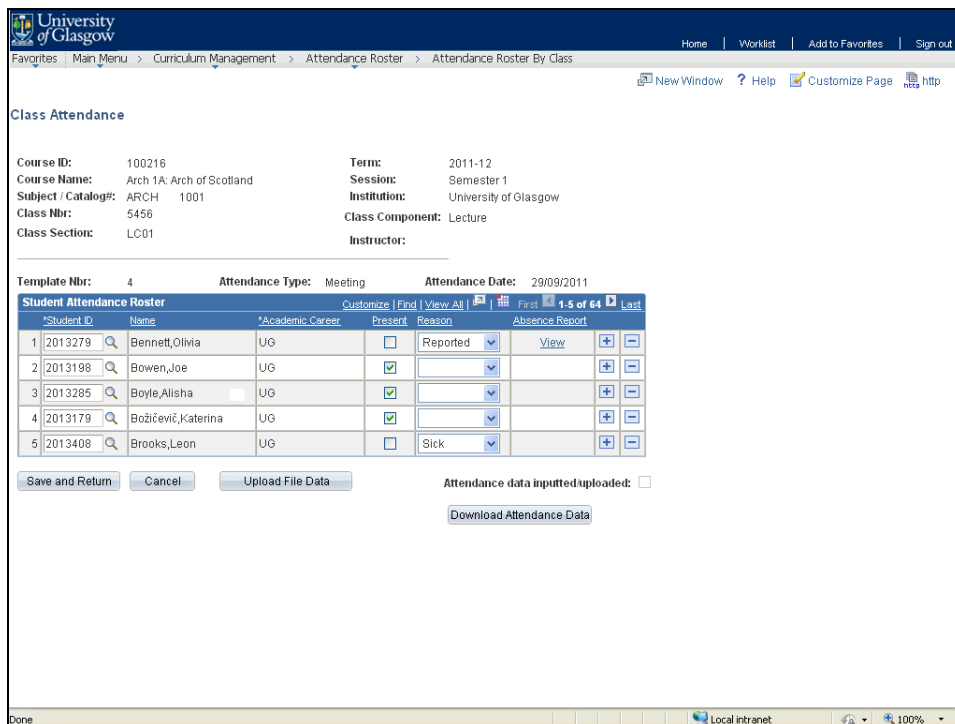
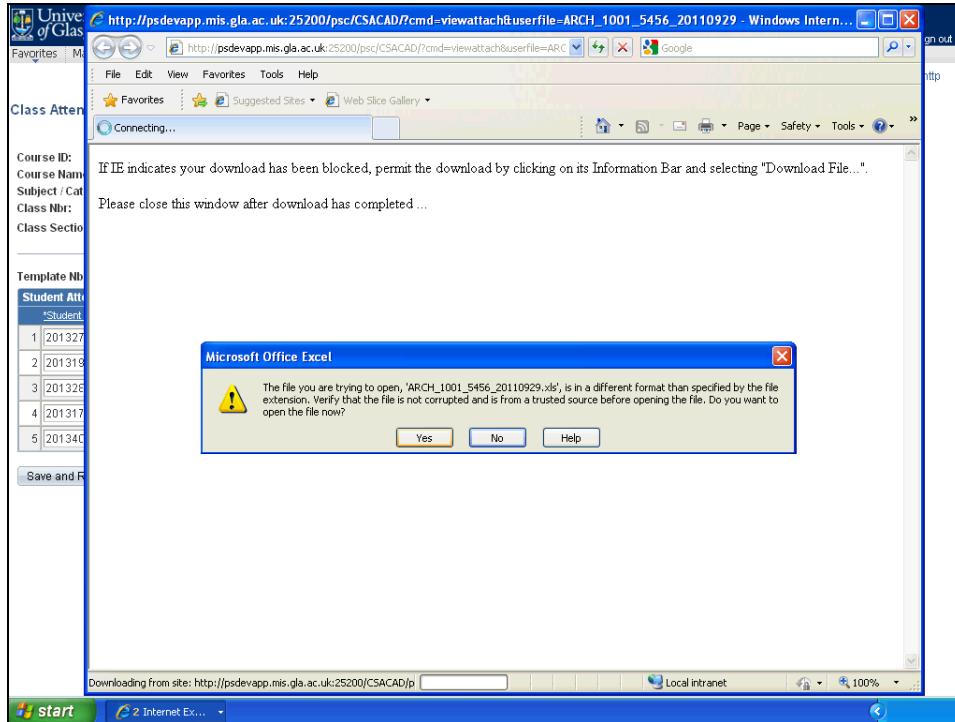


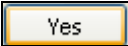
# Uploading class attendance information

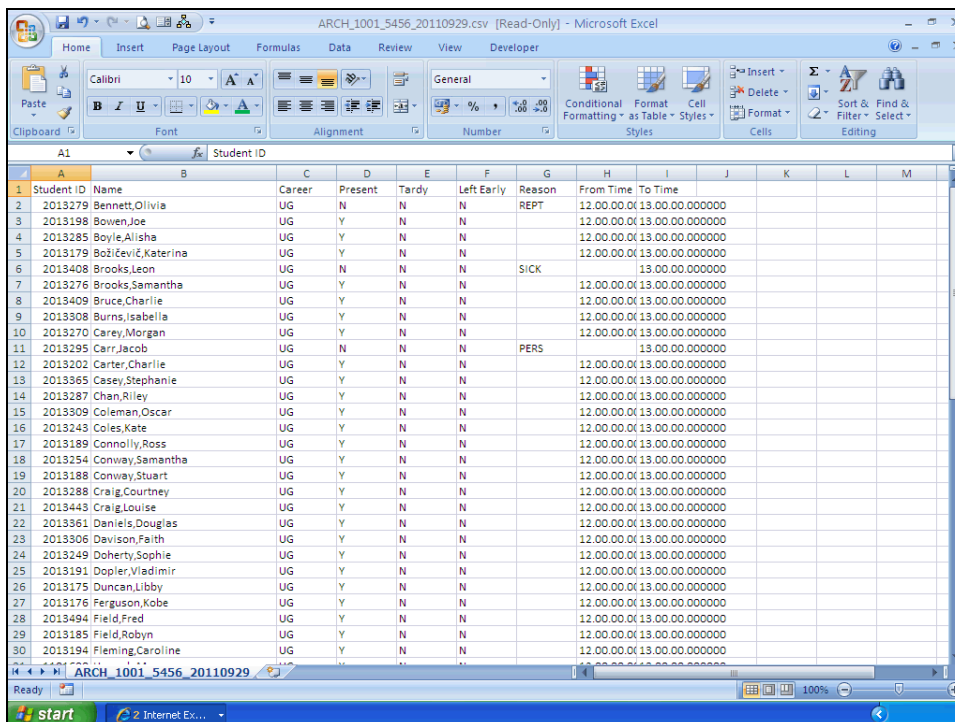
Step	Action
1.	<p><b>Overview</b></p> <p>In this demonstration you will see how to download the attendance roster for a specific class, make changes to the roster and then upload back into MyCampus.</p> <p>To upload data into MyCampus the data must be in a <b>.csv</b> file format. This format is supported in Microsoft Excel. Attendance rosters are downloaded from MyCampus as <b>.csv</b> files, changes made to the roster data in Excel, then the saved <b>.csv</b> file uploaded back into MyCampus.</p> <p>In this demonstration an attendance roster for a lecture in Arch 1001 on the 29th of September is downloaded, changes made to the data, the file saved and then uploaded back into MyCampus.</p> <p>Attendance Rosters are accessed from the Main Menu, <b>Curriculum Management&gt;Attendance Roster&gt;Attendance Roster by Class</b>.</p>



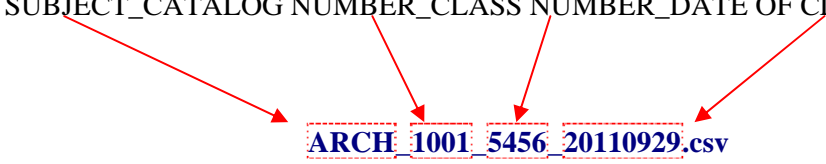
Step	Action
2.	<p>After accessing the appropriate attendance roster click the <b>Download Attendance Data</b> button.</p> <p><b>Download Attendance Data</b></p>

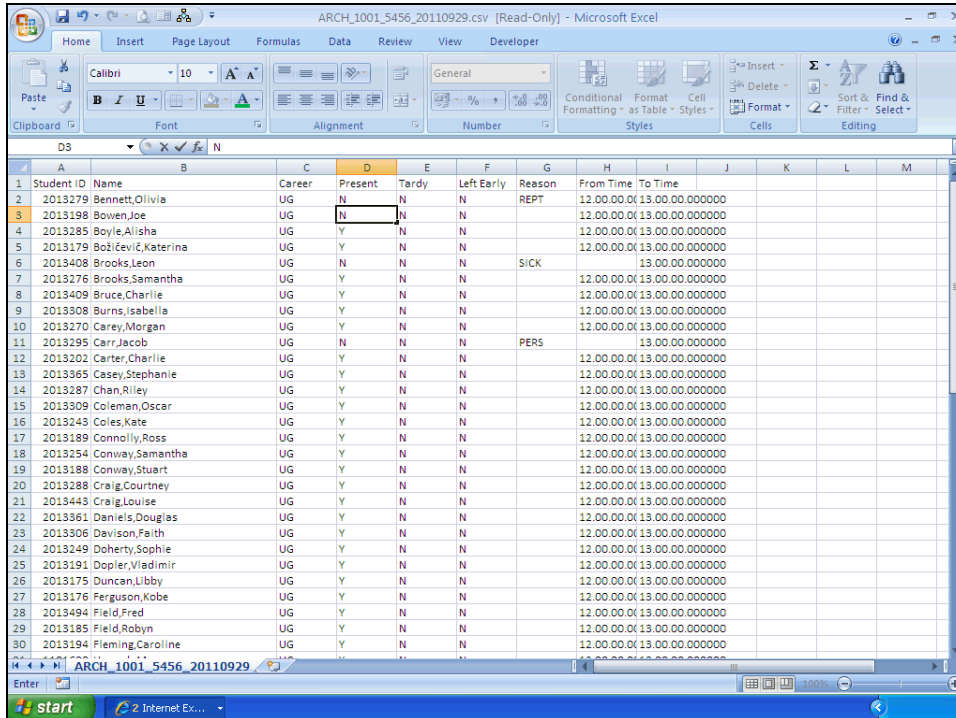


Step	Action
3.	Depending on the settings on your PC you may receive warning messages.  Click the <b>Yes</b> button to continue.  



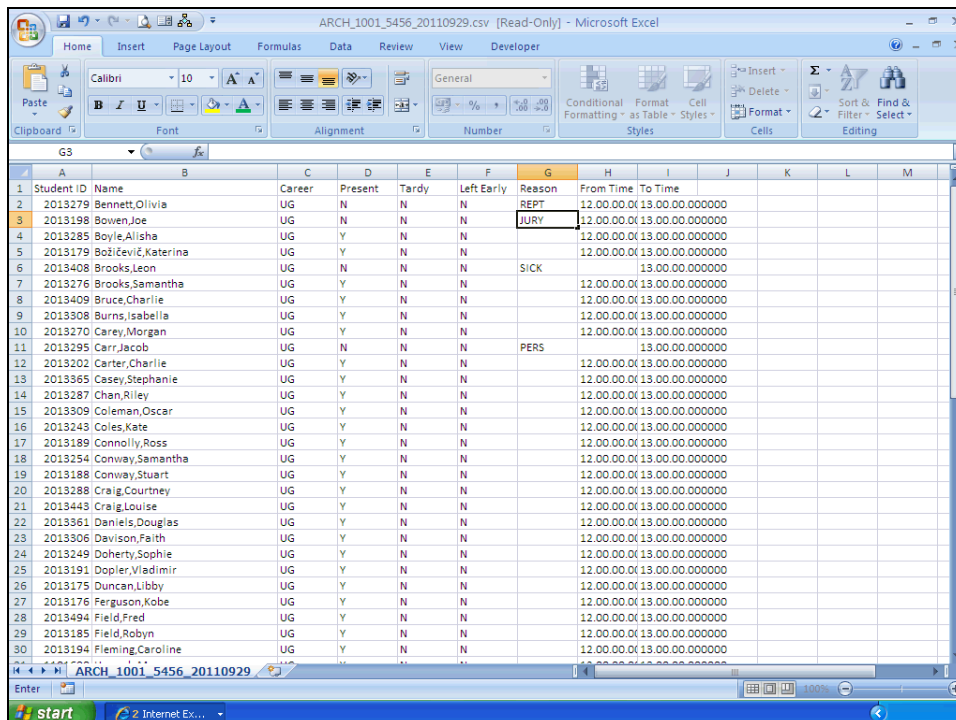
Student ID	Name	Career	Present	Tardy	Left Early	Reason	From Time	To Time
2013279	Bennett, Olivia	UG	N	N	N	REPT	12.00.00.00	13.00.00.000000
2013198	Bowen, Joe	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013285	Boyle, Alisha	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013179	Božičević, Katerina	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013408	Brooks, Leon	UG	N	N	N	SICK		13.00.00.000000
2013276	Brooks, Samantha	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013409	Bruce, Charlie	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013308	Burns, Isabella	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013270	Carey, Morgan	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013295	Carr, Jacob	UG	N	N	N	PERS		13.00.00.000000
2013202	Carter, Charlie	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013365	Casey, Stephanie	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013287	Chan, Riley	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013309	Coleman, Oscar	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013243	Coles, Kate	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013189	Connolly, Ross	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013254	Conway, Samantha	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013188	Conway, Stuart	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013288	Craig, Courtney	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013443	Craig, Louise	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013361	Daniels, Douglas	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013306	Davison, Faith	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013249	Doherty, Sophie	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013191	Dopler, Vladimir	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013175	Duncan, Libby	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013176	Ferguson, Kobe	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013494	Field, Fred	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013185	Field, Robyn	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013194	Fleming, Caroline	UG	Y	N	N		12.00.00.00	13.00.00.000000

Step	Action
4.	<p>The downloaded file opens in a read only <b>.csv</b> file format and will include any attendance information specific to this class previously added either by students or by staff. The name of the file automatically defaults to a specific format:</p> <p>SUBJECT_CATALOG NUMBER_CLASS NUMBER_DATE OF CLASS MEETING</p> <p style="text-align: center;">    <b>ARCH_1001_5456_20110929.csv</b> </p> <p>The file must be uploaded with the file name unchanged for the upload to be successful.</p> <p>The file contains all default attendance data options available, including options deselected from the course during initial set up in Course Catalog. As with the file name, the format of the actual data should not be changed.</p> <p>In this example the student Joe Bowen, ID number 2013198, will be changed to not present and the reason for the absence input as JURY. Reason options include:</p> <p>JURY - Jury  MAT - Maternity  OTHR - Other  PERS - Personal  REL - Religious  REPT - Reported  SICK - Sick  UNXC - Unexcused</p>
5.	<p>To change a student to not present, click into the relevant cell in the <b>Present</b> column.</p> <p><input type="text" value="y"/></p>
6.	<p>Press <b>[Delete]</b> to delete the default entry.</p>
7.	<p>Type <b>"N"</b> in the cell.</p>




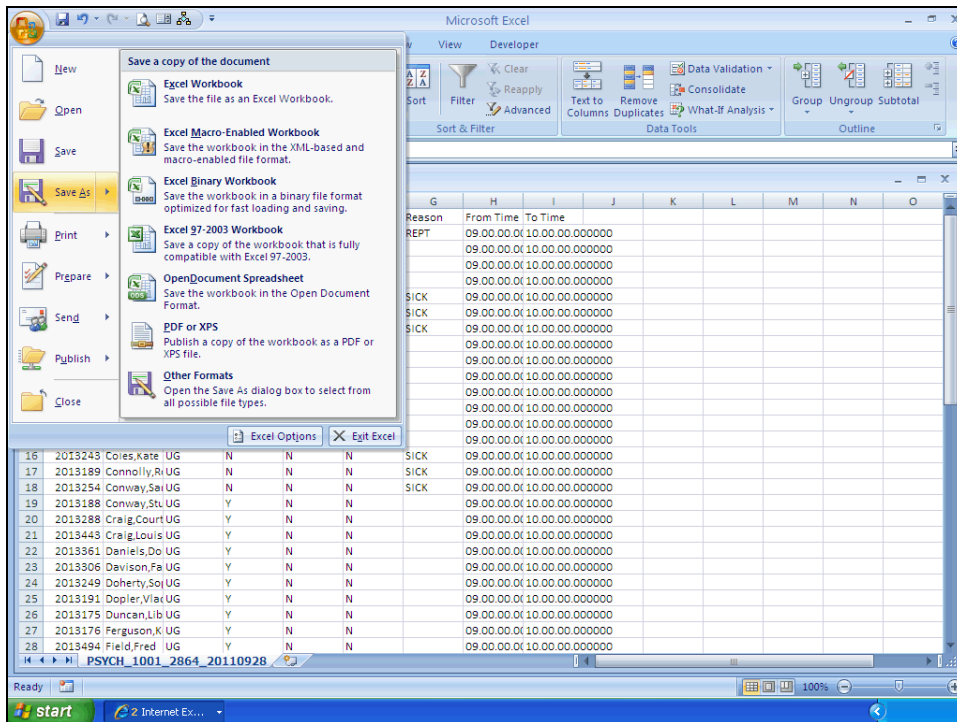
Student ID	Name	Career	Present	Tardy	Left Early	Reason	From Time	To Time
2013279	Bennett, Olivia	UG	N	N	N	REPT	12.00.00.00	13.00.00.000000
2013198	Bowen, Joe	UG	N	N	N		12.00.00.00	13.00.00.000000
2013285	Boyle, Alisha	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013179	Božičević, Katerina	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013408	Brooks, Leon	UG	N	N	N	SICK		13.00.00.000000
2013276	Brooks, Samantha	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013409	Bruce, Charlie	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013308	Burns, Isabella	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013270	Carey, Morgan	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013295	Carr, Jacob	UG	N	N	N	PERS		13.00.00.000000
2013202	Carter, Charlie	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013365	Casey, Stephanie	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013287	Chan, Riley	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013309	Coleman, Oscar	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013243	Coles, Kate	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013189	Connolly, Ross	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013254	Conway, Samantha	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013188	Conway, Stuart	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013288	Craig, Courtney	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013443	Craig, Louise	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013361	Daniels, Douglas	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013306	Davison, Faith	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013249	Doherty, Sophie	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013191	Dopler, Vladimir	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013175	Duncan, Libby	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013176	Ferguson, Kobe	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013494	Field, Fred	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013185	Field, Robyn	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013194	Fleming, Caroline	UG	Y	N	N		12.00.00.00	13.00.00.000000


Step	Action
8.	To add a reason, if known, for the absence, click into the relevant cell in the <b>Reason</b> column.
9.	In this example type " <b>JURY</b> " into the <b>Reason</b> field.

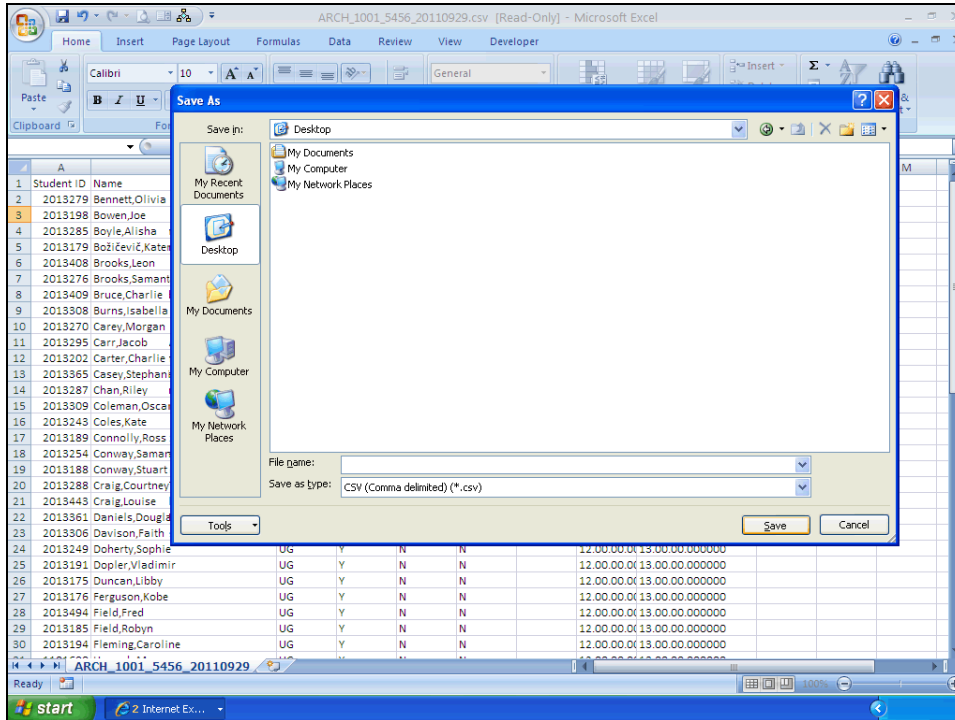


Student ID	Name	Career	Present	Tardy	Left Early	Reason	From Time	To Time
2013279	Bennett, Olivia	UG	N	N	N	REPT	12.00.00.00	13.00.00.000000
2013198	Bowen, Joe	UG	N	N	N	JURY	12.00.00.00	13.00.00.000000
2013285	Boyle, Alisha	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013179	Božičević, Katerina	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013408	Brooks, Leon	UG	N	N	N	SICK		13.00.00.000000
2013276	Brooks, Samantha	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013409	Bruce, Charlie	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013308	Burns, Isabella	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013270	Carey, Morgan	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013295	Carr, Jacob	UG	N	N	N	PERS		13.00.00.000000
2013202	Carter, Charlie	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013365	Casey, Stephanie	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013287	Chan, Riley	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013309	Coleman, Oscar	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013243	Coles, Kate	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013189	Connolly, Ross	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013254	Conway, Samantha	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013188	Conway, Stuart	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013288	Craig, Courtney	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013443	Craig, Louise	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013361	Daniels, Douglas	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013306	Davison, Faith	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013249	Doherty, Sophie	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013191	Dopler, Vladimir	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013175	Duncan, Libby	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013176	Ferguson, Kobe	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013494	Field, Fred	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013185	Field, Robyn	UG	Y	N	N		12.00.00.00	13.00.00.000000
2013194	Fleming, Caroline	UG	Y	N	N		12.00.00.00	13.00.00.000000

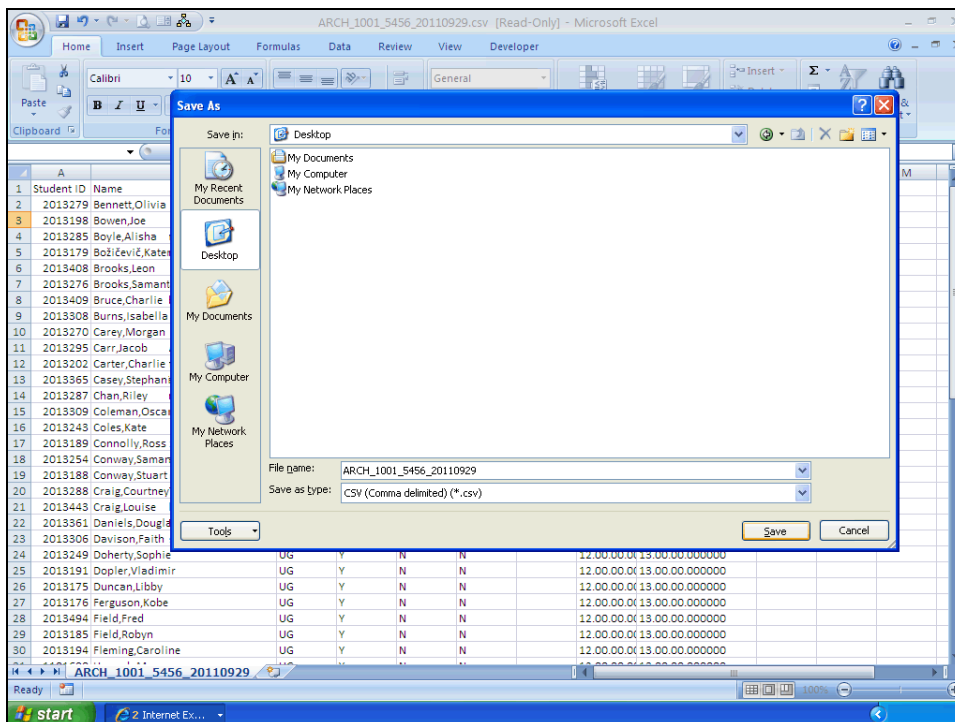
Step	Action
10.	<p>The steps required to save the file will depend on the operating system installed on your computer.</p> <p>To save the updated file in this example, click on the <b>Office</b> button.</p> 




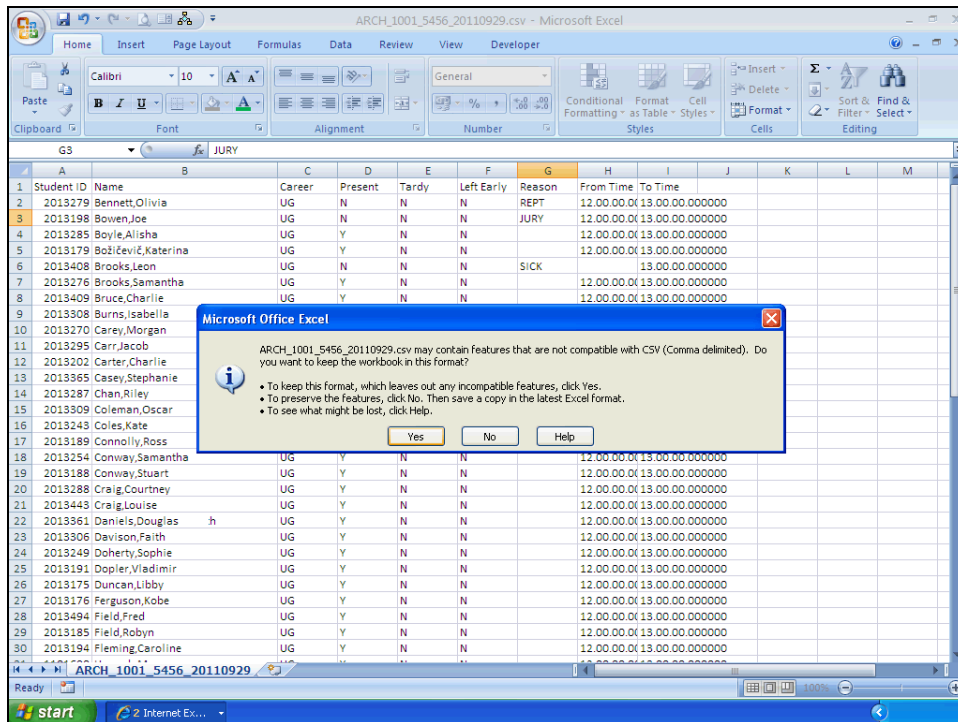
Step	Action
11.	<p>Click the <b>Save As</b> button.</p> 

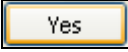


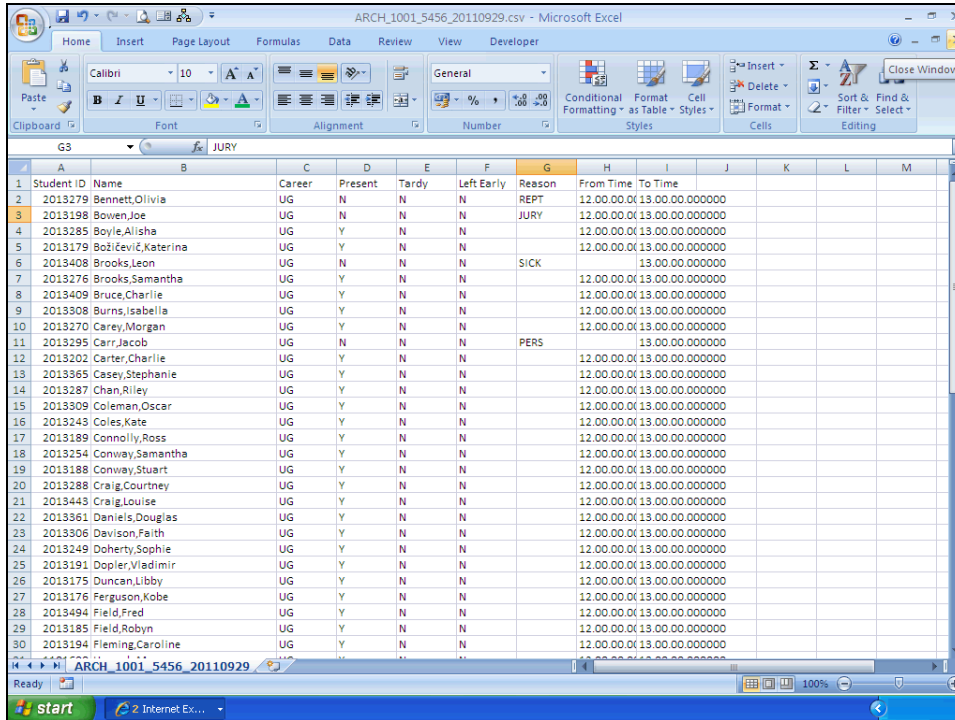
Step	Action
12.	Enter the file name in the specific format required for upload. Enter " <b>ARCH_1001_5456_20110929</b> "



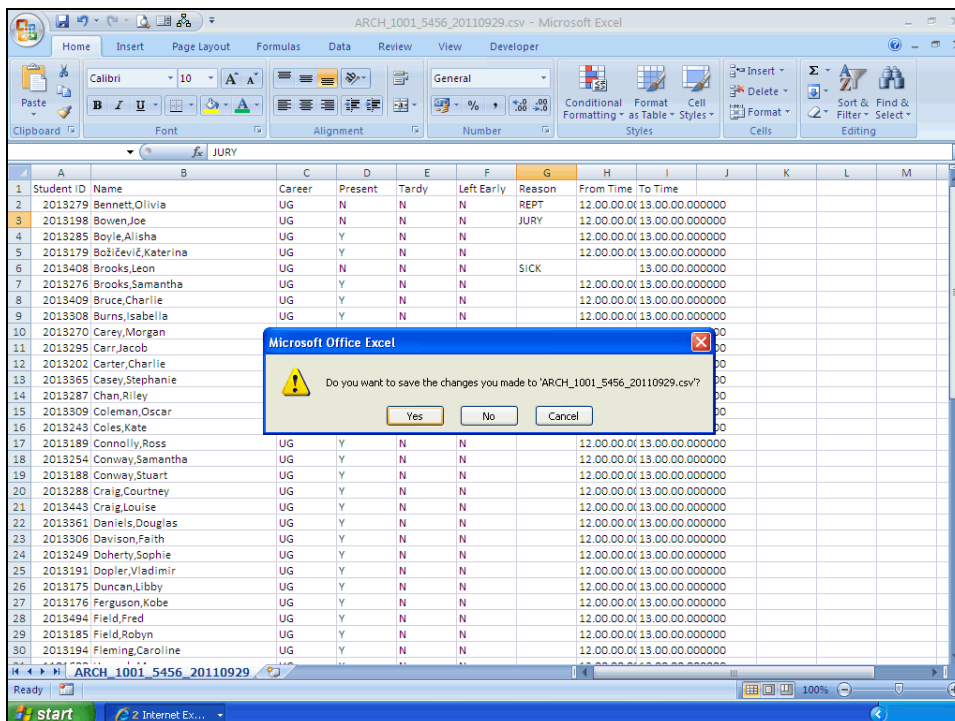
Step	Action
13.	Click the <b>Save</b> button. 

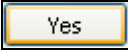



Step	Action
14.	A pop-up may appear asking you to confirm the format of the file. Click the <b>Yes</b> button. 


**Step**
**Action**

15.

 Click the **Close** button.


Step	Action
16.	<p>A pop-up may appear again asking you to confirm changes.</p> <p>Click the <b>Yes</b> button.</p> 



**Class Attendance**

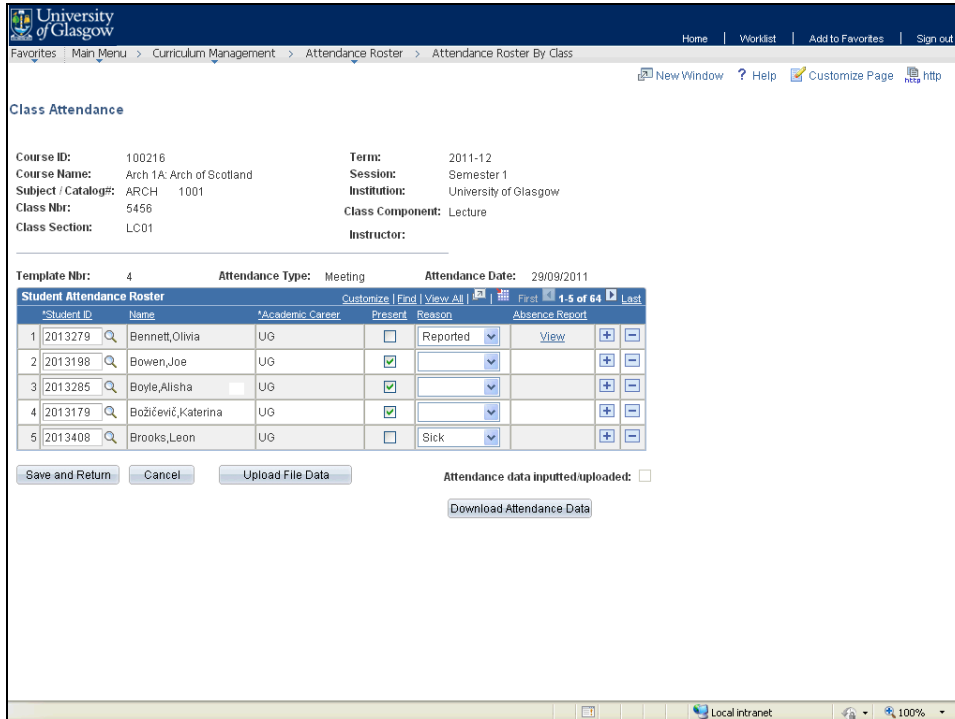
Course ID: 100216      Term: 2011-12  
 Course Name: Arch 1A: Arch of Scotland      Session: Semester 1  
 Subject / Catalog#: ARCH 1001      Institution: University of Glasgow  
 Class Nbr: 5456      Class Component: Lecture  
 Class Section: LC01      Instructor:

Template Nbr: 4      Attendance Type: Meeting      Attendance Date: 29/09/2011

*Student ID	Name	*Academic Career	Present	Reason	Absence Report
1   2013279	Bennett,Olivia	UG	<input type="checkbox"/>	Reported	View
2   2013198	Bowen,Joe	UG	<input checked="" type="checkbox"/>		
3   2013285	Boyle,Alisha	UG	<input checked="" type="checkbox"/>		
4   2013179	Božičević,Katerina	UG	<input checked="" type="checkbox"/>		
5   2013408	Brooks,Leon	UG	<input type="checkbox"/>	Sick	

Buttons: Save and Return, Cancel, Upload File Data, Download Attendance Data

Step	Action
17.	<p>The final step in this process is to upload the edited <b>.csv</b> file back into MyCampus.</p>



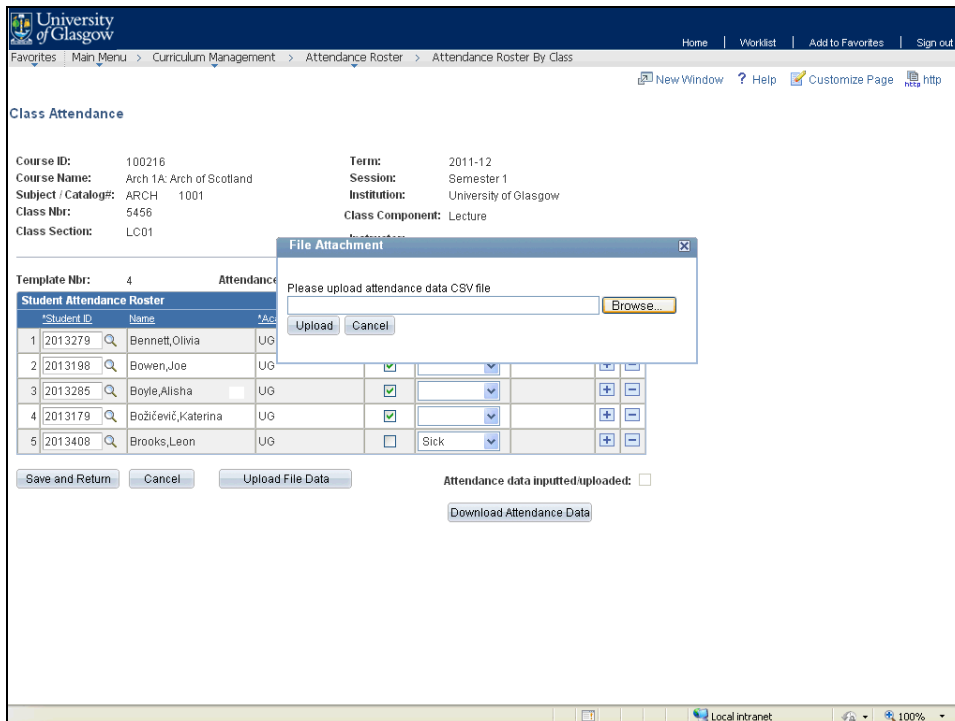
**Class Attendance**  
 Course ID: 100216      Term: 2011-12  
 Course Name: Arch 1A: Arch of Scotland      Session: Semester 1  
 Subject / Catalog#: ARCH 1001      Institution: University of Glasgow  
 Class Nbr: 5456      Class Component: Lecture  
 Class Section: LC01      Instructor:

Template Nbr: 4      Attendance Type: Meeting      Attendance Date: 29/09/2011

*Student ID	Name	*Academic Career	Present	Reason	Absence Report
1 2013279	Bennett,Olivia	UG	<input type="checkbox"/>	Reported	View
2 2013198	Bowen,Joe	UG	<input checked="" type="checkbox"/>		
3 2013285	Boyle,Alisha	UG	<input checked="" type="checkbox"/>		
4 2013179	Božičević,Katerina	UG	<input checked="" type="checkbox"/>		
5 2013408	Brooks,Leon	UG	<input type="checkbox"/>	Sick	

            Attendance data inputted/uploaded:

Step	Action
18.	Click the <b>Upload File Data</b> button. <input type="button" value="Upload File Data"/>



**Class Attendance**  
 Course ID: 100216      Term: 2011-12  
 Course Name: Arch 1A: Arch of Scotland      Session: Semester 1  
 Subject / Catalog#: ARCH 1001      Institution: University of Glasgow  
 Class Nbr: 5456      Class Component: Lecture  
 Class Section: LC01

Template Nbr: 4      Attendance Type: Meeting      Attendance Date: 29/09/2011

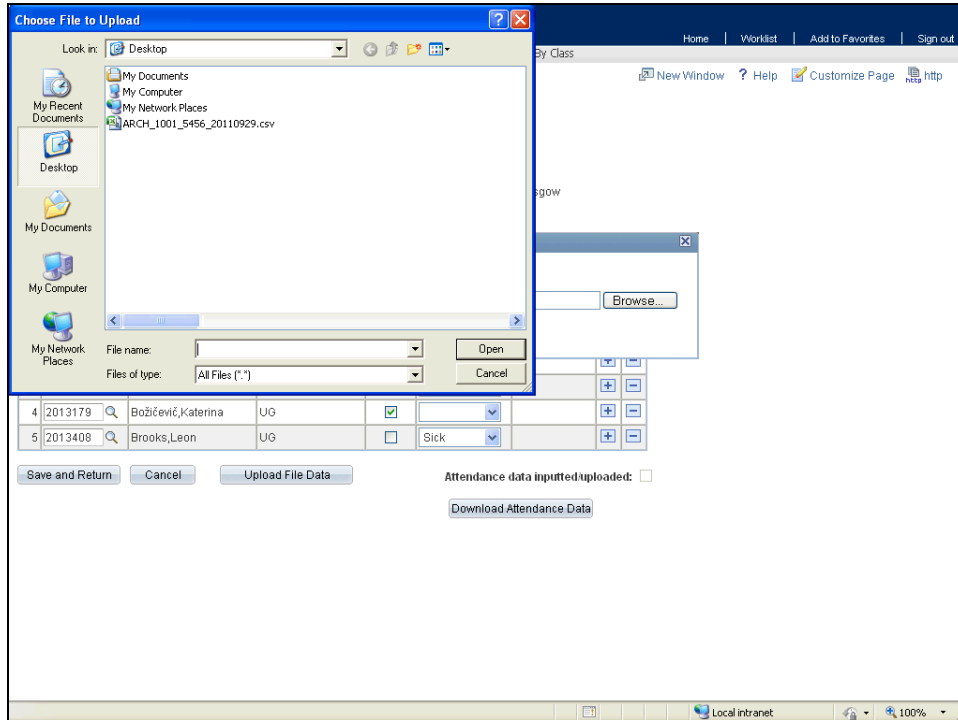
*Student ID	Name	*Academic Career	Present	Reason	Absence Report
1 2013279	Bennett,Olivia	UG	<input type="checkbox"/>	Reported	View
2 2013198	Bowen,Joe	UG	<input checked="" type="checkbox"/>		
3 2013285	Boyle,Alisha	UG	<input checked="" type="checkbox"/>		
4 2013179	Božičević,Katerina	UG	<input checked="" type="checkbox"/>		
5 2013408	Brooks,Leon	UG	<input type="checkbox"/>	Sick	

            Attendance data inputted/uploaded:

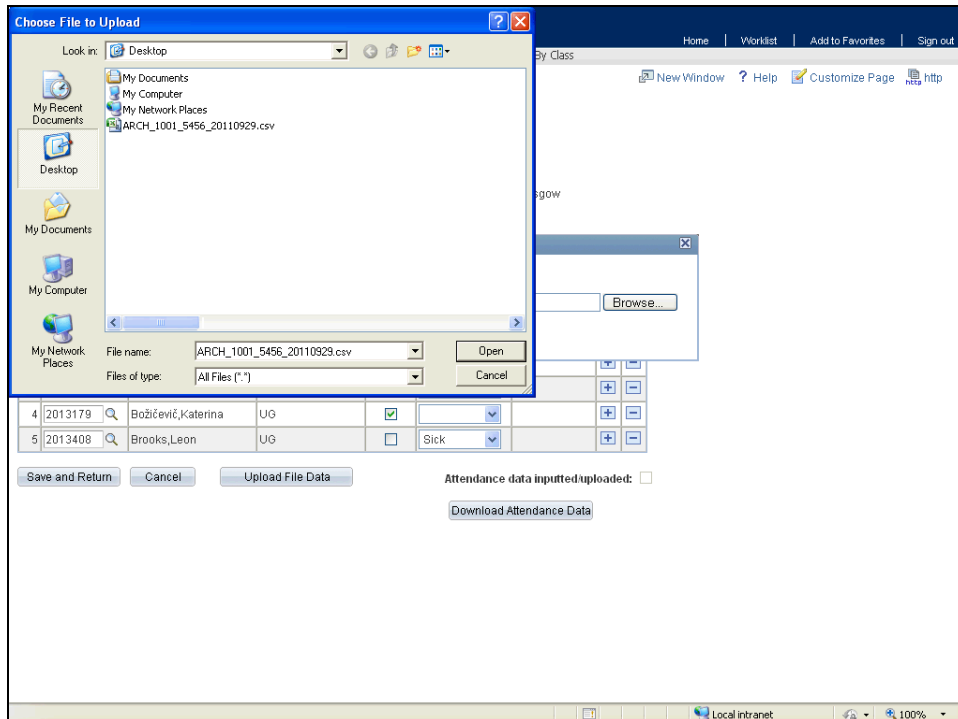
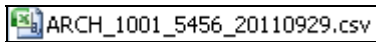
File Attachment

Please upload attendance data CSV file

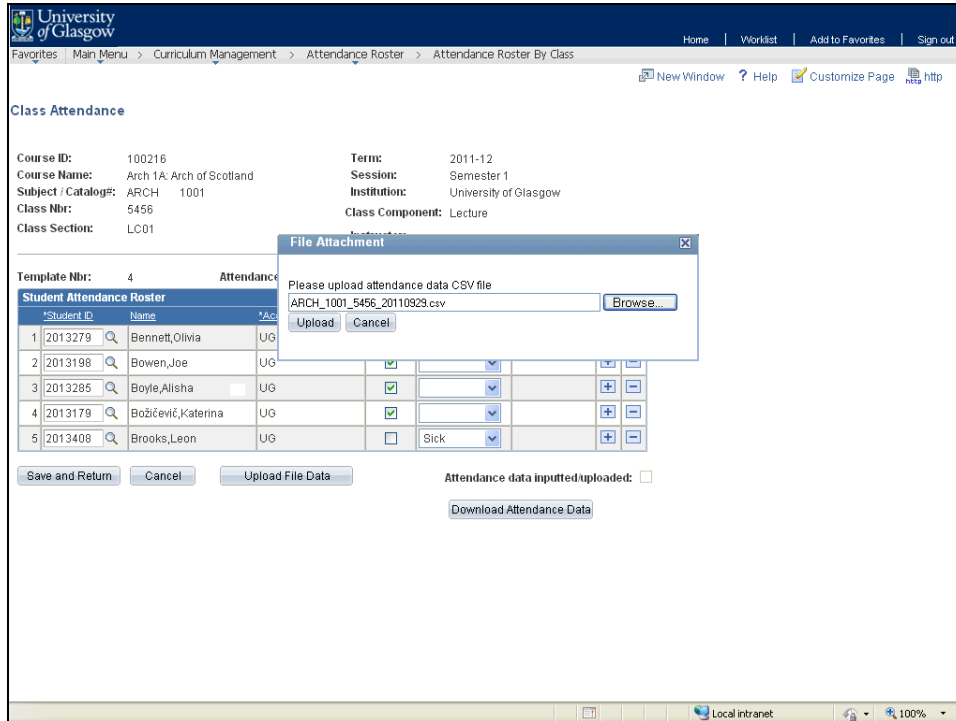
Step	Action
19.	Click the <b>Browse</b> button. <input type="button" value="Browse..."/>



Step	Action
20.	Click on the appropriate file, in this case <b>ARCH_1001_5456_20110929.csv</b> .



Step	Action
21.	Click the <b>Open</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Open</div>



**Class Attendance**

Course ID: 100216      Term: 2011-12  
 Course Name: Arch 1A: Arch of Scotland      Session: Semester 1  
 Subject / Catalog#: ARCH 1001      Institution: University of Glasgow  
 Class Nbr: 5456      Class Component: Lecture  
 Class Section: LC01

Template Nbr: 4      Attendance

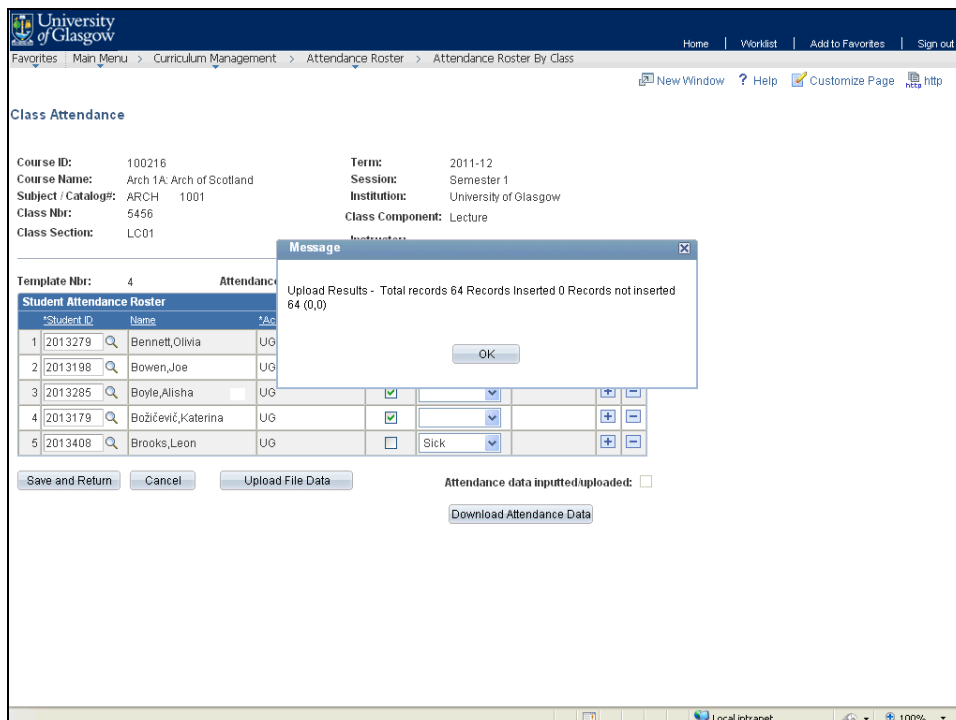
Please upload attendance data CSV file  
 ARCH\_1001\_5456\_20110923.csv        
     

*Student ID	Name	*Ac
1 2013279	Bennett,Olivia	UG
2 2013198	Bowen,Joe	UG
3 2013285	Boyle,Alisha	UG
4 2013179	Božičević,Katerina	UG
5 2013408	Brooks,Leon	UG

Attendance data inputted/uploaded:

Step	Action
22.	Click the <b>Upload</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Upload</div>



**Class Attendance**

Course ID: 100216      Term: 2011-12  
 Course Name: Arch 1A: Arch of Scotland      Session: Semester 1  
 Subject / Catalog#: ARCH 1001      Institution: University of Glasgow  
 Class Nbr: 5456      Class Component: Lecture  
 Class Section: LC01


Template Nbr: 4      Attendance

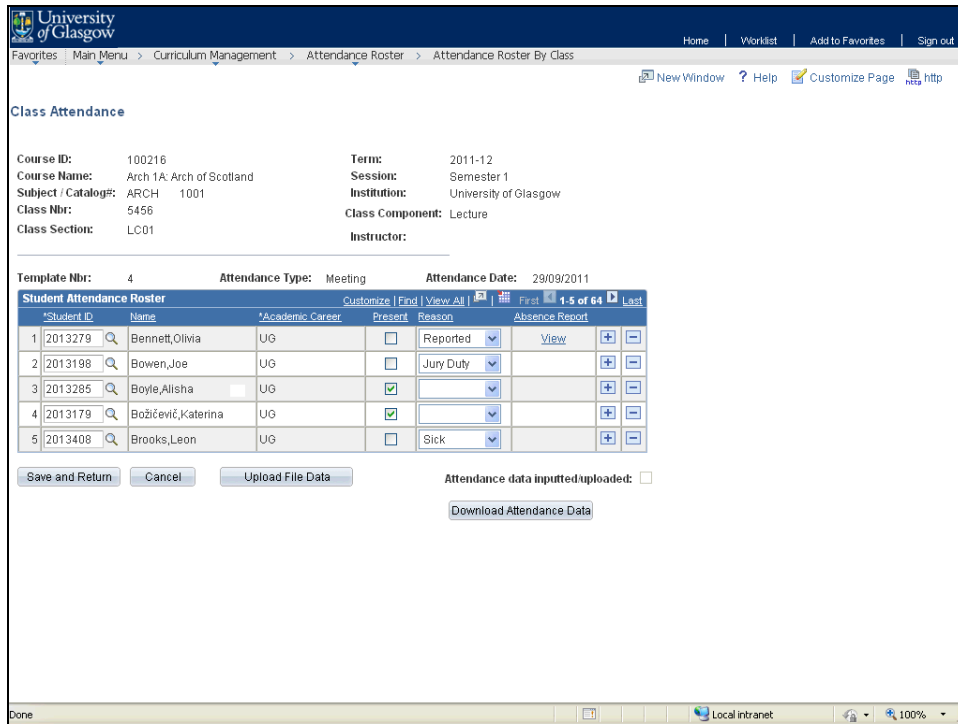
Upload Results - Total records 64 Records Inserted 0 Records not inserted 64 (0,0)

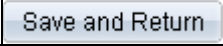
*Student ID	Name	*Ac
1 2013279	Bennett,Olivia	UG
2 2013198	Bowen,Joe	UG
3 2013285	Boyle,Alisha	UG
4 2013179	Božičević,Katerina	UG
5 2013408	Brooks,Leon	UG

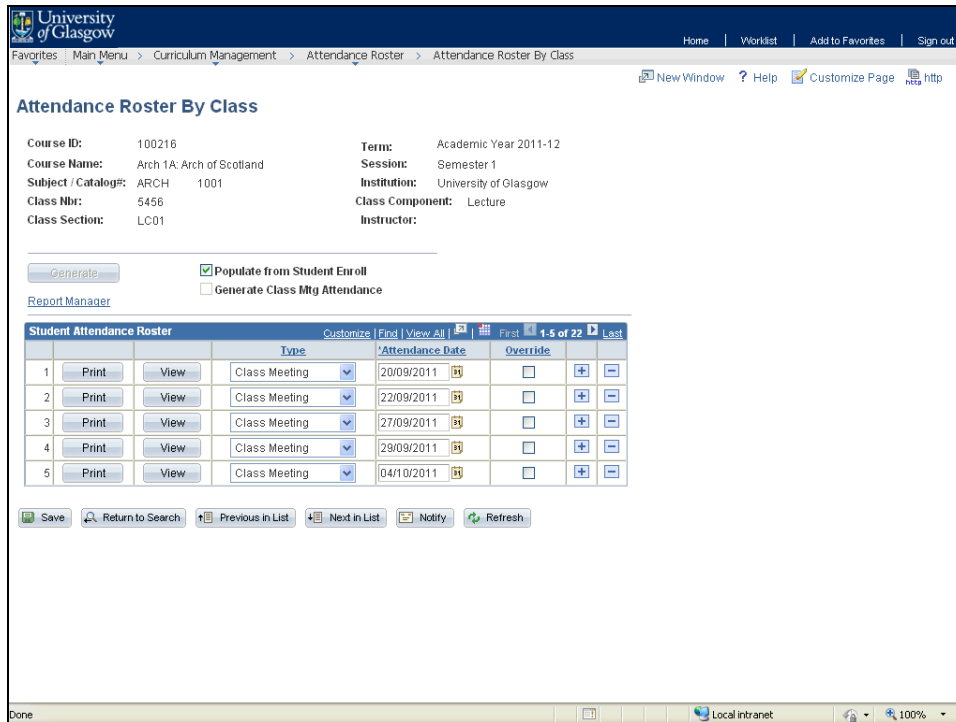
          

Attendance data inputted/uploaded:

Step	Action
23.	<p>A pop-up message confirms if the upload has been successful.</p> <p>Click the <b>OK</b> button.</p> 



Step	Action
24.	<p>Click the <b>Save and Return</b> button.</p> 



**Attendance Roster By Class**

Course ID: 100216      Term: Academic Year 2011-12  
 Course Name: Arch 1A: Arch of Scotland      Session: Semester 1  
 Subject / Catalog#: ARCH 1001      Institution: University of Glasgow  
 Class Nbr: 5456      Class Component: Lecture  
 Class Section: LC01      Instructor:

Generate       Populate from Student Enroll  
 Generate Class Mtg Attendance

Report Manager

		Type	Attendance Date	Override		
1	Print View	Class Meeting	20/09/2011	<input type="checkbox"/>	+	-
2	Print View	Class Meeting	22/09/2011	<input type="checkbox"/>	+	-
3	Print View	Class Meeting	27/09/2011	<input type="checkbox"/>	+	-
4	Print View	Class Meeting	29/09/2011	<input type="checkbox"/>	+	-
5	Print View	Class Meeting	04/10/2011	<input type="checkbox"/>	+	-

Save    Return to Search    Previous in List    Next in List    Notify    Refresh

Step	Action
25.	<p>The University of Glasgow student absence policy can be found at <a href="#">Student Absence Policy</a>.</p> <p>Thank you for completing this MyCampus demonstration.</p> <p><b>End of Procedure.</b></p>