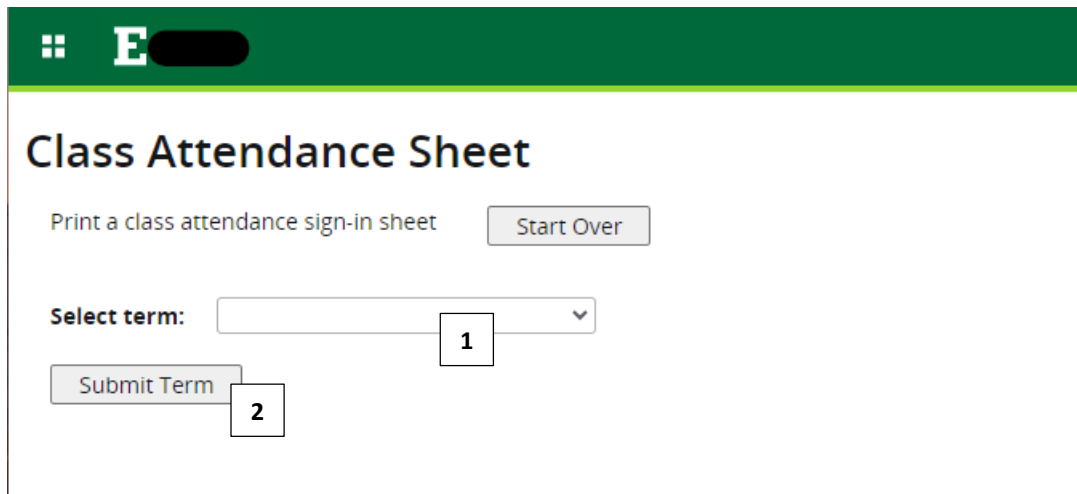


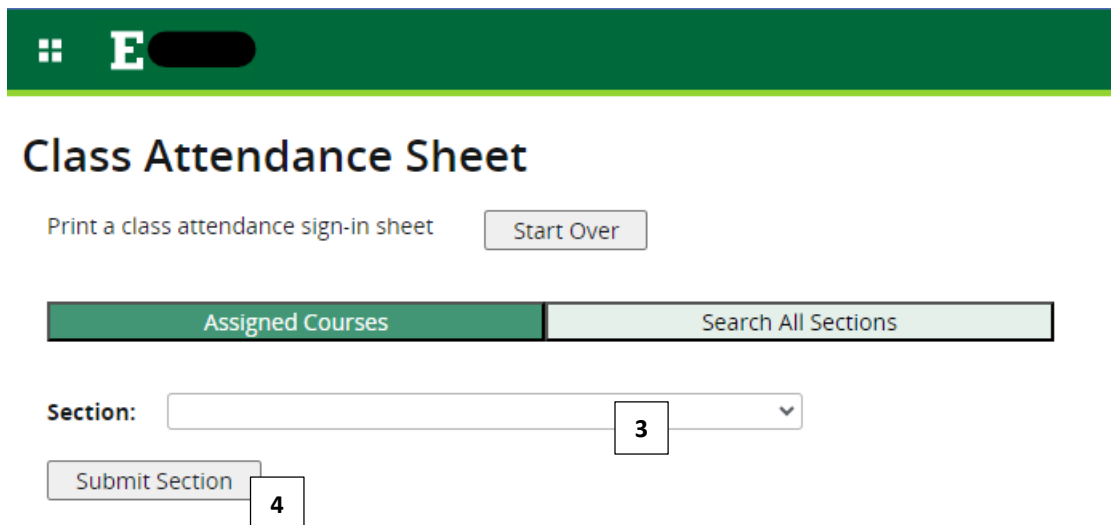
Class Attendance Sheet Guide

Click “Class Attendance Sheet” on the new My.emich Faculty Services card.



The screenshot shows the top of the 'Class Attendance Sheet' form. It has a dark green header with a white 'E' logo and a hamburger menu icon. Below the header, the title 'Class Attendance Sheet' is displayed. Underneath the title, there is a link 'Print a class attendance sign-in sheet' and a 'Start Over' button. The 'Select term:' label is followed by a dropdown menu. A box with the number '1' points to the dropdown arrow. Below the dropdown is a 'Submit Term' button, with a box containing the number '2' pointing to it.

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



This screenshot shows the next part of the 'Class Attendance Sheet' form. It features two tabs: 'Assigned Courses' (which is active and highlighted in dark green) and 'Search All Sections' (highlighted in light green). Below the tabs, the 'Section:' label is followed by a dropdown menu. A box with the number '3' points to the dropdown arrow. Below the dropdown is a 'Submit Section' button, with a box containing the number '4' pointing to it.

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

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.