My Faculty Portal
User Guide

Attendance Tracking
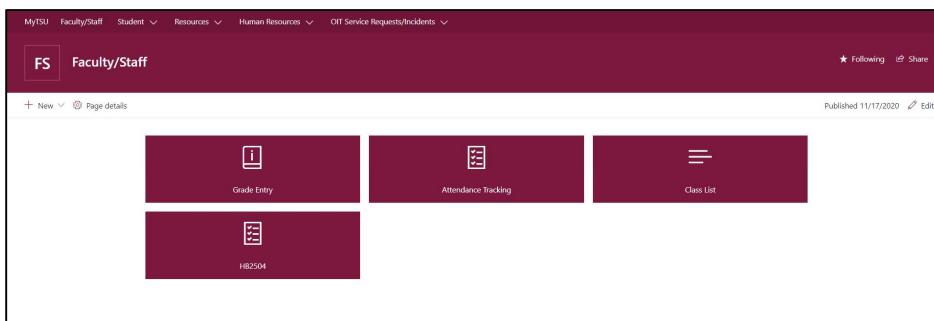
1. Navigate to MyTSU portal landing page.
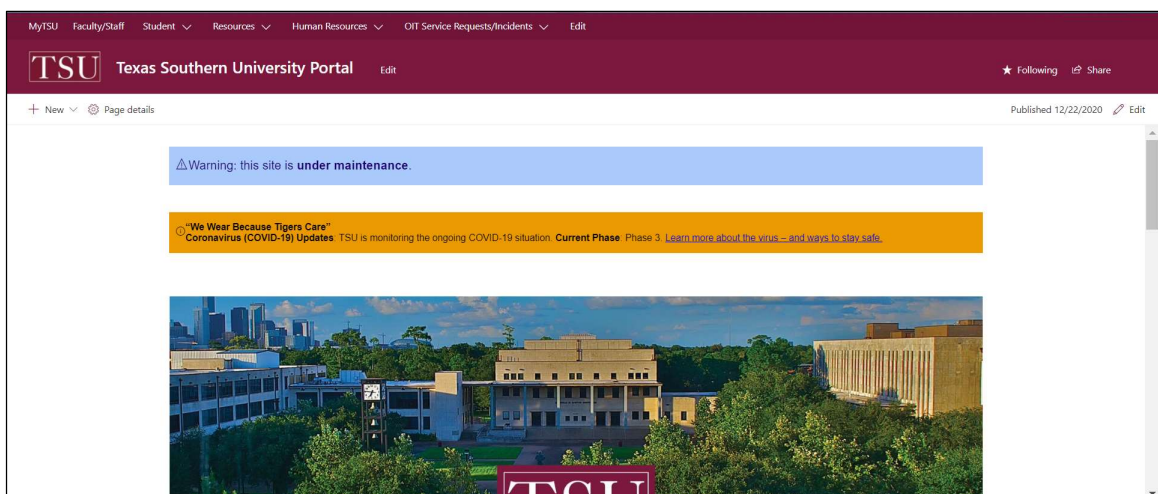
2. Choose **"Faculty/Staff"**

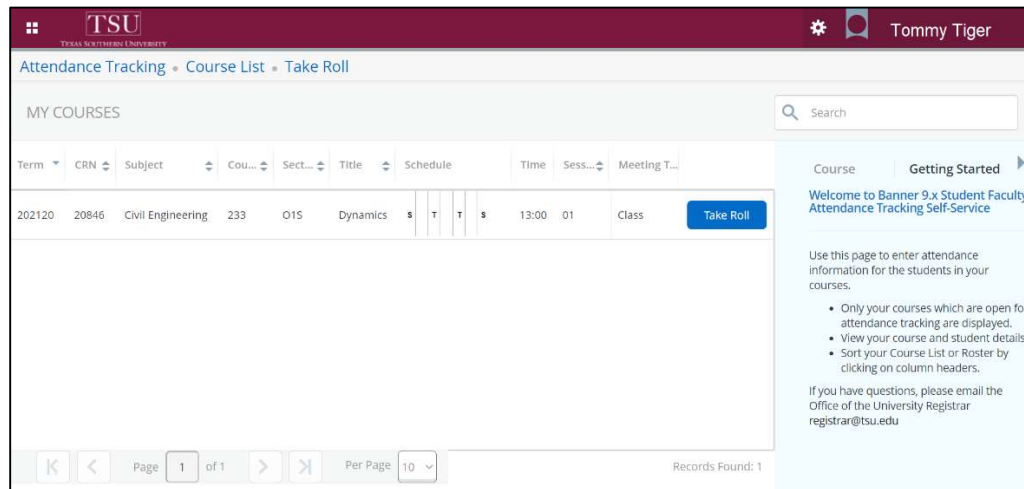**Faculty/Staff"** page will launch.

- Four (4) intuitive and adaptive tiles (shortcuts) will display, with sub-menus.

3. Choose **"Attendance Tracking"** tile.

o Use this page to take roll and enter attendance information for the students in a course

o Only courses which are open for attendance tracking are displayed

o Click "Take Roll" to view course and student details
    o Photo
    o Student Profile
        ▪ Add note/comment regarding extended absence, if necessary

o Customize view to sort Course List or Roster by clicking on column header
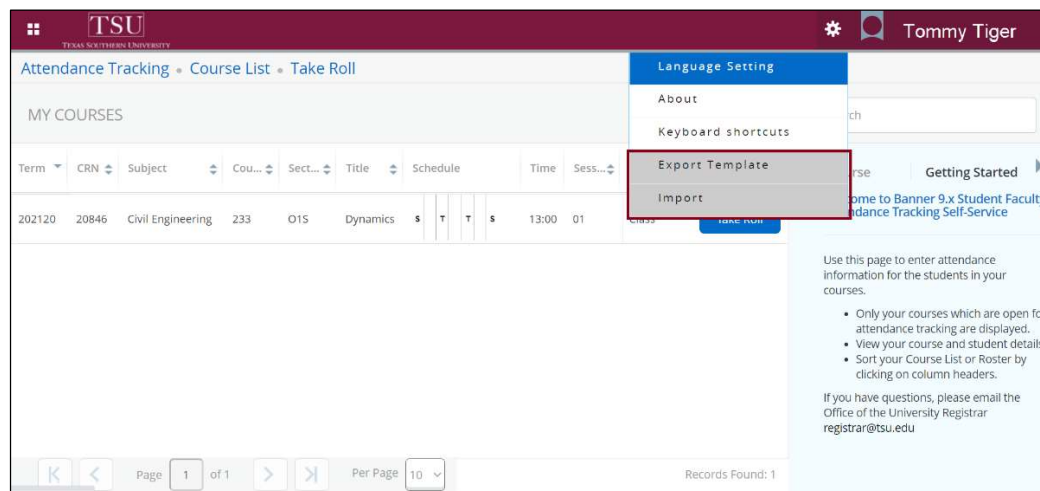
> **NOTE**: Faculty members have the option to import/export list using a "Export Templates" located in the setting tools to generate a Microsoft Excel spread sheet.

Contact a representative, faculty chair, or college dean at your respective TSU College/School for detailed explanation.

> *www.tsu.edu/academics*

Technical support is available 24/7 by emailing IT Service Center: ***itservicecenter@tsu.edu*** or submitting a case: ***http://itservicecenter.tsu.edu***

As always, we appreciate your support as we continue to improve the tools that ensure "Excellence in Achievement."