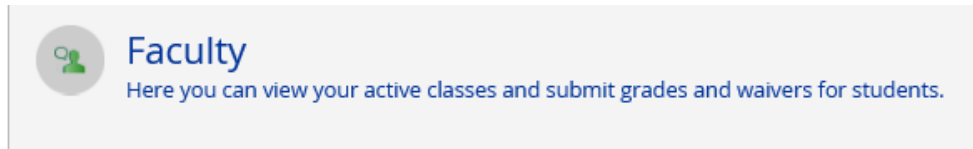


Self-Service Faculty Guide

How to Access Self-Service Faculty:

- Log into your My.MoreheadState.edu account, under the Self-Service Menu (WebAdvisor), select Faculty/Advisor - Faculty Information - Self-Service
- From the Self-Service main menu, select the “Faculty” button to access class rosters and attendance recording.









A list of your courses for the semester will display.

Section	Times	Locations
BIOL-105-999: Biology for Your Life	5/30/2018 - 12/7/2018	Internet
CIS-101-005: Computer Literacy	5/30/2018 - 12/7/2018	Internet
CIS-101-900: Computer Literacy	TBD 5/30/2018 - 12/7/2018	TBD No Meeting Time
CIS-101-901: Computer Literacy	TBD 5/30/2018 - 12/7/2018	TBD No Meeting Time
ENG-100-999: Writing I	5/30/2018 - 12/7/2018	Internet





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1. Click on the desired course section to access the Section Details page for a particular class. A class roster and attendance tab will be available on the Section Detail screen.
2. Under the Attendance tab, the option to update the attendance for all students is available. Use this to take attendance in batch, and then only interact with the records that need to be changed to a different status.
 - From the “Select Date” drop down menu, select the desired date – default date will always be the most recent day available for attendance (future dates will not be displayed)
 - From the “Update All” drop down menu, select “Update Empty Records to Present” or “Update Empty Records to Absent” – this selection will populate all students within the class to this status
 - From the individual student’s attendance record, click on the drop down menu and change the Present/Absent status to the correct choice of “Present”, “Absent, no excuse”, “Absent, excused”, or “Late”.

Update All ▾ 6/12/2018 (Tuesday) ▾

Student	Time not specified
 Devaughn, Robert 1146353	Select Attendance ▾ 
 Howard, Pamela L. 0537431	Select Attendance ▾ Present Absent, no excuse Absent, excused Late 
 Mehikic, Zina 1146219	Select Attendance ▾ 

3. By clicking on the conversation button located beside the student's attendance record, notes can be recorded to keep up with miscellaneous information.

Student	Time not specified
 Devaughn, Robert 1146353	<div data-bbox="743 401 922 611" style="border: 1px solid gray; padding: 2px;">Select Attendance ▾ Select Attendance Present Absent, no excuse Absent, excused Late</div> <div data-bbox="930 411 963 443" style="text-align: center;">⊗</div> 
 Howard, Pamela L. 0537431	<div data-bbox="930 495 963 527" style="text-align: center;">⊗</div>
 Mehikic, Zina 1146219	<div data-bbox="743 569 922 611" style="border: 1px solid gray; padding: 2px;">Select Attendance ▾</div> <div data-bbox="930 579 963 611" style="text-align: center;">⊗</div>