Distance Learning and Faculty Development (DLF) Training Guide: 
How to Enter Attendance in myProgress

Description: This Guide shows you to record attendance using myProgress within Blackboard. Beginning in the Fall 2015 semester, all courses must at least add the syllabus and grades in Blackboard. In addition, it is recommended that you use myProgress, within Blackboard, to record attendance.

*The myProgress Student tab is NOT available until the first day your class meets. For example, a T/TH class will see the tab on Thursday, not the Wednesday start of the semester.

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Step 1 - Go to www.csmd.edu
- Go to http://www.csmd.edu/
- Click on -- Visit my.CSMD

Figure 1: my.CSMD link
**Step 2 - Go to Blackboard in my.CSMD**
- In my.CSMD, click on -- Login for Blackboard Courses

![Blackboard link](image)

**Figure 2: Blackboard link**

**Step 3 - Go to myProgress tab in Blackboard**
- Once you see the Blackboard window, you do not need to enter a course.
- On the menu bar on the top of the page, look to the far right to find and click on -- myProgress (It may take a minute or so to load in Blackboard.)

![myProgress link](image)

**Figure 3: myProgress link**

**Step 4 - myProgress Dashboard**
- The home page for myProgress defaults to Dashboard. There is nothing to do on this page.

![myProgress Dashboard](image)

**Figure 4: myProgress Dashboard**
Step 5 - Click on the Students tab
- Click on the Students tab

Figure 5: Students tab

Step 6 - Click on the Attendance tab
- Click on the Attendance tab

Figure 6: Attendance tab

Step 7 - Select your course section
- On the right side under the Course Section heading, click on the dropdown arrow to see all your course sections
- In the list, click on the section you want

Figure 7: Select your course section

Step 8 - Record Attendance button
- On the left side, click the button -- Record Attendance.

Figure 8: Record attendance
Step 9 - Notification for initial setup
- If this is the first time you are recording attendance for this course section, you will be prompted to tell myProgress the day of the week and time for class meetings.
- Go to Step 13 to record attendance if you already set up the Class Schedule.

Figure 9: Add Class Schedule

Step 10 - Select day(s) and times
- Click on the day(s) of the week class is in session
- Use the dropdown boxes to select times
- Click -- Submit

Figure 10: Select day(s) and times

Step 11 - Confirm initial setup
- In the next pop-up, click -- OK

Figure 11: Operation Status
**Step 12 - Record Attendance button**
- To the right, click the button -- Record Attendance.

Figure 12: Record Attendance button

**Step 13 - Select the class date**
- Under Meeting Times, click the dropdown box and click once to select a date
- Click -- Submit

Figure 13: Select the date
Step 14 - Record attendance

- Your class roster will load for the date selected with students marked as present (default setting).
- Manually change student status by selecting the appropriate bubble if a student is not present.
- When you are done, click -- Submit

Figure 14: Sample section showing attendance recorded

A special thank you goes to Ronda Jacobs for creating most of this guide, and to Brent Burdick for allowing Ronda to use one of his sections!

Contact the Ronda Jacobs if you have questions about myProgress. Her number is 301-934-7611. You can also email her at RondaJ@csmd.edu. More details on using myProgress (e.g., flags, kudos) is at http://www.csmd.edu/pdf/InstructorAdvisorGuide-_Starfish_MyProgress.pdf