Class Attendance Sheet Guide
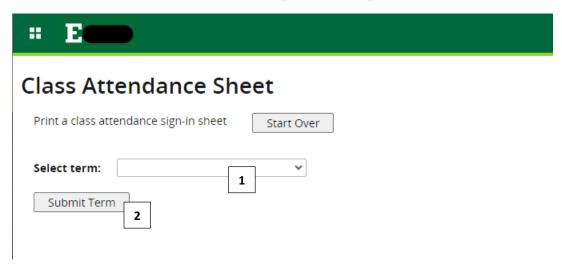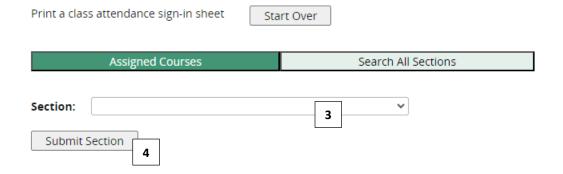
Click "Class Attendance Sheet" on the new My.emich Faculty Services card.
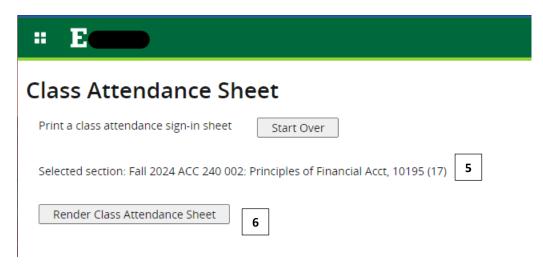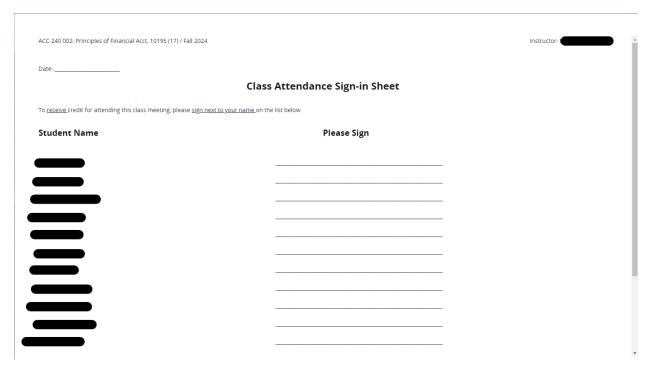

1. Click the drop-down to select a Term
2. Click "Submit Term"

3. Click the drop-down to select one of your assigned sections for the Term chosen in step 1.
4. Click "Submit Section"

Class Attendance Sheet

Print a class attendance sign-in sheet   Start Over

Selected section: Fall 2024 ACC 240 002: Principles of Financial Acct, 10195 (17)   **5**

Render Class Attendance Sheet   **6**

5. Confirm the displayed section information
6. Click "Render Class Attendance Sheet"

A new tab will appear that contains the sign-in sheet.

ACC 240 002: Principles of Financial Acct, 10195 (17) / Fall 2024   Instructor:

Date: _____

Class Attendance Sign-in Sheet

To receive credit for attending this class meeting, please sign next to your name on the list below.

Student Name   **Please Sign**

Class Attendance Sheet

Print a class attendance sign-in sheet   Start Over   **7**

Assigned Courses	Search All Sections

8

Section: [▼]

[Submit Section]

Class Attendance Sheet

Print a class attendance sign-in sheet   Start Over

Assigned Courses	Search All Sections

CRN: [   ]

or

Select subject: [▼]
Enter course number: [   ]
Enter section number: [   ]

[Search]

7. Click the "Start Over" button to reset the form.
8. You have the option to "Search All Sections" by CRN or Subject, Course Number & Section Number.