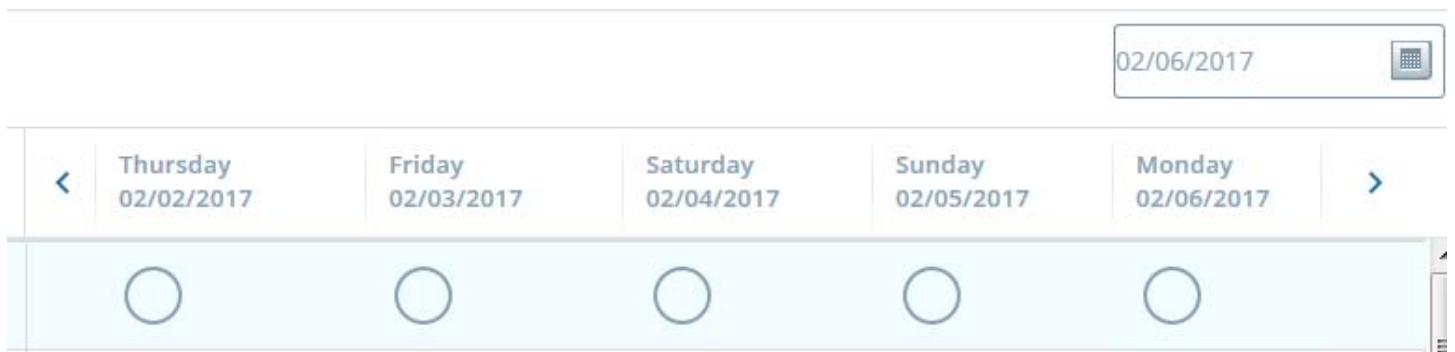


HERE ARE SOME TIPS FOR A SUCCESSFUL ATTENDANCE TRACKING TERM

- Log into MyUTK and click on the “Attendance Tracking” link located in the Staff/Academic Resources column on the front page of MyUTK.
- Only one line of a multi-line section (meeting types of lecture, lab, discussion, etc.) needs to be marked for attendance. Instructors must verify that the student has attended class **at least once** during the term. Instructors are not required to take daily attendance.
- Select a meeting day from the little calendar in the upper right of the page to choose a day to mark attendance.
- Any instructor assigned to the course can mark attendance for that course. It does not have to be the primary instructor.
- There is no submit button. Look for submission messages in the upper right part of the screen after attendance has been marked for a student. You submit the data by simply marking absent or present for a student.
- Students in courses that do not meet regularly or are online must be marked. If a student is submitting assignments or taking exams, they are present and should be marked as such. If a student is making progress toward a thesis or dissertation, they should be marked as present.
- You may find some students listed who have actually dropped the class prior to the first class meeting. These students will appear on the attendance roll as withdrawn, but there are no radio buttons for you to use to mark attendance. If you encounter these students on your attendance roll, please let the Registrar’s Office know.
- Students who withdrew after the first day of class need to have attendance marked for one of the days in which they were registered. If you have no record that the student attended, the Financial Aid Office requires that the student be marked absent.
- To find the last day a withdrawn student was registered, scroll backwards through the term by clicking on the left arrow located on the left side of the column headings for date and day of the week. This is the best way to find when withdrawn students were last registered. Make sure the little calendar and the column dates match like in the example below:



This will allow you to mark attendance for a withdrawn student.

Please contact the Office of the University Registrar if you have problems or questions about Attendance Tracking: Kathy Abbott, kcooper@utk.edu, Teresa Gilbert, tgilbert@utk.edu, or Wilma Siler, wsiler@utk.edu. Detailed Attendance Tracking instructions are posted on the front page of the Registrar’s website: <http://registrar.tennessee.edu/>