

INSTRUCTIONS FOR ENTERING ATTENDANCE INFORMATION

- 1) Open the Internet and go to the ETSU homepage <http://www.etsu.edu/>
- 2) Click on GoldLink.
- 3) Log in to GoldLink using your ETSU User Name and Password.
- 4) From the “Faculty” selection open “Tools”
- 5) Look for the “Grades” panel under “Tools”
- 6) Click on Attendance Reporting.
- 7) Choose the current term from the drop down menu. Choose the term Undergrad/Grad unless you are reporting attendance in a course taught in the College of Medicine or College of Pharmacy that an undergraduate or graduate student is taking (e. g. Biomedical Sciences). (COP after the term is the College of Pharmacy and COM after the term is for the College of Medicine). Click Submit.
- 8) Choose the course (CRN) for which you are entering in the drop down box and click Submit.
- 9) The attendance sheet for that course will display. For each student there is a column called Attending and is defaulted to Not Reported.
Choose a **Y** for Yes the student is attending and do not enter a last date of attendance (LDA).
Choose **N** if the student **NEVER** attended. The LDA will automatically default to the day before the 1st day of class.
Choose **S** if student has stopped attending class. This option requires you to enter a last day of attendance.
- 10) When you have entered **all** the attendance for the course click Submit. If you have more than 25 students in the class, you will need to click the “Next 25” button at the bottom of the list to enter the attendance for those students on the following pages. Be sure to click submit after you are finished or your entries will be lost.
- 11) After you have clicked submit, the Attendance Confirmation column will automatically fill in the current date.
- 13) If you are teaching more than one course, you will need to click on the **Return to Menu** button in the upper right hand of the screen. This takes you back to the main menu. Click on CRN selection, and choose a different course. Then click on Attendance Reporting again, and follow the previous steps.
- 14) Errors can be corrected by calling the Record’s Office (extension 9-4230) or **e-mail** registra@etsu.edu with the specific details. (Be sure to include a phone number where you can be reached.)