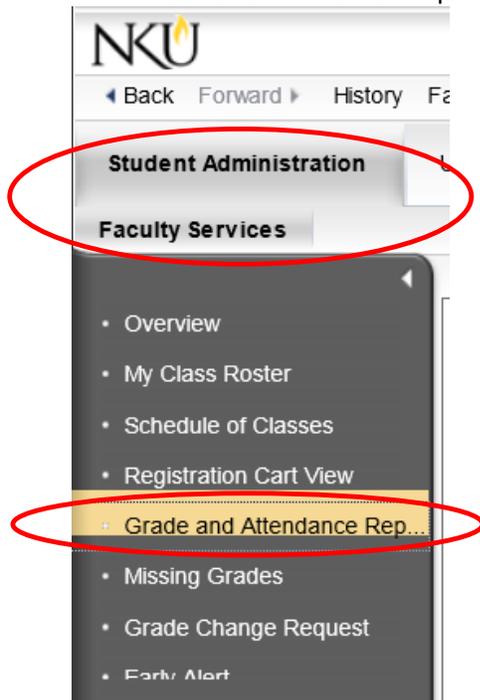


## Submitting Attendance/Non-Attendance

**Location(s):** myNKU: Student Administration → Faculty Services

**Purpose:** Perform this procedure when you need to report attendance/non-attendance.

1. Log into myNKU.
2. Select the Student Administration tab.
3. Select the Faculty Services sub-tab.
4. Click Grade and Attendance Reporting.



- Current course load is displayed in the Course List grid.

Course List			
Course	Section Title	Section ID	Subsession
JUS 205-001	Criminal Evidence	74007980	Spring (01/13/2014 - 05/02/2014)
PAD 412-001	Administrative Law	74002961	Spring Second (03/15/2014 - 05/09/2014)
PSC 100-006	American Politics - SB	61006761	Spring (01/13/2014 - 05/02/2014)
PSC 305-001	The Judicial Process	74003165	Spring (01/13/2014 - 05/02/2014)
PSC 307-001	Constitutional Law	74007363	Spring (01/13/2014 - 05/02/2014)

5. Select the course to highlight the row for which you will be entering grades.
6. Select the appropriate Grading Type from the drop down arrow. You may need to scroll down to see the Grading Type drop down.
  - Students enrolled in that course will be displayed below the Course List grid.

**Course List**

Course	Section Title	Section ID	Subsession
JUS 205-001	Criminal Evidence	74007980	Spring (01/13/2014 - 05/02/2014)
PAD 412-001	Administrative Law	74002961	Spring Second (03/15/2014 - 05/09/2014)
PSC 100-006	American Politics - SB	61006761	Spring (01/13/2014 - 05/02/2014)
PSC 305-001	The Judicial Process	74003165	Spring (01/13/2014 - 05/02/2014)
PSC 307-001	Constitutional Law	74007363	Spring (01/13/2014 - 05/02/2014)

**JUS 205-001: Criminal Evidence**

Grading Type: Attendance/Non-Attendance Status: ■ Grading Window: 01/30/2014 12:00a ...

View: [Standards] Export

Student Number	Student Name	Grade	Scale
100	[REDACTED]		ZATT

**Note:** An error message will be displayed if a Grading Type was selected that is currently unavailable.

Grading Type: Attendance/Non-Attendance Status: ❗ Grading Window: 01/30/2014 12:00am - 01/31/2014 11:59pm

❗ Attendance/Non-Attendance window is not open for this class. Please refer to date and time above.

Grading Type: Midterm Grading Status: ❗ Grading Window: 02/05/2014 12:00am - 02/05/2014 11:59pm

❗ Midterm Grading window is not open for this class. Please refer to date and time above.

7. Grades may be chosen from the match code or you may type the letter grade directly into the Grade column.

Grade	Scale
[REDACTED]	REC

This is the match code.

**Results List: 2 results found for Grade** Personal Value List Settings Show Search Criteria

Value	Scale Value
AT	Attending
DA	Did not Attend

OK Cancel

**Note:** If all students in that specific course section are attending, click All Attending. The grade of AT will be populated for each student.

Student Number	Student Name	Grade	Scale
100	[Redacted]	AT	ZATT
100	[Redacted]	AT	ZATT
100	[Redacted]	AT	ZATT
100	[Redacted]	AT	ZATT
100	[Redacted]	AT	ZATT
100	[Redacted]	AT	ZATT

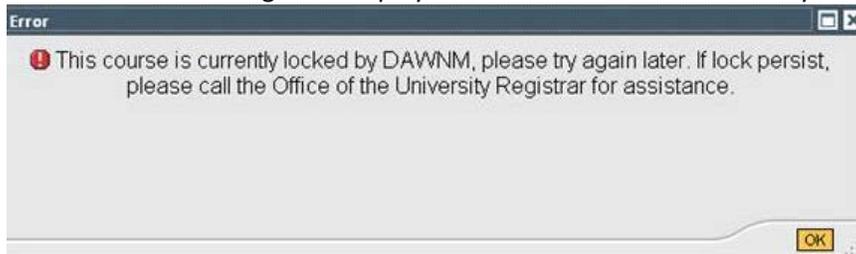
8. Enter all grades and click Save.



9. A confirmation message will be displayed, reflecting the student ID number, name and awarded grade.

Student Number	Student Name	Grade	
100	[Redacted]	AT	Successfully saved.
100	[Redacted]	AT	Successfully saved.
100	[Redacted]	AT	Successfully saved.
100	[Redacted]	AT	Successfully saved.
100	[Redacted]	AT	Successfully saved.
100	[Redacted]	AT	Successfully saved.

**Note:** An error message will display if the course section is currently locked.



10. Click Log off to securely end and close your myNKU session.

