

Reporting Attendance/Non-Attendance

1. Log in to <http://myнку.nku.edu>
2. Go to the **Student Administration** tab
3. If necessary, go to the **Faculty Services** tab
4. Click **Grade and Attendance Reporting**

Student Administration Academic Advising Student

Faculty Services

Detailed Navigation

- Overview
- My Class Roster
- Grade and Attendance Reporting
- Early Alert

Portal Favorites

Overview

Faculty Services

My Class Roster
View teaching schedule, class rosters for each course, and send email to students.

Schedule of Classes
Search for course offerings, view number enrolled, capacity, location, instructor, and more.

Grade and Attendance Reporting
Enter grades/attendance for the following:
- Reporting Attendance/Non-Attendance
- Mid-Term Grades
- Final Grading

[Early Alert](#)

5. Your classes display in the main screen
6. Verify that the current academic year and academic session are displayed

Online Grading [Help](#)

Academic Year: 2009-2010

Academic Session: Fall

Start

Academic Offering	Module Abbreviation	Module	Academic Year	Academic Session	Appraisal Type
ANT 100 Lecture	ANT 100	Cultural Anthropology	2009-2010	Fall	Final Grading
LDR 315 Lecture Online Prog Restricted	LDR 315	Personnel Management	2009-2010	Fall	Final Grading
LDR 315 Lecture Online Prog Restricted	LDR 315	Personnel Management	2009-2010	Fall	Final Grading
LDR 315 Lecture Online Prog Restricted	LDR 315	Personnel Management	2009-2010	Fall	Final Grading
LDR 315 Lecture Online Programs	LDR 315	Personnel Management	2009-2010	Fall	Final Grading

7. Select the class you want to report (click the grey square to the left of the class name)
8. Click **Start** to launch the online Grade and Attendance Reporting window

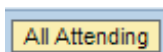
Start

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Grade and Attendance Reporting Application Window

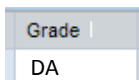
The screenshot shows the 'Grade and Attendance Reporting' application window. At the top, a callout box points to the title bar with the text: 'Indicates that the reporting attendance window is open'. Below the title bar, the 'Online Grading' section displays 'Academic Offering ANT 100 Lecture', 'Module Cultural Anthropology', 'Academic Year 2009-2010', 'Academic Session Fall', and 'Default Appraisal Type Final Grading'. The 'Grading Window Status' is 'Open for Attendance/Non-Attendance'. A navigation bar shows three steps: '1 Edit', '2 Review and Save', and '3 Confirmation'. A callout box points to the 'Next' button with the text: 'Click to select Attendance/Non-Attendance'. Below the navigation bar, a dropdown menu shows 'Grading and Attendance Reporting' expanded to 'Final Grading (0.00)', with 'Mid-Term Grading (0.00)' and 'Attendance/Non-Attendance (0.00)' listed. The 'Attendance/Non-Attendance (0.00)' option is highlighted. Below this is the 'Edit Appraisals' section, which includes an 'Appraisal Overview' table with columns for Student Number, Student Name, Grade, Appraisal Date, Registration Status, and Appraiser. The table contains four rows of student data. A callout box points to the 'All Attending' button above the table. At the bottom left, there is a 'Start Over' button.

9. Report Attendance by doing one of the following:



- Click the **"All Attending"** button to enter **"AT"** for each student and indicate all students are attending

-or-

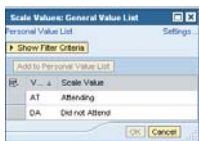


- Click in the grade column and type **"DA"** to report a student that has **not attended**

-or-

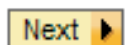


- Click in the grade column and click the option button to select an option from the list



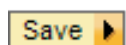
10. Once you have entered the information for each student, press the **Enter** key on your keyboard

"AT" will auto-populate in all blank fields, indicating "attending" for those students

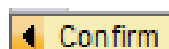


11. Click **Next**

12. Verify the information is correct. (If incorrect, click **Previous** to make corrections).



13. If correct, click **Save**



14. Click **Confirm** to finalize your entry.

This returns you to the main screen where you can choose another class