

Class Attendance Entry via MyBenU

Class Attendance Entry

1. Once you have logged into the MyBenU system, the homepage will appear. Click on the link called “Curriculum Management”. The Curriculum Management page will open.
2. On the Curriculum Management page, select the “Attendance Roster by Class” linked located under the “Attendance Roster” header link. The Attendance Roster by Class search page will open.
3. On the Attendance Roster by Class search page, enter the code of the appropriate term. If you do not know the term code, click on the magnifying glass. This will open the Look Up Term page, scroll down the page to find the term link and click on it. This will return you to the Attendance Roster by Class search page with the term populated.
4. Click on the “Search” Button. All of the classes for which you are listed as the instructor on in that term will appear at the bottom of the page. NOTE: If you are teaching only one class in that term, the Attendance Roster by Class page for that class will open [skip step 5].
5. Click on the link for the appropriate class. The Attendance Roster by Class page for that class will open.
6. On the Attendance Roster by Class page, click on the yellow “Generate” button. The Attendance Roster by Class page will refresh with one row for every scheduled class meeting displayed [NOTE: If all class meetings are not displayed, click on the yellow “View All” link to the right of the “Student Attendance Roster” header]. This Roster is static – it reflects the meeting dates and the students enrolled at the time it was generated. Students enrolled after the time the Student Attendance Roster was generated will not be displayed.
7. To enter the attendance on a particular date, click on the “View” button for the desired date. The Class Attendance page on that specific date will open.
8. All of the students enrolled in the class will be displayed on the Class Attendance page. [NOTE: If all students are not displayed, click on the yellow “View All” link to the right of the “Student Attendance Roster” header]. Uncheck the “Present” checkbox by a student’s name to indicate that the student was absent.
9. Select “Save and Return” button. This will return you to the Attendance Roster by Class page.
10. In the “Type” column, use the drop-down arrow to select a type of “Instructor Consultation” and click on the “Save” button. This is the indicator that the class attendance has been recorded for that specific date.
11. You have now entered the class attendance for that class on that date. The next time you need to enter the class attendance for that class, please repeat all of the steps with the exception of the “Generate” the Class Attendance Roster [in step 6]. This is only done once for each class.