Quick Start

Login to myWCU. Menu Search (search word "attendance")

Detailed Instructions

Once you select "Reporting Attendance..." from the myWCU menu, use the pull downs to select the correct term and course. The screenshots below illustrate how to report attendance 1) student-by-student from the main grid or 2) in-mass using the mass update form.

Reporting by Student by Student from the Main Grid
Using the Mass Update Form

When using the mass update form to report attendance, make sure the names and not just the numbers match. Misreporting a student as ‘attended’ can cause serious down-stream problems for the student and the university.
Guidance for Most Commonly Asked Questions

- **Online Classes**: The standard for reporting attendance in an online class is one of engagement. A student needs to do more than login for a minute or two to be reported as attending an online class.

- **Intermittent Attendance**: Within the week, please do not switch students from "attended" to "did not attend" except to correct a reporting error. Students only need to attend one class meeting during the week to be reported as attending.

- **Students who Email (but don’t attend)**: If through their contact you determine the student intends to participate and engage in your course, you have the discretion to report them as attending with an appropriate comment. This is an atypical but acceptable type of attendance. If you are unsure or if they don’t seem committed, you should report that they did not attend with an appropriate comment. Comments, especially in the atypical cases, are very helpful.

- **Mistakenly Reported as Attended**: If you report a student as attending in error, please correct your error as soon as you become aware of it. You should also make an appropriate comment.