WTAMU Attendance System Access Instructions for Faculty

Accessing the WTAMU Attendance Site:

- 1. Open an internet browser and enter the following link: https://apps.wtamu.edu/attendance. If you are currently logged in to MyBuff Portal for other WT applications, you will be automatically directed to the Attendance site. If you are not currently logged in to MyBuff Portal, you will be directed to MyBuff Portal to log in first.
- 2. Alternately, **log in to WTClass**, **click on a course**, on the course home page **click the icon** for Course Attendance.

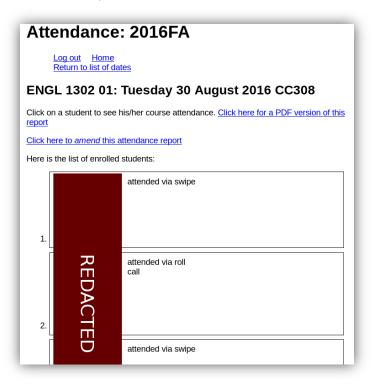


View Attendance Records/Data:

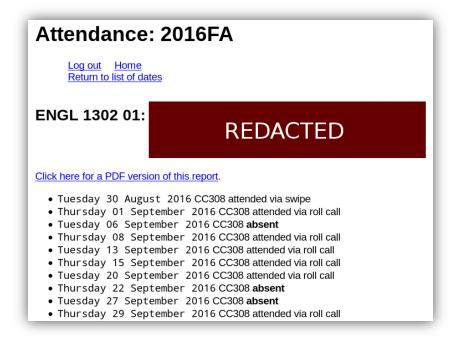
1. After logging in, the screen shows the current semester courses for which you are an instructor of record.



- 2. **Click a course link** to access course attendance records for a specific course. Course meeting dates are listed in chronological order for the entire semester.
- 3. **Select a date** to view student attendance for that specific day. (Recorded by card swipe or by manual entry.) You will see a list of students identified with their attendance status as follows: 1) attended via swipe, 2) attended via roll call or 3) absent.

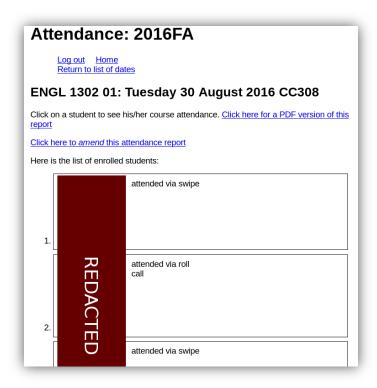


4. **Click on a student** (name or picture) to view a report of the student's overall attendance for the course.

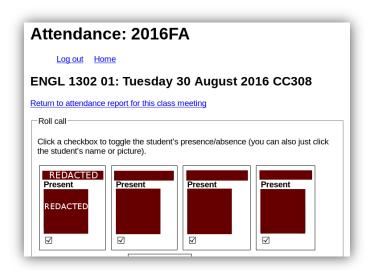


Correcting/Making Changes to Attendance Records:

1. Click the back arrow on your browser to return to the course meeting report for the specific date chosen.



- 2. Selecting the "Click here to amend this attendance report" link opens the editing options for this specific date.
- 3. **Click the check box** beneath the student to manually change the attendance status for the student. (from present to absent or absent to present)
- 4. To finalize your changes, click the "Return to attendance report for this class meeting" link at the top or bottom of the page.



FAQ

Q: How can I manually mark a student absent/present for a certain class period?

A: Navigate to your class and then the date occurrence that you want to edit. The students will be listed along with their current attendance state, click the link "amend the attendance report". Check or uncheck the box next to their picture to mark them present or absent respectively.

Q: How can I look at attendance records for previous semesters?

A: Click "Change semester" and select your desired semester from the drop down menu and click "Set Semester". You will then be viewing your classes from that selected semester.

Q: When can I check attendance records for a given class?

A: The attendance report for a class meeting becomes available shortly before that meeting's scheduled start time. The attendance report screen will NOT automatically update as students arrive and swipe/tap their ID cards; refresh the browser (F5 on PC) to update the attendance report. If you open the "amend this attendance report" screen before class, the screen will not update as students arrive and swipe/tap their ID cards. You can view updated attendance by clicking the back arrow on the browser to return to the attendance report, which is updated after each swipe/tap.