ing Schedule > 2009/	Oniversity of M     Show All Class     Grade Ros     Grade Ros	anchester change es Oshow ter A Gradebook ear > The University	e term F Enrolled Classes Only Assignments Queen of Manchester	ning Management	
gree gress(Graduation ransfer Credit acutly Center My Schedule Class Roster Grade Roster Grade Roster Gradebook Assignments earch Udent Center Do List - Student	2009/10 A Select display Icon Lecence My Teichi Attindar	ademic Year   The   y option: d: Class Roster Ing Schedule > 2009/	University of M     Show All Class     Grade Ros     Grade Ros     Academic Y     ass Title     E	anchester change res Show rer @ Gradebook sar > The University prolled Days & Times	Terrolled Classes Only  Assignments Classe of Manchester  Room	ing Management	
ypter gress/oraduation ransfer Credit acutly Center My Schedule Class Roster Grade Roster Gradebook Assignments earch tudent Center 0 Do List - Student	2009/10 A Select display Icon Letence My Teichli Attordar Robert	ademic Year   The   y option: di Access Roster Ing Schedule > 2009/ nee Class   Class	Show All Class     Grade Ros     Grade Ros     Jo Academic Y     ass Title     E	anchester change es Show er @Gradebook er > The University molled Days & Times 2.2 The University	e term Enrolled Classes Only Assignments Learn of Manchester Room	Ling Management	
gree grees/Oraduation ransfer Credit acutly Center My Schedule Class Roster Grade Roster Gradebook Assignments earch tudent Center o Do List - Student	2009/10 A Select display I con Letence My Teacht Attindar Rater	ademic Year   The   y option: d: Class Roster ing Schedule > 2009/ nce Class   Class Class   Class   Class   Class   C	Show All Class     Show All Class     Grade Ros     Sorred Ros     To Academic Y     ass Title     E     troduction to     7	anchester change es Oshow er S Gradebook er S Gradebook er Days & Times 33 Tu 11:00 - 12:	e term  PErrolled Classes Only  Assignments Clean  of Manchester  00  Ledure  Thestre A.	Annagement	
vgree grees/oraduation ransfer Credit acuty Center My Schodule Class Roster OradeBook Assignments Assignments Assignments Assignments Octorer Do List-Student	2009/10 A Select display Icon Levence My Teachi Attendar	ademic Year   The I y option: d: Class Rostar Ing Schedule > 2009/ Ince Class Class POLI 1001-11601 1022801 (Lasza)	University of M Show All Class Grade Ros Class Title Ass Title Introduction to rtroduction to rtroduction la	anchester change es Show er SG Gradebook er > The University molled Days & Times 33 Tu 11:00 - 12:	Enrolled Classes Only  Assignments Assignments Cof Manchester  Communication  Com	Class Dates Sep 28, 2009 Nov 2, 2009	
ugue grasforaduation ansier Credit authy Center My Schedule Class Roster Grade Roster Grade Roster Gradebook Assignments aench Udent Center D D L Ust - Student	2009/10 A Select display Icon Legence My To Achi Attendar के प्रे	ademic Year   The I y option: d: Class Roster ing Schedule > 2009/ Class Class Color (23788) (C2788) (	Show All Class     Show All Class     Grade Ros     Grade Ros     ID Academic Y     ass Title     E     troduction to     tremstional     ecture)	anchester change es Show er @ Gradebook er ? The University prolled Days & Times 33 Tu 11:00 - 12:1 5 Tu 09:00 - 10:1	e term  Perrolled Classes Only  Assignments Assignments  Col Manchester  Col Room  Col Charter  Col Colored  Colored Colored Colored  Colored  Colored  Colored Colored  Colored  Colored Colored Colored  Colored Colored Colored Colored Colored Colored Colored Colored Colore	Ing Management If Class Datas Sep 28, 2009 Oct 5, 2009 Oct 5, 2009	
ugue orduston anster Credit duth Center Marcine Credit duth Center Gass Roster Gradsbook Sasjuments each Udent Center 2 Do List-Student	2009/10 A Select display I con Levence My Teachin Ret notar Ret notar	ademic Year   The I y option: Ing Schedule > 2009/ Action Class Conter Ing Schedule > 2009/ Class Class Class Class Class Poll I 1063-1002 I 1063-1002 I 1063-1002 I	Show All Class     Show All Class     Grade Ros     Stoke All Class     Grade Ros     Stoke All Class	anchester change res Show ar 20 Gradebook res > The University moded Days & Times 33 Tu 11:00 - 12: 5 Tu 09:00 - 10:	e term Enrolled classes Only Assignments Learn of Manchester Remo Description Record Description Desc	Anna gement	
ugue gradination ansier Credit authy Center My Schedule Class Roster Grade Roster Grade Roster Gradebook Assignments aach udent Center Dio List - Student	2009/10 A Select display I con Levence My Tetchi Attomar 総計 業 全	ademic Year   The I yoption: di Acclass Roster ing Schedule > 2009/ nee dass di <u>10601-1002</u> Ir (2632-801) Ir (2632-80	University of M      Show All Class      Grade Ros      To Academic Y      ass Title      Entroduction to      troduction to      troduction to      troduction to      troduction to      the active      The	anchester change es Show ar Stadebook ar Stadebook ar Tu 11:00 - 12: 5 Tu 09:00 - 10: 5 Tu 10:00 - 11:	e term  Farolled Classes Only  Assignment   Assignment  Assignment  Cof Manchester  Cof Manchester  Cof Assoc  Assoc  Cof Assoc  Assoc Assoc  Assoc  Assoc  Assoc  Assoc  Assoc  Assoc  Assoc  Assocc  Assocc  Assocc  Assocc Assocc  Assocc  Assocc  Assocc Assocc	Imagement           Class Dates           Sep 28, 2009- Nov 2, 2009           Oct 5, 2009- Nov 2, 2009	
ugue organismus of the second	2009/10 A Select display Icon Levence My To achi Attendar 값 한	ademic Year   The I y option: d	University of M Show All Class Grade Ros Grade Ros Grade Ros Ito Academic Y ass Title ass Ti	es Oshow ser Cardebook ser Cardebook ser The University Tu 1:00 - 12: 5 Tu 09:00 - 11:	e term Forcelled Classes Only Assignments De Learn of Manchester Room 00 Leture Room 00 Leture 00 Letu	Class Datas Class Datas Sep 29, 2009- Nev 2, 2009 Nev 2, 2009 Oct 5, 2009- Nev 2, 2009 Oct 5, 2009- Nev 2, 2009	
ugue essloraduation ander Credit author Credit author Credit Class Roster Grade Roster Grade Roster Grade Roster Grade Roster Barch Barch Do List Student	2009/10 A Select display I con Lerono My Torchil Att ndar 企業 全 論 堂	ademic Year   The l           yoption:           di <b>(Class Roster)</b> mg Schedule > 2009)           Marce (class Class	University of M Show All Class Grade Ros Class Title Extraduction to acture) introduction to international 'utorial) 'utorial) 'utorial)	anchester         change           ess         \$ Show           tar         \$ Gradebook           sar         > Hodebook           sar         > Hodebook           sar         > Tu 11:00 - 12:           5         Tu 10:00 - 10:           5         Tu 10:00 - 11:           5         Tu 10:00 - 11:	term  term term	Class Dates           Sep 28, 2009- Nev 2, 2009           Oct 5, 2009- Nev 2, 2009	
ugue grasforaduation ansier Credit authy Center My Schedule Class Roster Grade Roster Grade Roster Gradebook Assignments aench Ludent Center D D List - Student	2009/10 A Select display Icon Ledone My Totell Attorne 能量 能量 能量	ademic Year   The I yoption: di Class Rotter Ing Schedule > 2009/ Schedule > 2009/ 10001 I 10001-IC 10001 I 10001-IC 10001 I 10001-IC 10001 I 10001 I 10	Show All Class     Show All Class     Grade Ros     Grade Ros     Constraints     Constra	anchester change tes Show ar S Gradebook ar > The University medied Days & Times 33 Tu 11:00 - 12:1 5 Tu 10:00 - 11:1 5 Tu 10:00 - 11:1 5 Tu 10:00 - 14:1	e term	Management           Class Datas           Sep 28, 2009           Oct 5, 2009	

The screen below will then be displayed. Click on the week that you want to mark attendance for. If you cannot see the date, click 'view all' to reveal the rest of the dates.

🥹 My Schedule - Mozilla F	irefo								
File Edit View History (	gookmarks <u>T</u> ools	Help		1.00			/		14 1 1 1 1 1
C . C X	a 🛊 🖸	https://studentadmir	n.manchester.ac.ul	k/psp/CSPROD/EMPLC	YEE/HRMS/c/SA_	LEARNING_M		· Google	P
My Schedule						/			
MANCHESTER									
1824					S	Home	Performance T	race Add to Favorites	Sign out
Search:						/		New Window Custo	mize Page   m
D My Favorites		200 200 200							
Self Service D Class Search / Browse	Attendan	e Roster By C	lass						
Catalog D Academic Planning	09/10 Year	1st Sem	ester	The	University of M	anchester			
D Enrolment	Course ID				1				
D Campus Personal	005511 Class Nhri	Introduction to In	ternational	POLI 10	501				
D Academic Records	Crussinary	23818 00000	1014 0114	1	▶				
Degree Progress/Graduation	Student At	tendance Roster	Customi	<u>ize  </u> Find   ¥iew /	AILI 🏪 🛛 Ei	rst 🗉 1-5 o	f 10 D Last		
Transfer Credit     Faculty Center		Т	ype	Attendance Date	From Time	To Time	Contact Minutes		
- My Schedule	1 Viev	Class	Meeting	06/10/2009	15:00	16:00	60		
- Grade Roster	2 View	V Class	Meeting	13/10/2009	15:00	16:00	60		
- Gradebook - Assignments	3 Viev	V Class	Meeting	20/10/2009	15:00	16:00	60		
D Search = Student Center	I View	V Class	Meeting	27/10/2009	15:00	16:00	60		
- To Do List - Student	5 Viev	V Class	Meeting	10/11/2009	15:00	16:00	60		
	Faculty	Center							
	Save								
Done								studentadmin.manch	nester.ac.uk 🔒
🐉 start 🔰 🌈 🙆 💆	1 21 😥 🔊	🔘 Inbox - Mi	T:\Politics	Wy Sched	📲 untitled	🕑		EN 🔣 🕄 🖸 🐺 📿 🌖	🖸 🌒 12:18

Once you have decided on a date, only the first 5 names of students will appear so you need to click 'view all' in order to see everyone in the class.,

	Bookmarks Iools Help	17 22	1101				1		
gove x		.manchester.a	ac.uk/psp/CSPROE	D/EMPLOY	EE/HRM5/c/SA_LEARNII	NG_MANAGEMI	NV: CZ ·	Google	-
] My Schedule						/			
MANCHESTER 1824							2	1	1
nu 🗆					Home	Perfor	mance Trace	Add to Favori	es <u>Sign</u>
ch:						/		New Window Cu	stomize Page
v Favorites	Clace Attendance								
elf Service Class Search (Browse	Student Attendance Roster					)	ri		
atalog	Term: 09/10 Year	Sessi	on: 1st Se	m					
Academic Planning Enrollment	Subject: Politics	Catal	og Nbr: 10601						
Campus Finances Campus Personal	Class Nhrs 22010 John	duction to In	tornational						
formation	23010 110	adeaton to 11	reeniacional		/				
Academic Necords Degree	Tomolate Maria	Attendand	Commencement in the second second		Attendance Date:	06/10/2009			
The TANK CONTENT OF A MET TO THE TANK AND AND AND A	Temprate (sor. ]	Accentranc	e Type: Meetin	° 🕨		00/10/2007			
ogress/Graduation Transfer Credit	Student Attendance Roster	Cust	tomize   Find	y View A	II   🏪 🛛 First 🕄	1-5 of 15 D	Last		
ogress/Graduation Transfer Credit Facuty Center	Student Attendance Roster	Cust	e lype: Meetin tomize   Find   t Rearon	yiew A From Time	III I 🕮 First 🗷	1-5 of 15 D	Last		
ogress/Graduation Transfer Credit Facuity Center = My Schedule = <u>Class Roster</u> Costo Roster	Student Attendance Roster *Student ID Name 1 7193439 Q Stephens,Eleano	Cust Presen	tomize   Find   t Rearon	View A From Time 15:00	II   # First 3 Attendance In- Date	1-5 of 15 D	Last		
ogress/Graduation Transfer Credit Facuity Center — My Schedule — <u>Class Roster</u> — <u>Grade Roster</u> — <u>Gradebook</u>	Student Attendance Roster Student II Name 1 7193439 Q Stephens,Eleano 2 7231188 Q Willson,Aaron Ze	Cust Presen r V	tomize   Find   t Reason	View A From Time 15:00	II   # First () Attendance Inst 06/10/2019 06/10/2019	1-5 of 15 D	Last		
ogress/Graduation Transfer Credit Faculty Center = My Schedule = <u>Class Roster</u> = <u>Grade Roster</u> = <u>Gradebook</u> = <u>Assignments</u> Search	Studant Attendance Roster Studant ID Name 1 7193439 Q Stephens,Eleane 2 723168 Q Willson,Aaron 2e 3 7232644 Q White,Fern Emily	Cust Presen d V	tomize   Find   t Reason Authorised Carer Compassion	View A From Time 15:00 5:00	II   # First            Attendance           06/10/20#           06/10/20#           06/10/20#	1-5 of 15 D	Last		
togress/Graduation Transfer Credit Faculty Center = My Schedule = Class Roster = Grade Roster = GradeRoster = Gradebook = Assignments Search Student Center To Do Life. Schedet	Student Attendance Roster           Student Attendance Roster           Student III Vase           1         7193439           2         Z31188           3         7232480           4         7324360           5         Scottechard	Cust Present d V	tomize   Find   tomize   Find   t Resson Authorised Carer Compassion Jury Duty Maternity	9 View A From Time 15:00 5:00 5:00	II   #         First @           Attendance         Int           06/10/20         0           06/10/20         0           06/10/20         0           06/10/20         0           06/10/20         0	1-5 of 15 D Inactor 10 Q Q	Last + -		
ogress/Graduation Transfer Credit Facuty Center – My Schedule – Grade Roster – Grade Roster – Gradebook – Assignments Search Student Center To Do List – Student	Image: State of the s	Accentration Cust Present d V V V	Authorized Carer Compassion Jury Duty Med Cert Other	9 View A From Time 15:00 5:00 5:00 5:00	III         III         First         IIII           *Attendance out         Text         Text         Text           06/10/20 in         06/10/20 in         Text           06/10/20 in         06/10/20 in         Text           06/10/20 in         06/10/20 in         Text	1-5 of 15 D	Last t = t = t = t =		
rogress/Graduation Transfer/Credit Facuty Center – My Schedule – Grade Roster – Grade Roster – Gradebook – Assignments Search Student Center To bo List – Student	Compare Nov         1           Student Attendance Roster         1           1199439         Stephens, Eleano           2         7231188         Willson, Aaron Ze           3         7232644         White, Fern Emily           4         7324360         Scophens, Eleano           5         7347557         SteahAaron Phill           5         7347557         SteahAaron Phill	Accendant Present d V V V	ke type: Meetin tomize   Find   t Provide Authorised Carer Compassion Jury Duty Maternity Maternity Paternity Paternity Personal	View A Fram Time 5:00 5:00 5:00 5:00	III         First         First           PAttondunct Data         First         First           06/10/20 is         First           06/10/20 is         First           06/10/20 is         First           06/10/20 is         First	1-5 of 15 D Inictor 10 Q Q Q Q	Last + - + - + - + - + -		
orgress/braduation Transfer Creat Facuty Center = My Schedule = Class Roster = Grade Roster = Gr	Image: Normal State         Image: Normal State           1         7199439         Q         Stephens, Eleano           2         7231188         Q         Willson, Aaron Ze           3         7232644         Q         Wing, Fern Emily           4         7324360         Q         Stockhord Alexander           5         7347557         Q         Steel, Aaron Phill           OK         Cancel         C         C	Accentration Present d V V IP	tomize   Find   t Resson Authorized Carer Compassion Jury Duty Maternity Maternity Med Cart Other Paternity Ressonal RWA Religious	9 View A From 15:00 5:00 5:00 5:00	First 31           DA1 coldana           DA1 coldana           DA1 coldana           D6/10/2Cir           D6/10/2Cir           D6/10/2Cir           D6/10/2Cir           D6/10/2Cir           D6/10/2Cir	1-5 of 15 D meter 10 Q Q Q Q Q Q	Last +		
rogress/Anduation Transfer Credit Facuty Center = My Schoolde = Class Route: = Crask Route: = Cr	Compare Nov.         I           Student Attendances Roster           Student Attendances Roster           1 7199499 Q         Stephens, Eleano           2 7231189 Q         Willson, Aaron 24           3 7232644 Q         White, Farn Emily           4 7324390 Q         Stock Richard Alexander           5 7347557 Q         Steel, Aaron Phill           OK         Cancel	Cust Presen r V d V V iP V	tomize   Find   t Resson Authorized Carer Compassion Jury Duty Maternity Maternity Maternity Maternity Religious Self Cert Sick	9 View A From 11mc 15:00 5:00 5:00	Image: Principal State         Principal State           06/10/2016         Principal State	1-5 of 15 D	Last + -		
orgress/Fraduation Transfer Credk Facuty Center = My Schedule = Class Roster = Crade Roster = Grade Roster = Gr	Student Attendance Roster           15budent Attendance Roster           17199439         Stephens Eleano           27232644         Willson,Aston Ze           37232644         White,Fern Emily           47224360         Stephens Eleano           5 (StortRichard Alexander         Stephens Phill           0K         Cancel	Cust Present d V v ip v	komize   Find   FRANNE Authorised Carer Compassion Jury Duty Maternity Maternity Maternity Maternity Paternia RWA Religious Self Cert Sick Unauthorsd	9 View A Fram Time 15:00 3:00 3:00 5:00	III   #         Erret 10           Attendance particular         Erret 10           66/10/2019         66/10/2019           66/10/2019         66/10/2019           66/10/2019         66/10/2019	1-5 of 15 D bracter 10 Q Q Q Q	Last +		
ogress/Fraduation Transfer Credet Facuty Center = My Schedule = Class Roster = Crade Roster = Student Center To Do List - Student	Compare Nov     I       Student Attendance Roster       1     7199439       2     7231188       3     7232644       4     7232644       4     7232630       5     7347557       5     7347557       5     Steat Aaron Phill       Harry     K       Cancel	Cust Present d V d V v	komize i Find i FRANNE Authorised Carer Compassion Jury Duty Maternity Maternity Maternity Maternity Paternial RWA Religious Self Cert Sick Unauthorsd	9 View A Fram Time 15:00 5:00 5:00 5:00	1)         #         First €1           0.6/10/2C %         First €1	1-5 of 15 D meter 10 Q Q Q Q Q	+ = + = + = + = + =		
orgress/induition Transfer Credit Facuty Center + My Schedule - Class Roster - Crade Roster - Cr	Keinpaterkein     1       Student Attendance Roster       1     7199439       2     7231188       2     7232444       4     7323444       4     732490       5     7347557       5     7347557       0K     Cancel	Cust Presen d V ip V	Authorised Carer Compassion Jary Duty Maternity Maternity Maternity Paternity Paternity Paternity Paternity Paternity Paternity Paternity Paternity Paternity Data Ridgious Self Cert Sick Unauthorsd	9 View A Fram 15:00 3:00 5:00 5:00	D   # Fint C	1-5 of 15 D meter 10 Q Q Q Q	+ = + = + = + = + =		
orgress/Fraduation Transfer Credit Recuty Center + My Schedule - Class Rooter - Casale Rooter - Casale Rooter - Casale Rooter - Assimotive - Assimotive - Assimotive Student Center To Do List - Student	Number     I       Student Attendance Roster       Student Attendance Roster       1     7193439       2     7231188       3     7232644       4     724360       5     7347557       5     7347557       0K     Cancel	Cust Presen v V d V v ip V	te type: Meetin tomize Find France Authorised Care Compassion Jury Duty Maternity Med Care Dersonal Religious Sick Unauthorsd	9 View A From 11me 5:00 5:00 5:00 5:00	0   <sup>20</sup> First <sup>(2)</sup> A fundance Text 0 6/10/20 (5 0 6/10/20)		Lust +		

Once you can see all the students you can mark attendance. If someone does not attend you need to choose a reason from the drop down list to explain the absence. If no reason has been given, it should be marked as unauthorised.

File Edit View History B	ookmarks Iools Hell	p s://studentadmin	.manchester.a	ic.uk/psp/CSPRC	O/EMPLOYE	e/hrms/c/sa leai	RNING MANAGEN	4ENT.: 5_7 -	G . Goode	
My Schedule										
MANCHESTER 1824					,		[ n.e		1	1 01-0
enu 🗖									New Window Custon	nize Page
My Favorites Self Service	Class Attendance	) ce Roster								
P Class Search / Browse Catalog ⊉ Academic Planning	Term:	09/10 Year	Sessio	on: 1stS	2m					
D Enrollment D Campus Finances D Campus Personal	Subject: Class Nbr:	Politics 23818 Intro	Catal duction to In	<b>og Nbr:</b> 1060 ternational	1					
D Academic Records	Template Nbr:	1	Attendanc	e Type: Meeti	ng	Attendance Dat	e: 06/10/200	9		
D Transfer Credit	Student Attende	ance Roster	Cust	omize   Find	View Al	🏭 🛛 First	🗉 1-5 of 15	Last		
Faculty Center My Schedule										
- Class Roster	1 7193439 Q		2	×	15:00	06/10/2Cm	Q	•		
- Gradebook	2 7231188 Q			Sick 💌	15:00	06/10/2Cm	Q	II E		
Assignments     Search	3 7232644 Q		Image: A state of the state	~	15:00	06/10/20	Q	•		
- Student Center - To Do List - Student	4 7324360 Q			~	15:00	06/10/2C	٩	<b>E</b>		
	5 7347557 Q			Un author 💙	15:00	06/10/20	٩	<b>E</b>		
	OK Cance	ы								

Finally, press 'ok' which takes you back to the first screen and then press 'save'.

When you have pressed 'save' you can then 'sign out' or click on 'My Schedule' to return to your list of tutorial groups.