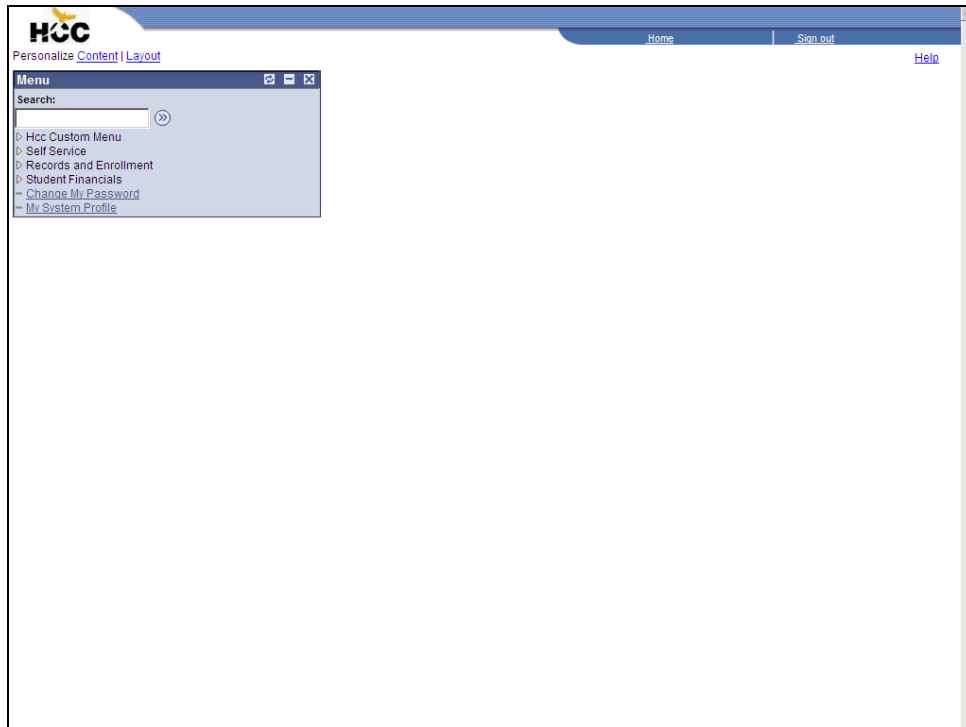


Faculty

Generating an Attendance Roster Summary (Faculty)

The attendance roster summary is a way for instructors and staff to view all of the attendance entered on the online attendance roster for a particular class. The (/) represents that the student was present, the (A) means absent, and a () means the student does not have a row to mark attendance on for a particular class meeting.

Procedure



Step	Action
1.	Click the Self Service link.
2.	Click the Faculty Center link.
3.	Click the Faculty Center link. <input type="text" value="- Faculty Center"/>

HCC Home Sign out

Menu

Search:

- Hcc Custom Menu
- Self Service
 - Enrollment
 - Campus Finances
 - 1098T
 - Academic Records
 - Admissions
- Faculty Center
 - Faculty Center**
 - Advisor Center
 - Search
 - Student Center
 - Learning Management Systems
- Records and Enrollment
- Student Financials
 - Change My Password
 - My System Profile

Instruct Instructor

Faculty Center | Advisor Center | Search | Learning Management

Faculty Center

My Schedule

Spring 2010 | Houston Community College [change term](#)

[Attendance Addendum Form](#) | [Early Alert Form](#) | [Grading Tutorial](#)
[Attendance Roster Tutorial](#) | [Faculty Withdrawal Form](#) | [My Exam Schedule](#)
[Change of Grade Form](#) | [Grade Roster Addition Form](#) | [View Personal Data Summary](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Attendance Roster Attendance Roster Summary Grade Roster Learning Management

My Teaching Schedule > Spring 2010 > Houston Community College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ESOL 0350-0052 (25718)	Adv Inter Read-Foreign Speaker (Lecture/Laboratory)	14	MoTuThFr 7:00PM - 8:00PM	Eastside	Jan 19, 2010-May 16, 2010
ESOL 0352-0053 (25714)	Adv Inter Gram-Foreign Speaker (Lecture/Laboratory)	14	MoTuThFr 6:00PM - 7:00PM	Eastside	Jan 19, 2010-May 16, 2010

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > Spring 2010 > Houston Community College


You have no final exams scheduled at this time.


[Go to top](#)

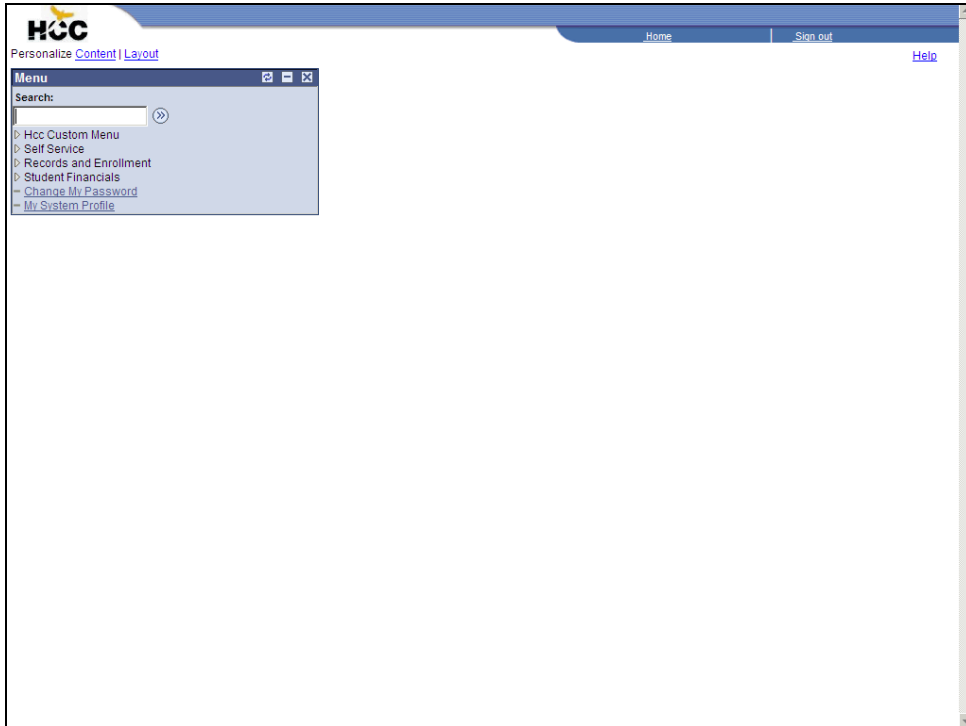
Faculty Center | Advisor Center | Search | Learning Management

Step	Action
4.	Click the Roster Summary/Grade Sheet button.

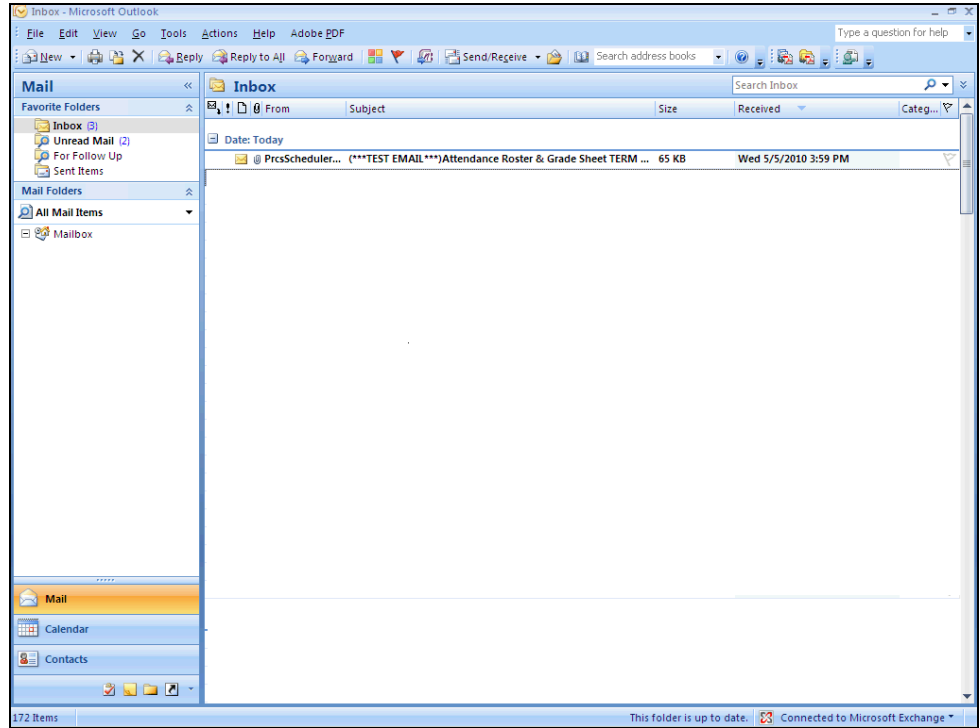


Step	Action
5.	Click the OK button. 

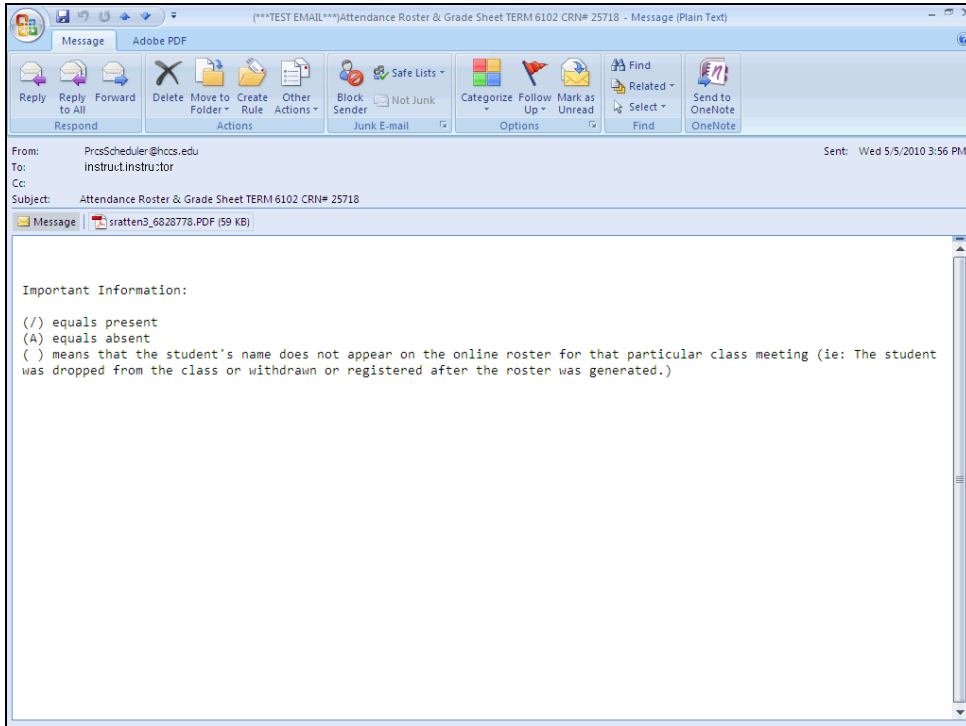
Step	Action
6.	Click the Home link. 

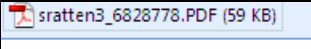


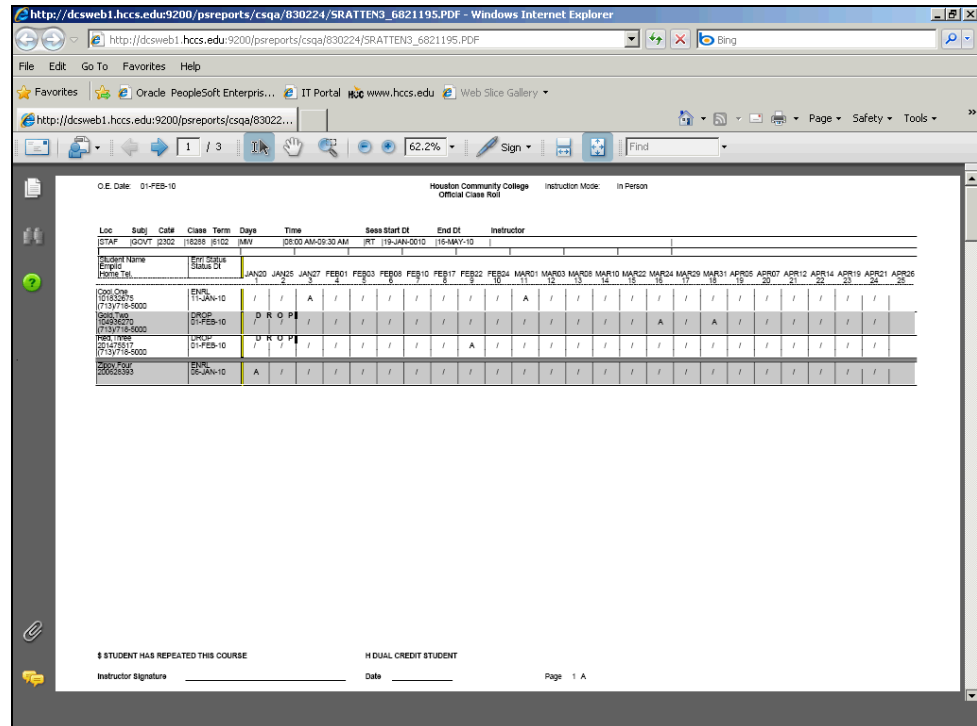
Step	Action
7.	Click the Sign out link. Sign out








Step	Action
8.	Click the Email from PrscScheduler object.



Step	Action
9.	Click the sratten3_6828778.PDF attachment. 



Step	Action
10.	Click the Next Page button. The roster displays in a PDF document. Notice there are three (3) pages to view. Use the Next Page button to scroll through and view the information. 
11.	Click the Next Page button. 
12.	Click the Printer icon. 
13.	Click the OK button. 
14.	Click the Close button. 
15.	End of Procedure.