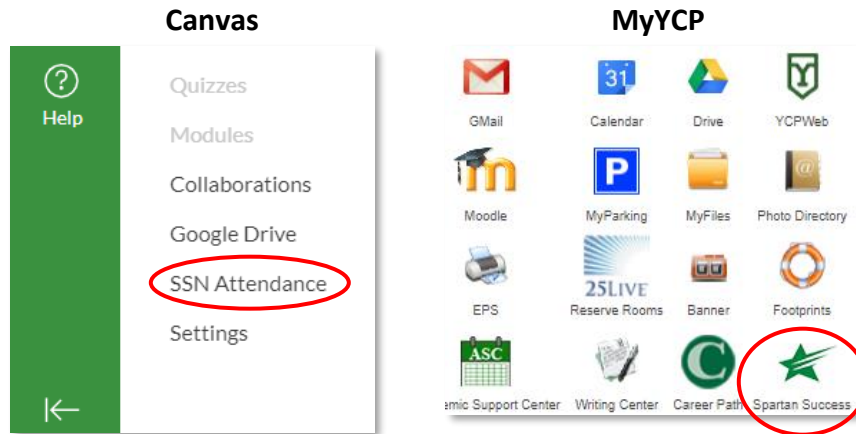
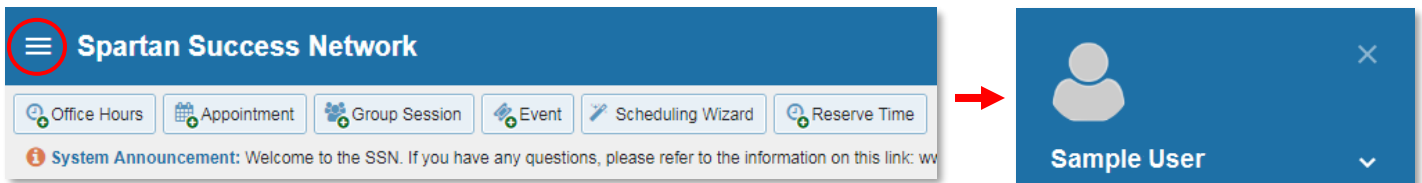


# How to Record Class Attendance in Spartan Success Network (SSN): Fall 2020

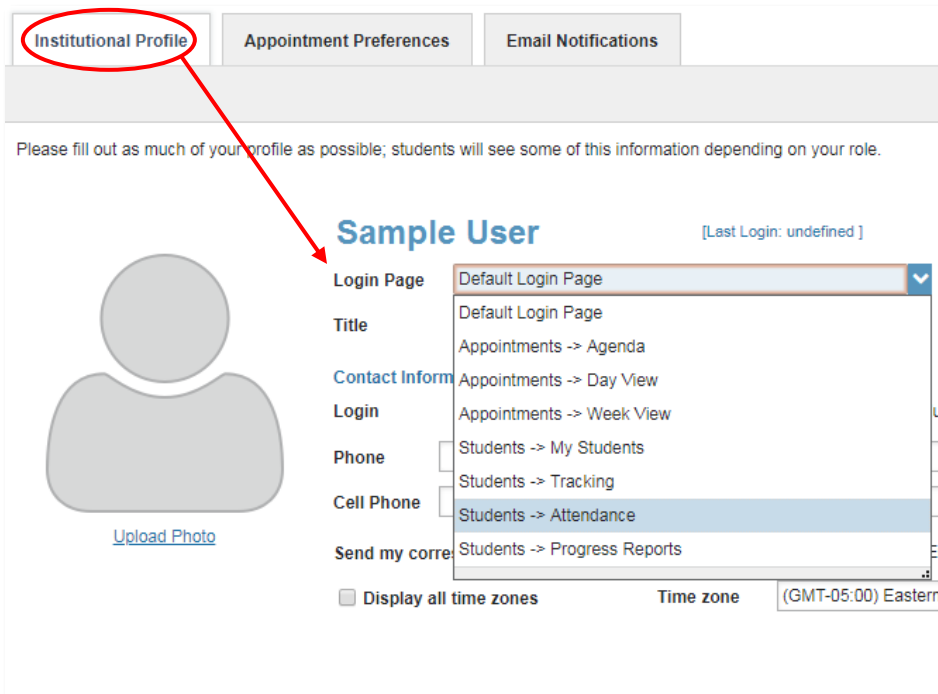
1. Access the SSN via either of the following options:



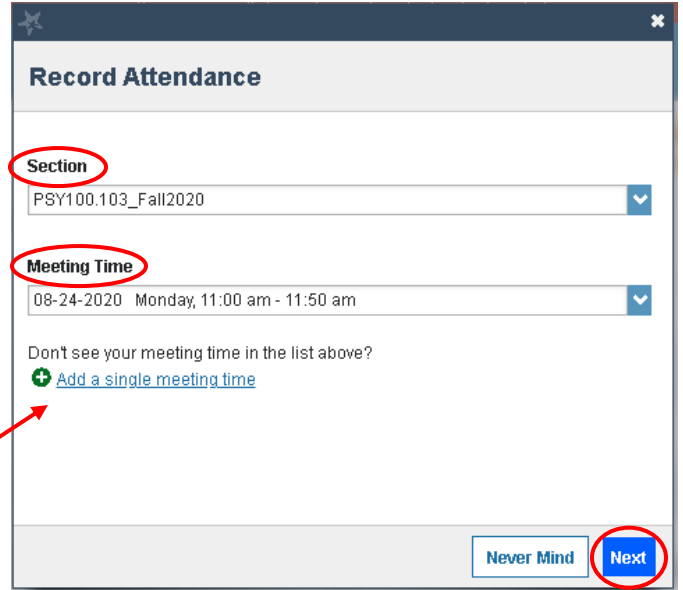
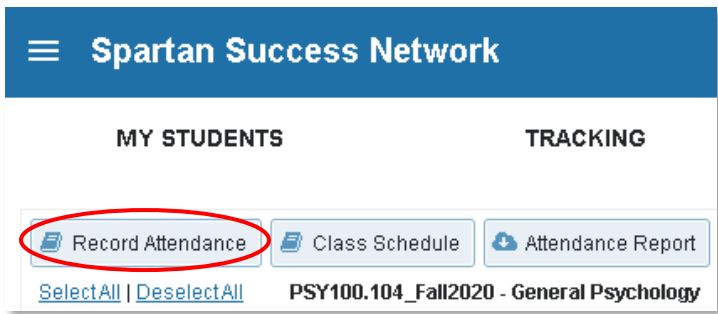
2. Open the **menu** by clicking on the three horizontal bars in the upper left corner. Click on the **arrow** next to Students and select **Attendance**.



*TIP: Bypass step #2 entirely! In the menu, click on the arrow next to your name and select Institutional Profile. Open the Login Page drop down menu and select Students -> Attendance. Click the Submit button.*

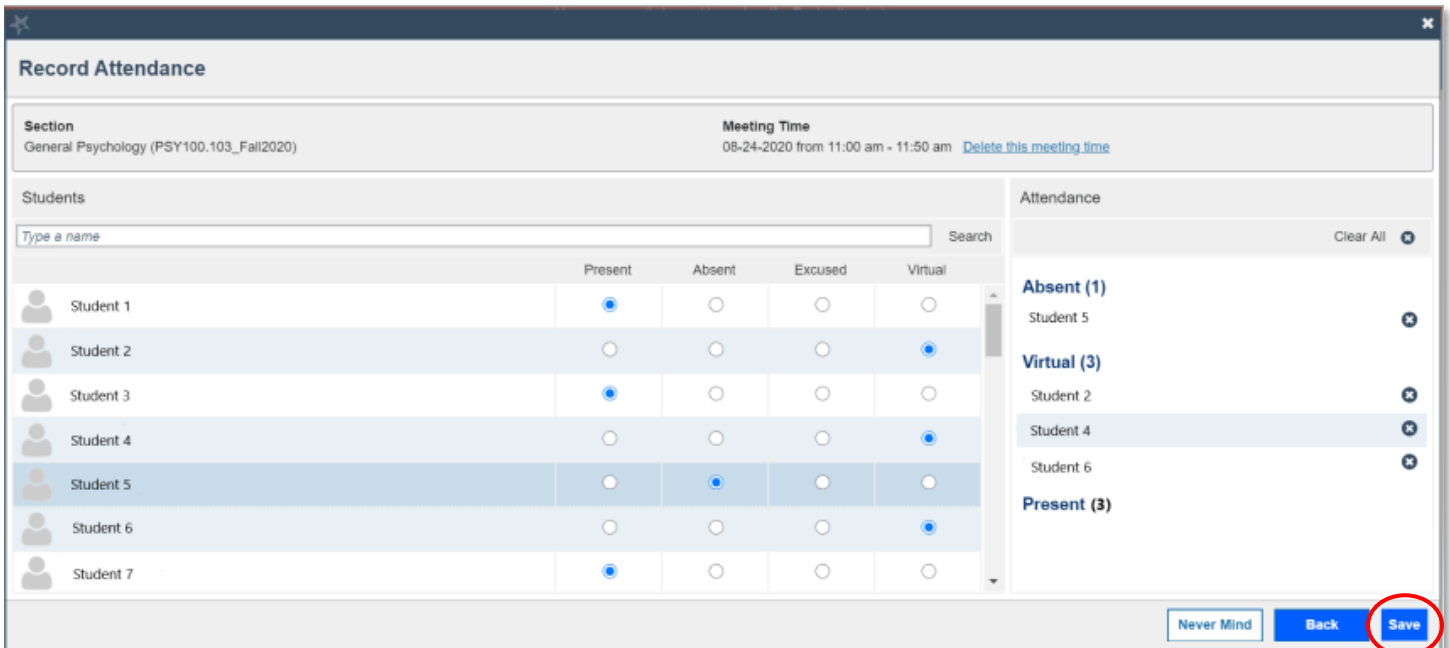


- Click on the **Record Attendance** button. In the window that appears, select both the appropriate course **Section** and **Meeting Time**. Click on the **Next** Button

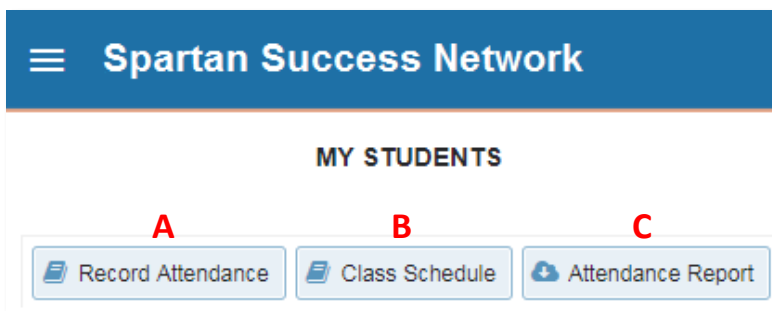


*TIP: If you need to add a meeting time outside the regular class schedule, use the "Add a single meeting time" option.*

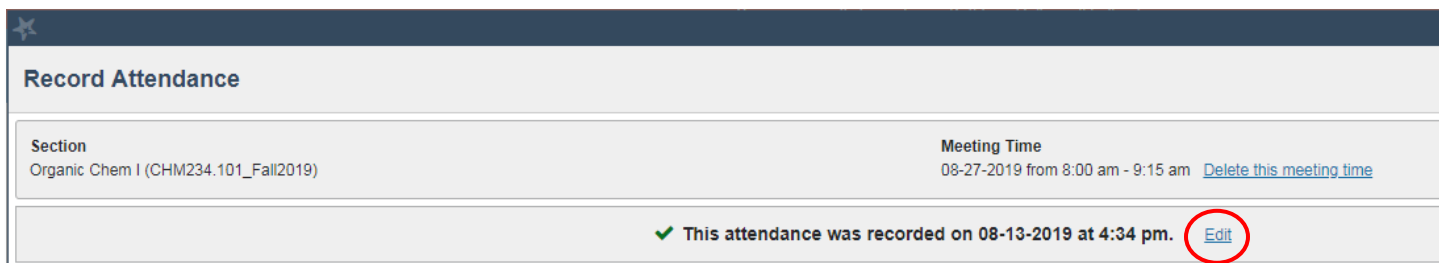
- By **default**, all students will be marked present; if this is correct, simply click on Save. Otherwise, click the appropriate **radio button** to record each student's attendance status: Absent, Excused, or Virtual. Note that a summary list will appear to the right of the roster. Click on the **Save** button when finished.



## Additional SSN Attendance Actions/Features



- A. Modify a student's attendance status by following **step 3** above and clicking on **Edit** next to the attendance date/time stamp. Use the **radio buttons** to make adjustments and click on **Save** when finished.



- B. If teaching a course that does not have established meetings, click on the **Class Schedule** button to create a recurring **Schedule** or a **Single Meeting Time**. Click the **Submit** button.

**Edit Meeting Times**

CHM234.101\_Fall2019 - Organic Chem I

**Schedule**  
*Create a schedule if your course meets regularly.*

**Single Meeting Time**  
*Not meeting on a regular basis? Start with a single meeting time and add more when you need them.*

+ Schedule

**Schedule**

Sun  Mon  Tue  Wed  Thur  Fri  Sat

8:00 am to 9:15 am

\* All Fields Required

Never Mind Submit

- C. Click on the **Attendance Report** button to download SSN attendance records into an Excel spreadsheet, which will provide both a summary of attendance per day as well as a student-specific breakdown.