

Stay with the herd.



The Herd Path Program

Instructions for Reporting Freshman Attendance

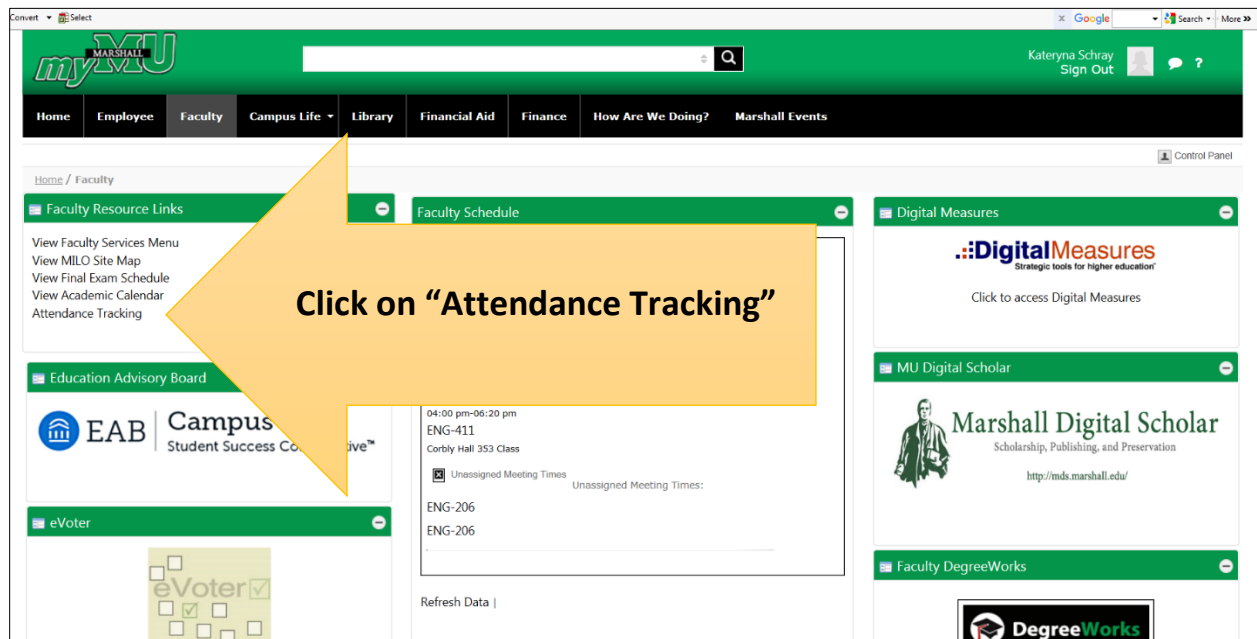
Thank you for participating in this promising freshman retention effort. Every minute of your workday is valuable, and we know that even the quickest and most efficient reporting mechanism still takes time. **THANK YOU** for caring about MU's freshmen and taking an active step towards their academic success.

Step 1: Access **myMU** and click on the "Faculty Tab" in the black ribbon.

Click on the Faculty Tab

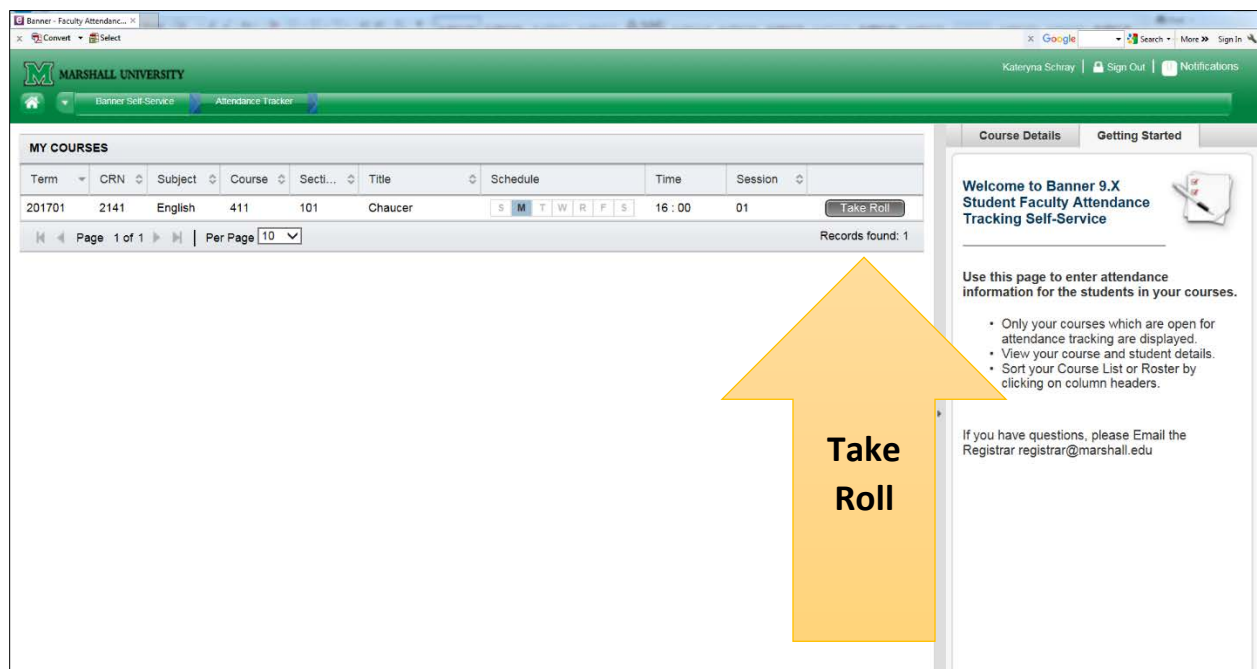
Thread	Started By	Posts	Views	Last Post
Home Furniture for sale	Anonymous	2	73	Date: 8/30/16 11:36 AM By: Risheel Golla
Single bed and Mattress for sale	Anonymous	2	41	Date: 8/30/16 11:34 AM

Step 2: Click on “Attendance Tracking” under Faculty Resource Links, in the upper left-hand corner.



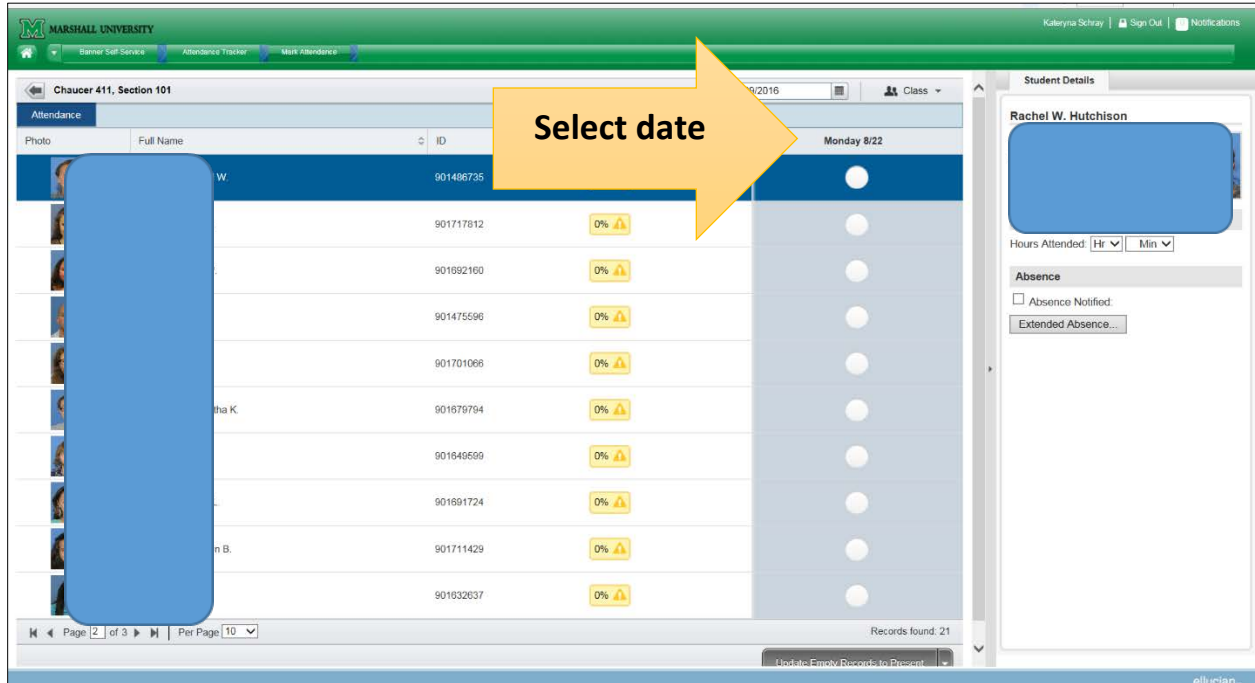
This will take you to a list of the courses you are teaching.

Step 3: Click on “Take Roll.”

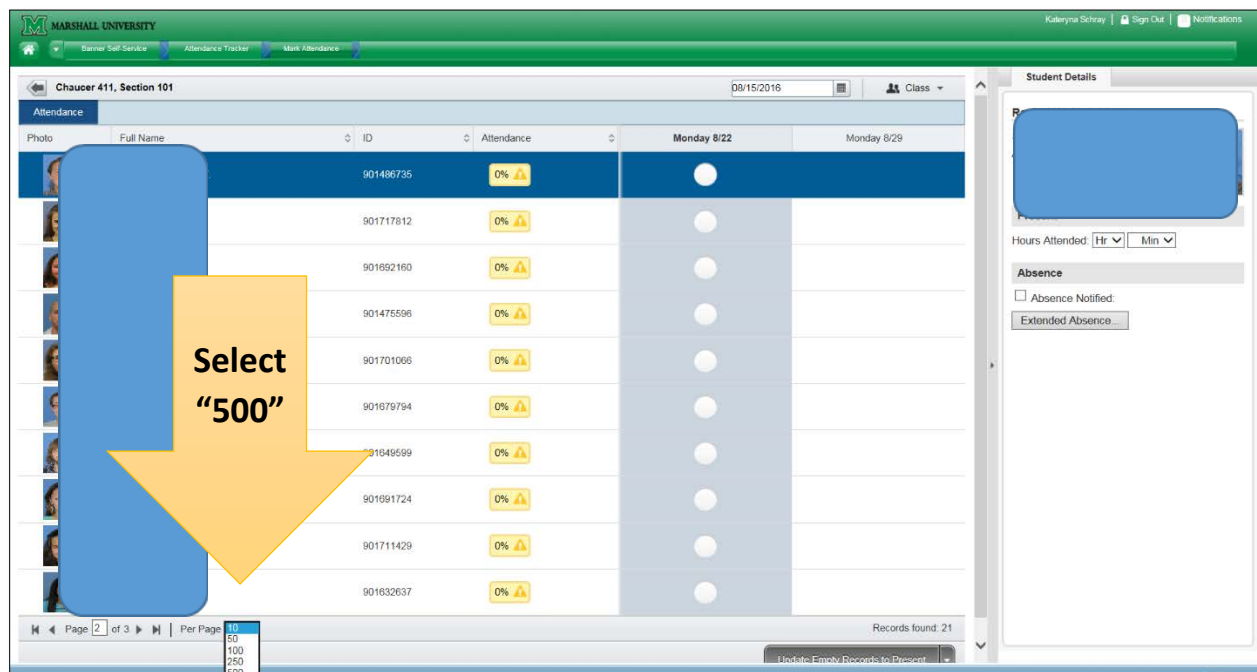


A photo roster of your students will appear. (In the examples that follow, the names of the students are covered up.)

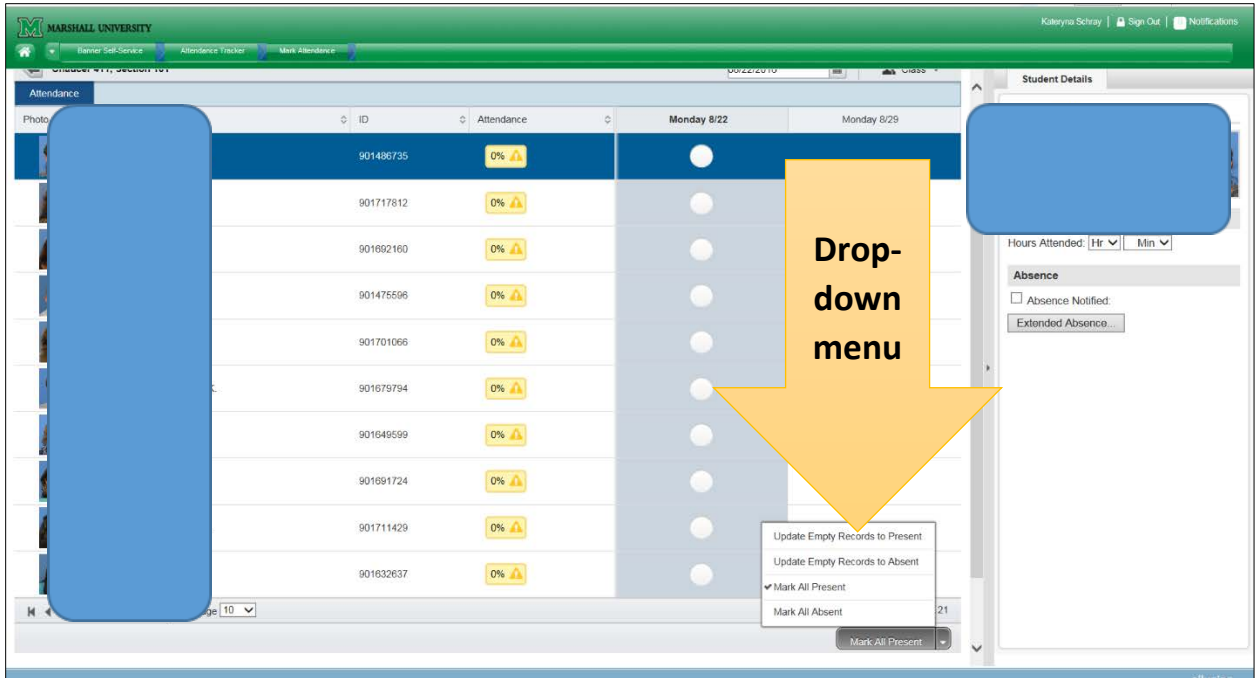
Step 4: Select the date for which you will enter attendance.



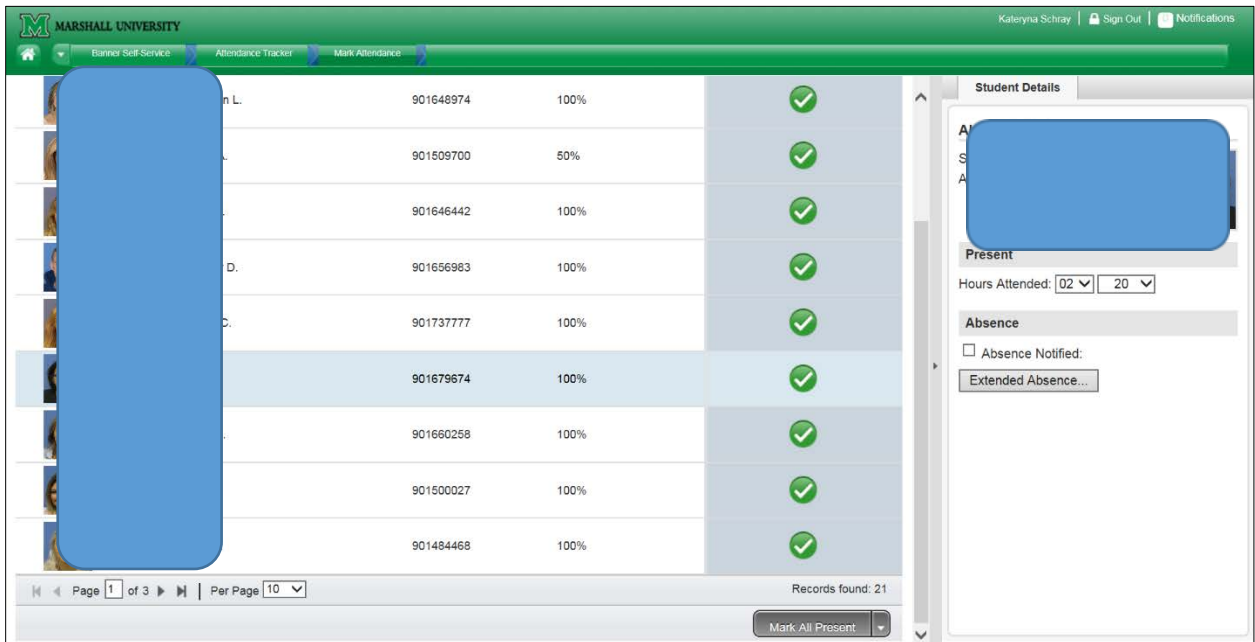
Step 5: Click on the drop-down menu at the bottom left hand corner of the page and select "500." (This will save you from having to advance multiple screens.)



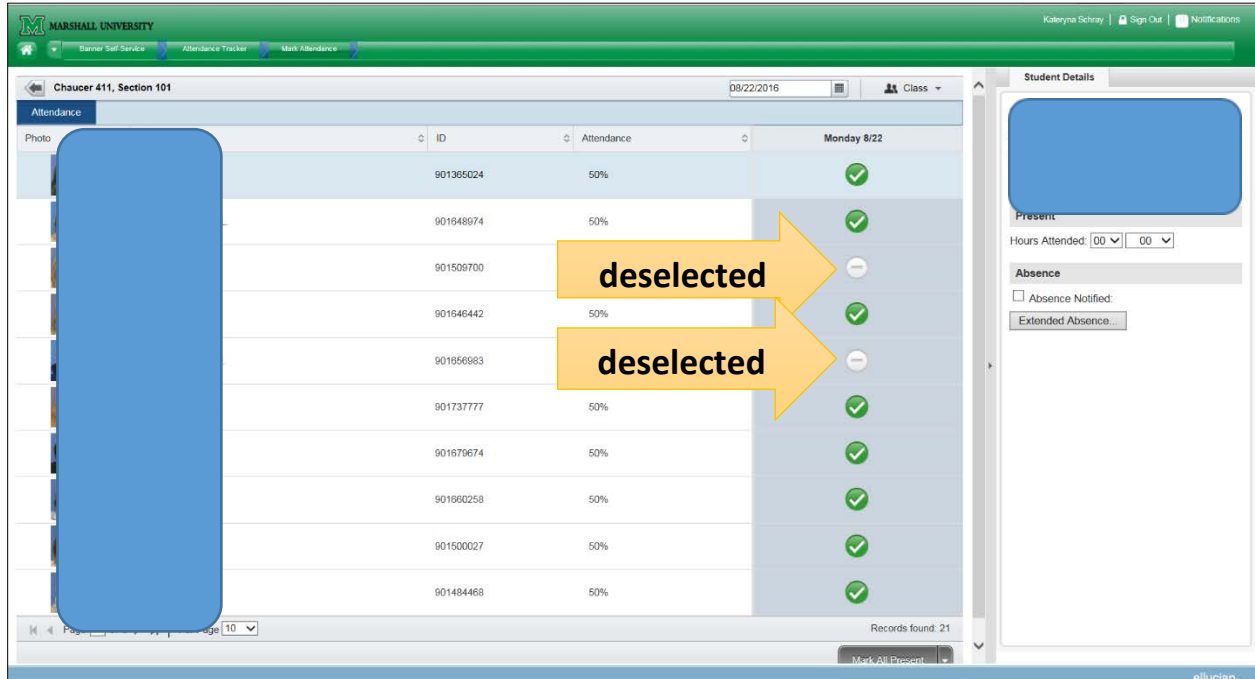
Step 6: Click "Mark All Present" in the drop-down menu at the bottom right-hand corner of the screen.



Your screen will now look like this:

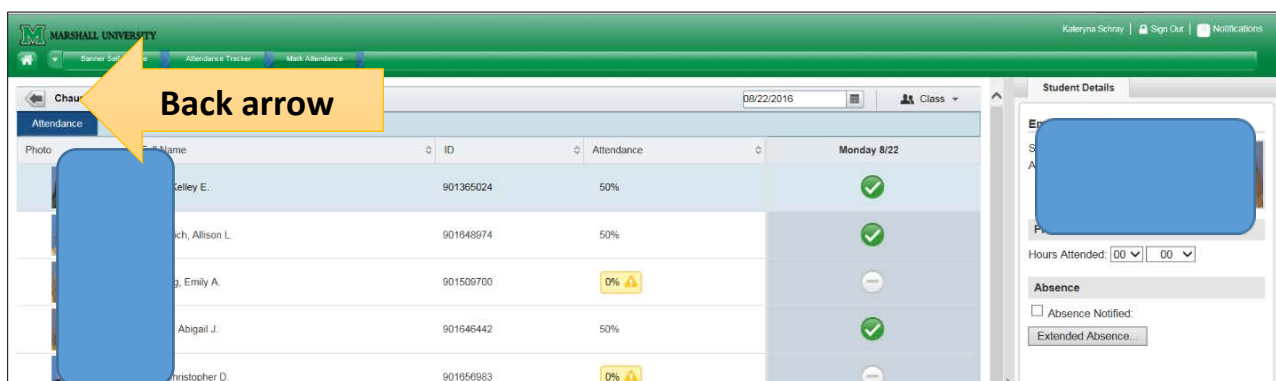


Step 7: Deselect those absent.



THAT'S IT! There is **no submit button** to click. Your attendance is recorded in Banner. To record attendance for a different date in the same course, simply select a new date at the top of the attendance column.

Step 8: To enter attendance for additional courses/sections, click the back arrow in the upper left-hand corner beside the current course to return to My Courses. Then click on "Take Roll" for the next course and repeat the steps outlined above.



Thank you for taking the time to help. Your updating of class absences is critical to the success of this program.

The Herd Path Program: QUICK FACTS

- The Herd Path Program improves academic performance, retention and graduation by emphasizing the importance of regular class attendance.
- Missed classes are an early indicator of freshmen who either have academic problems or *will have them soon*. Data from other institutions show that class attendance is a more reliable predictor of student success than high school GPA, ACT scores, and class standing.
- For many freshmen, the biggest challenges of the first year of college are not academic; the biggest challenges are developing good work habits and practicing personal responsibility.
- This initiative is NOT about making students feel bad about missing class – quite the opposite: this initiative shows students that even in a university as big as Marshall, *each individual matters*. It's also not about hand-holding or micro-managing students; instead, it's giving students a chance to course-correct before it's too late simply by alerting them to something they may not have considered.
- Herd Path Partners – positive, caring, enthusiastic upperclassmen – contact freshmen with excessive absences to emphasize three things:
 - Regular class attendance is essential for freshman academic success.
 - A freshman missing classes is often an indicator of academic difficulties.
 - Students should talk to their instructors if they are having difficulty with the material.

Thank you for helping with this effort.

IF YOU HAVE ANY QUESTIONS, COMMENTS OR **SUGGESTIONS FOR IMPROVING THIS PROGRAM**, please do not hesitate to contact me:

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