

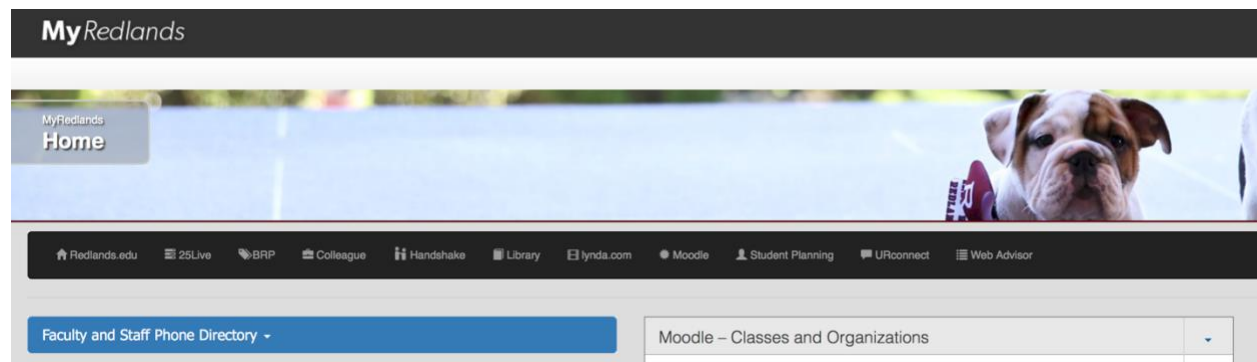
## ATTENDANCE PROCEDURES IN THE SCHOOL OF EDUCATION

For purposes of financial aid and potential reimbursements if students withdraw from the School, faculty are required to take attendance for the first two weeks of a course.

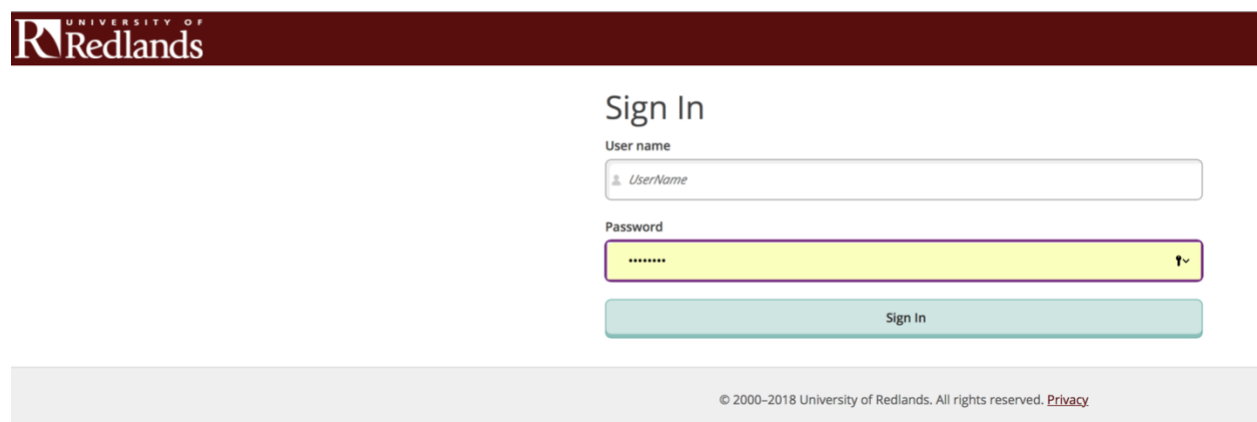
We will complete attendance through the Student Planning System (SPS). Detailed instructions are provided below.

### Recording Attendance

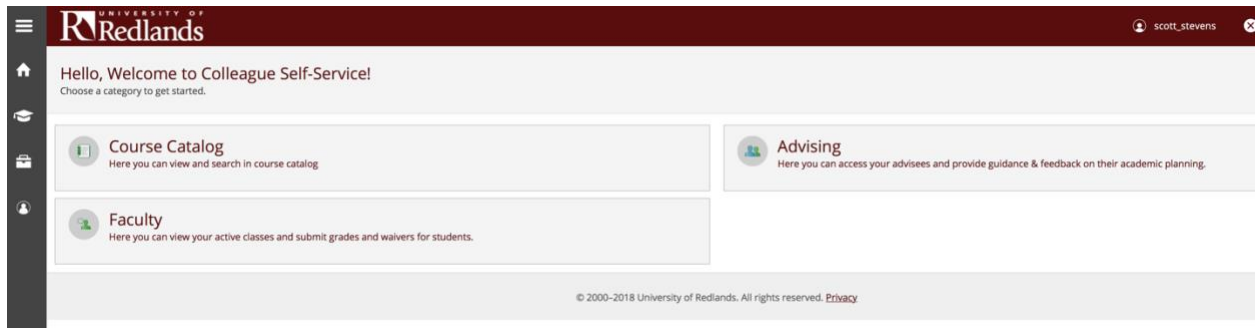
Go to your MyRedlands page to locate the Student Planning portal.



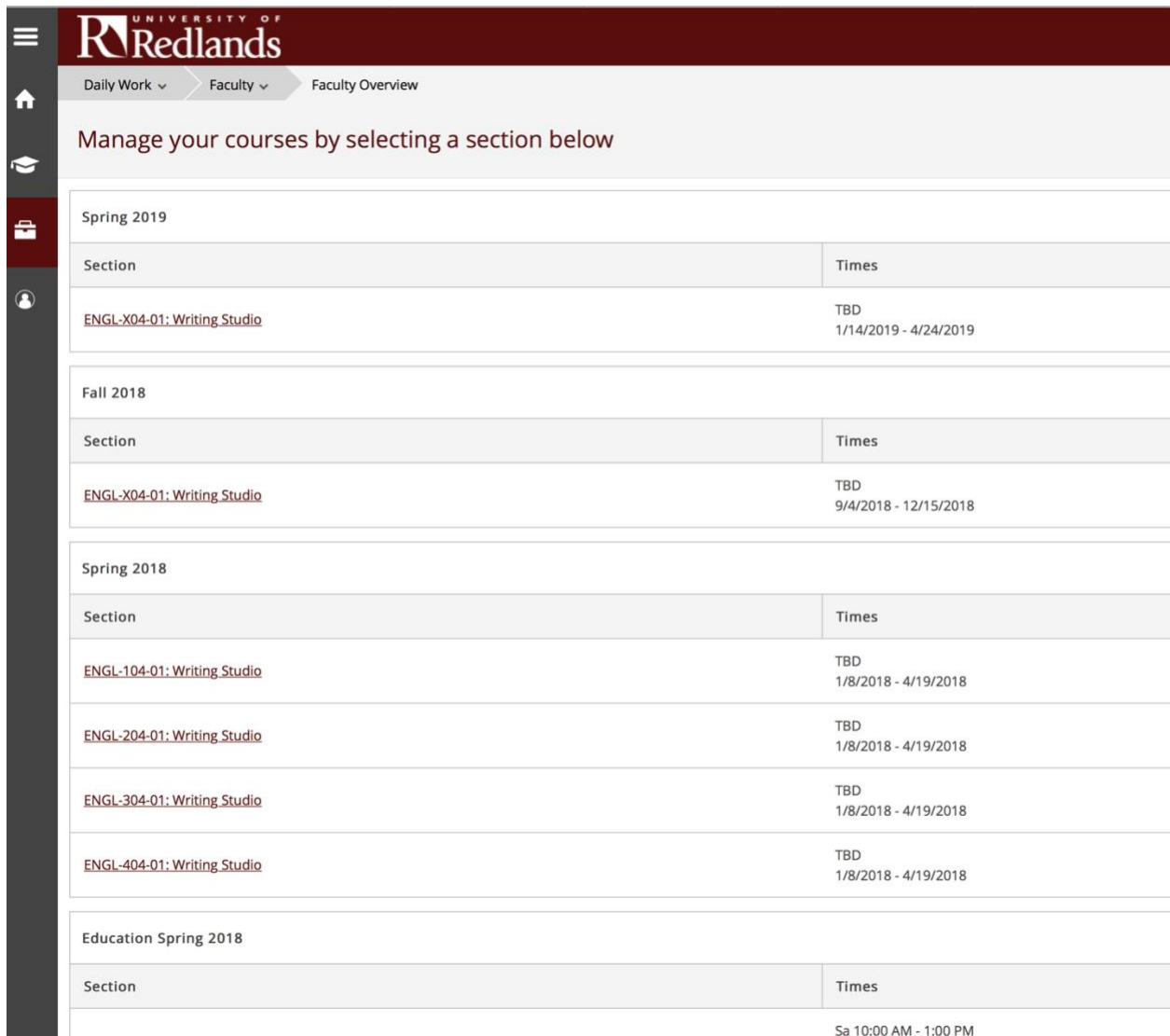
Once you click on the Student Planning link below the banner photo, you'll be taken to a login screen:



After you log in with your University of Redlands credentials, you'll be taken to the home screen listing the options available to you:



Select the "FACULTY" button and you'll see a list of your active courses:



Select the course for which you wish to enter attendance and you'll see a roster of your students:

Section Details  
[Back to Courses](#)

### MALT-610-ED04: Research in Practice





Education Spring 2018  
Redlands

Sa 10:00 AM - 1:00 PM  
1/20/2018 - 1/20/2018  
Hentschke Hall, 102 TEC  
TBD

Sa 10:00 AM - 1:00 PM  
1/27/2018 - 3/31/2018  
Duke Hall, 109 TEC  
TBD

Roster Attendance Grading Permissions

Select Date  
3/3/2018 (Saturday) ▾

Student	10:00 AM
 Barrington, Elizabeth L. 3176706	Select Attendance ▾
 Berrios, Edward P. 2979625	Select Attendance ▾
 Day-Ballinger, Reynisha 3172065	Select Attendance ▾
 Dryden, Danielle 3171395	Select Attendance ▾

Choose the date of the meeting at the upper right:

Sa 10:00 AM - 1:00 PM  
1/27/2018 - 3/31/2018  
Duke Hall, 109 TEC  
TBD

Roster Attendance Grading Permissions

Select Date



Student	10:00 AM
	<div style="border: 1px solid #ccc; padding: 2px;"><input checked="" type="checkbox"/> 3/3/2018 (Saturday) <input type="checkbox"/> 2/10/2018 (Saturday) <input type="checkbox"/> 1/27/2018 (Saturday) <input type="checkbox"/> 1/20/2018 (Saturday)</div>

Then enter the attendance for each student on your roster:

Sa 10:00 AM - 1:00 PM  
1/27/2018 - 3/31/2018  
Duke Hall, 109 TEC  
TBD

Roster Attendance Grading Permissions

Select Date  
3/3/2018 (Saturday) ↓

Student	10:00 AM
 Danticat, Edwidge 1239367	<div style="border: 1px solid gray; padding: 2px;"><input checked="" type="checkbox"/> Select Attendance <input type="checkbox"/> Present <input type="checkbox"/> Absent, no excuse <input type="checkbox"/> Absent, excused <input type="checkbox"/> Late</div>
 Salinger, J. D. 1234567	

You only need to record attendance in Student Planning for the first two weeks. After that you may keep your own attendance for your course records.