

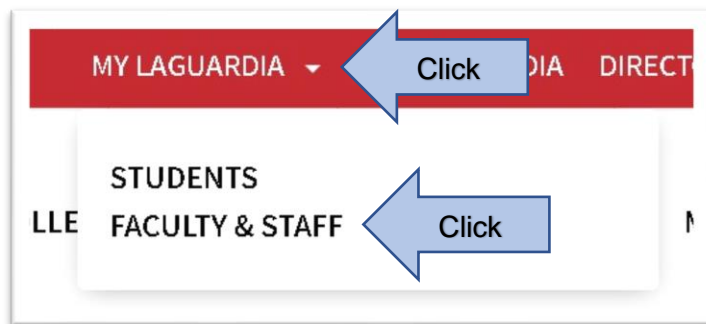


DARE TO DO MORE

Web Attendance Core Version – Faculty Help

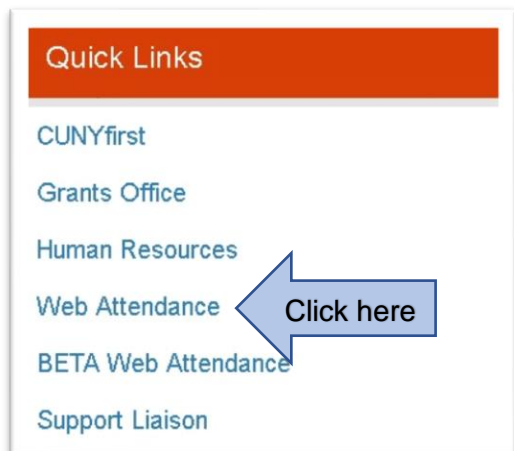
How to Access Web Attendance 2.0

Step 1: Visit the LaGuardia Page at www.lagcc.cuny.edu and click on the **My LaGuardia** Tab and select **Faculty & Staff**.



Step 2: Then login with Windows **Username** and **Password** when prompted and then click the **Sign In** button


Step 3: Click the link under **Quick Link** tab “**Web Attendance**”



Step 4: This alternate **Sign In** window will automatically shows up just in case the previous link one doesn't direct you to the Web Attendance Application. If that is the case, please enter your credentials once again. Otherwise, disregard this step.

WebAttendanceCore

My Courses Quick Links



Username

FakeInstructor

Please login using your Outlook credentials.

Password

Login

Type here

Step 5: The Web Attendance 2.0 Page will now be visible and display a list of courses being taught the current semester. (Note: This Web Attendance is Responsive and be accessed and utilized via mobile device)

WebAttendanceCore				My Courses	Quick Links	Logout
Show 10 entries				Filter Records:		
TERM_CODE	COURSES	DAYSMEET	DATE_CERTIFIED	Options		
1192 1	BTM103.0110(57071) Principles of Management	Th Su		View Roster		
				View Report		
1192 1	BTM103.0111(51461) Principles of Management	Su		View Roster		
				View Report		
1192 1	BTM103.0112(50855) Principles of Management	Tu Su		View Roster		
				View Report		
1192 1	BTM103.0117(50340) Principles of Management	Su		View Roster		
				View Report		
1192 1	BTM103.9708(68974) Principles of Management	Su		View Roster		
				View Report		
1192 1	BTM104.0130(57089) Principles of Marketing	Fr Su		View Roster		
				View Report		
1192 1	BTM104.9705(67203) Principles of Marketing	Su		View Roster		
				View Report		
Showing 1 to 7 of 7 entries				Previous	1	Next

How to View Roster and Take Attendance

Step 1: By clicking **View Roster** button, faculty will be prompted to the selected course page.

1192|2

BTA111.7001(49898) Principles of Accounting I

Tu | Th

View Roster

View Report

Click here

Step 2: The Course roster will now be visible (Note: A list of students and their associated LaGuardia ID photos will be displayed.) There are 5 different courses type: Lecture, Lab, Online, Hybrid and Clinical. Everyone has their own set of options, so the views will be different. This is an example of an **Online Course**. By default, the first **In Progress** course will be displayed and ready to take the attendance if it is the course date and time.

Selecting a Meeting Date box list will show the meeting days in two different colors green for the completed ones and red for the ones still in progress. The selected meeting date will be highlighter in blue.

After selecting the Desired Roster Date & Time, simply click on one of the corresponding radio buttons, in this case, Online, Offline or Excused, based on the course and the student status for that day.

WebAttendanceCore

My Courses

Quick Links

Logout

COURSE: BTM103.0110(57071) Principles of Management

DAYS MEET: Th | Su

MEETING TIME: 00:00:00-00:00:00

DEPARTMENT: Business & Technology

INSTRUCTOR: [M. Wong, M. Wong](#)

FINAL DATE: 6/11/2019

DATE CERTIFIED: NA

Select a Meeting Date

Online (Sun-Apr, 14) Completed

Hybrid (Thu-Apr, 18) Completed

Hybrid (Thu-May, 02) Completed

Hybrid (Thu-May, 09) Completed

Hybrid (Thu-May, 16) Completed

Online (Sun-May, 05) In Progress

My Courses

Add a Student Nickname

Set a Final Date


View Report

Total Registered: 22 Total Dropped: 0 Total Attending: 22 Total Attendance Required: 22

Filter Students:

Student Info

Select All Attendance




AB...JL.J

20...16

☐ Online ☐ Offline ☐ Excused

Attendance Required




AC...JN.X

20...16

☐ Online ☐ Offline ☐ Excused

Attendance Required

Step 3: Once the Attendance is completed click the Record Attendance button at the bottom of the page.



W
P

☐ Present ☐ Absent ☐ Late ☐ Excused

Total Registered: 34 Total Dropped: 0 Total Attending: 34 Total Attendance Required: 34

Record Attendance

Click here

Note: If a different than the current meeting date is selected, a message will be displayed warning you that the roster is locked. So, users will be able to see it but not to use it until the class meets.

WebAttendanceCore

This roster is currently locked until the class meets.

Admin Controls ▾ Logout

COURSE: BTA111.7001(498)

DAYS MEET: Tu | Th

MEETING TIME: 09:15:00-14:00:00

DEPARTMENT: Business & Technology

DATE CERTIFIED: NA

Select a Meeting Date

Lecture (Tue-Jun, 18) In Progress

Lecture (Thu-Jun, 20) In Progress

My Courses

Add a Student Nickname

Set a Final Date


View Report

Total Registered: 34 Total Dropped: 0 Total Attending: 34 Total Attendance Required: 34

Filter Students:

Student Info

Select All Attendance ▾



ADK
A

☐ Present ☐ Absent ☐ Late ☐ Excused

Adding a Student Nickname (Optional)

Step 1: Some students may prefer to be called by a nickname. Now can be added by clicking the Add a Student Nickname button.

The screenshot shows the WebAttendanceCore interface with a modal titled "Add a Student Nickname" open. The modal contains the following fields and buttons:

- Preferred Name:** A text input field.
- Student Name:** A dropdown menu labeled "Select a Student".
- Instructions:** "Enter NULL in Preferred Name to remove."
- Buttons:** "Close" and "Save Changes".

The background interface includes a course header for "BTM103.0110(57071) Principles of Management", a list of meeting dates with status (e.g., "Online (Sun-Apr, 14) Completed"), a "Student Info" section with student profiles, and a "Filter Students" input field.

Setting a Final Date

Step 1: This button is for setting a Final date.

The screenshot shows the WebAttendanceCore interface with a modal titled "Set a Final Date" open. The modal contains the following fields and buttons:

- Final Date:** A dropdown menu labeled "Select a Final Date".
- Buttons:** "Close" and "Save Changes".

The background interface includes a course header for "BTM103.0110(57071) Principles of Management", a list of meeting dates with status, a "Student Info" section with student profiles, and a "Filter Students" input field. The modal is positioned over the "Set a Final Date" button in the background interface.



Filters (Optional)

The roster page features two helpful filters.

1. **Filter Students:** By typing a complete or a part of student/s name and/or last name, the filter will show as a result a single or group of students that match the search criteria.

Filter Students: [Search](#)

Student Info Select All Attendance




Student Info	Attendance Status
 ADKINS, A.A.	<input type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Late <input type="radio"/> Excused
 CURADO, M.	<input type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Late <input type="radio"/> Excused

Total Registered: 34 Total Dropped: 0 Total Attending: 34 Total Attendance Required: 34

2. **Attendance Status Filter:** Open the box list of **Select All Attendance** to be able to see the attendance status available for that course. Then select one to filter the students that fit in that selection.

Filter Students:

Student Info Select All Attendance

Student Info	Attendance Status
 ADKINS, A.A.	<input type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Late <input type="radio"/> Excused
 CURADO, M.	<input type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Late <input type="radio"/> Excused
 ADKINS, A.A.	<input type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Late <input type="radio"/> Excused

View Report, Certified Reports and Archive Reports

Step 1: The reports can be access it from two different places:

1. From the Web attendance home page

1192|2 BTA111.7001(49898) Principles of Accounting I Tu | Th

[View Roster](#) [View Report](#) [Click here](#)

2. Or, from the course roster page

WebAttendanceCore

My CoursesQuick LinksLogout

COURSE: BTM103.0110(57071) Principles of Management
DAYS MEET: Th | Su
MEETING TIME: 00:00:00-00:00:00
DEPARTMENT: Business & Technology

INSTRUCTOR: Ma
FINAL DATE: 6/11/2019
DATE CERTIFIED: NA

Select a Meeting Date

Online (Sun-Apr, 14) Completed
Hybrid (Thu-Apr, 18) Completed
Hybrid (Thu-May, 02) Completed
Hybrid (Thu-May, 09) Completed
Hybrid (Thu-May, 16) Completed
Online (Sun-May, 05) In Progress

My CoursesAdd a Student NicknameSet a Final DateView Report


Click here

Total Registered: 22 Total Dropped: 0 Total Attending: 22 Total Attendance Required: 22

Filter Students:


Student Info

Select All Attendance



ABREU, PAUL .J
2020-2021
6

☐ Online ☐ Offline ☐ Excused
Attendance Required



AGUDO, EDISON .X
2020-2021
5

☐ Online ☐ Offline ☐ Excused
Attendance Required

Step 2: Click the View Report button to display the report of the course roster. A yellow message will be displayed if a Roster Certification is required for that course

WebAttendanceCore

My CoursesQuick LinksLogout

Roster Certification is required for this course.
Please make sure you are not missing any attendance within the **Certified Rosters** tab and then you may click on the **Certify Roster** button.

COURSE: BTM103.0110(57071) Principles of Management
DAYS MEET: Th | Su
DATE CERTIFIED: NA
INSTRUCTOR: Ma
DEPARTMENT: Business & Technology

Attendance Types
Present **P** Online **O**
Absent **A** Offline **Ø**
Late **L** Excused **E**
No Attendance **—** Dropped **—**

My CoursesView Roster

All RostersCertified Rosters

Filter Students:

Student Names	03 03	03 07	03 10	03 14	03 17	03 21	03 24	03 28	03 31	04 04	04 07	04 11	04 14	04 18	05 02	05 05	05 09	05 12	05 16	05 19	05 23	05 26	05 30	06 02	06 11
ABREU, PAUL .J	E	P	O	P	P	L	O	P	Ø	O	Ø	L	Ø	A	P		P		P						
AGUDO, EDISON .X	E	P	O	P	P	A	O	A	Ø	O	O	P	O	A	P		P		E						
AHASAN, KAZI SAIMUL	E	P	O	P	P	P	O	P	O	O	O	P	O	A	P		A		L						

Step 3: If Roster Certification is required for that course, make sure that all missing attendance is recorded and then click on the blue button at the bottom of the page to **Certify Roster**. Click the **Certified Rosters** tap to see the list of the roster that were already certified.

Student Names	03 07	03 14	03 21	03 28	04 04	04 11	04 18	05 02	05 09	05 16	05 23	05 30
ABREU, PAUL .J	P	P	L	P	O	L	A	P	P	P		
AGUDO, EDISON .X	P	P	A	A	O	P	A	P	P	E		
AHASAN, KAZI SAIMUL	P	P	P	P	O	P	A	P	A	L		
APARICIO, IRVING	P	P	P	P	O	P	A	L	L	P		
ASHOOR, IVY .E	P	P	P	P	O	P	A	E	L	P		
BOBB, SHANTE .S	P	P	E	L	O	L	A	P	P	P		
BRAVO, JACQUELINE .E	P	P	P	P	O	P	A	P	P	P		
CROOKS, ROCHELLE .N	P	P	P	P	O	P	A	P	P	P		
GABRIEL, DESTINY .T	P	A	A	L	O	A	A	P	P	P		
GAO, YUQING	P	P	A	P	O	P	A	P	P	P		
GOMEZ, LISBETH .A	P	P	A	P	O	P	A	P	P	P		
JONES, ANTHONY .C	A	P	A	P	O	A	A	P	P	P		
KINCAID, SEBASTIAN .A	P	P	P	P	O	P	A	P	P	P		
LIAN, JINTING	P	P	P	P	O	P	A	P	P	P		
MILTADOUS, CONSTANTINOS .M	P	P	L	L	O	L	A	P	P	P		
RAMALES, JACOB .J	P	P	P	P	O	P	A	P	P	P		
RIFATH, ABU .I	P	P	P	A	O	P	A	P	P	P		
SMITH, OLIVER .A	L	L	L	L	O	L	A	P	P	P		
THAPA, SAJAN	P	L	P	L	O	P	A	P	P	P		
TORRES CHACON, ILMER .J	P	P	P	P	O	P	A	P	P	P		
WAIBA, SHARMILA	P	P	P	P	O	P	A	P	P	P		
ZANDANI, ALI .M	L	P	P	P	O	P	A	P	P	P		

You have 44 unrecorded attendance(s). Please record all missing attendance.

Certify Roster

Step 3: To view Archive Reports go to the red top menu and click on **Quick Links**. When the submenu opens select **My Archive Reports**

WebAttendanceCore

My Courses

Quick Links

Logout

Show 10 entries

TERM_CODE	COURSES	DAYSMEET	DATE_CERTIFIED
1192 1	BTM103.0110(57071) Principles of Management	Th Su	
1192 1	BTM103.0111(51461) Principles of Management	Su	
1192 1	BTM103.0112(50855) Principles of Management	Tu Su	

Filter Records

My Archive Reports

Click Here for Archive Report Help Guides

Feedback

Report a Problem

View Roster

View Report

View Roster

Step 4: The list of all the archives reports for the user will be displayed.

My Archive Reports

If you do not see your archive report here, please visit our [Legacy Archive Reports](#) page.

Show 10 entries

Filter Records:

TERM_CODE	COURSES	DAYSMEET	INSTRUCTORS	DEPARTMENT	DATE_CERTIFIED	Options
1182 2	BTM103.7025(37505) Prin of Management	Su	nms BTM 103-421 (Ma e)	Business & Technology		<button>View Report</button>
1182 2	BTM103.7034(37086) Prin of Management	Su	nms BTM 103-421 (Ma e)	Business & Technology		<button>View Report</button>
1189 1	BTM103.0107(31910) Prin of Management	Fr Su	nms BTM 103-421 (Ma e)	Business & Technology	12/19/2018 12:42:02 PM	<button>View Report</button>
1189 1	BTM103.0110(32057) Prin		nms BTM 103-421	Business &		<button>View</button>

Step 5: Click on the **View Report** button to access to the selected archived report.

Archive Report

COURSE: BTM103.7025(37505) Prin of Management

DAYS MEET: Su

DATE CERTIFIED: NA

INSTRUCTOR: M e

DEPARTMENT: Business & Technology

Attendance Types

Present **P** Online **O**

Absent **A** Offline **Ø**

Late **L** Excused **E**

No Attendance Dropped —

My Archive Reports

[Click here](#)

Filter Students:

Student Names	06 24	07 01	07 08	07 15	07 22	07 29	08 06
ABREU, STEPHANIE	O	O	O	O	O	O	P
AKTER, TAHMINA					—	—	—
AQUINO GARCIA, IVONNE .D	O	O	O	O	O	O	P
ARTHUR, MARKUS	Ø	Ø	Ø	Ø	Ø	Ø	A
BALIC, MELISSA	O	O	O	O	O	O	P
BARROUR, I ATISHA .S	O	O	O	O	O	O	P