# Fall 2021 Taking Attendance in Self-Service to Confirm Course Rosters and for Potential Contact Tracing

To make sure students are accurately registered for billing, financial aid, and grading purposes, and to facilitate any necessary contact tracing, **attendance must be taken for the entire semester for all courses.** Maintaining seating charts can aid in taking attendance and will be useful should we need to conduct contact tracing.
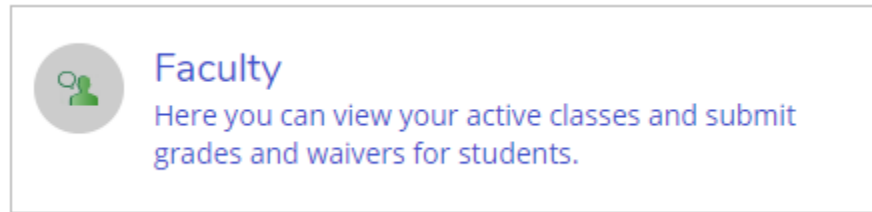
1. **Log in to CONNECT2U using your WNE credentials**
   Go to the WNE homepage and click on "CONNECT2U" and log in using your WNE credentials. If you need help with that, contact the Help Desk at extension 2200.
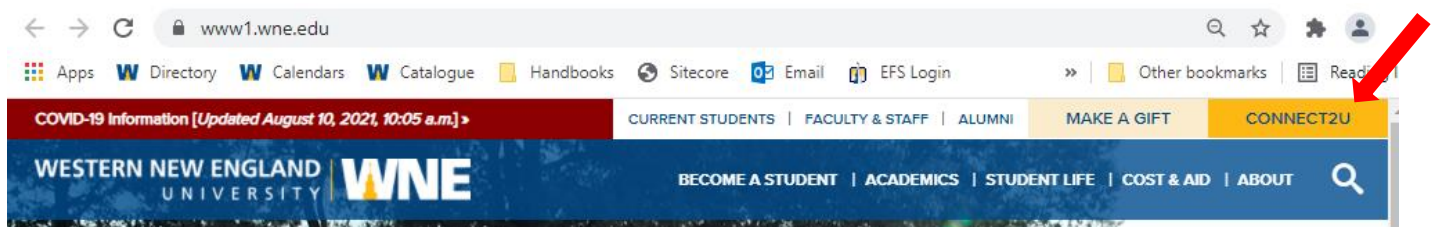
2. **Select Self-Service**
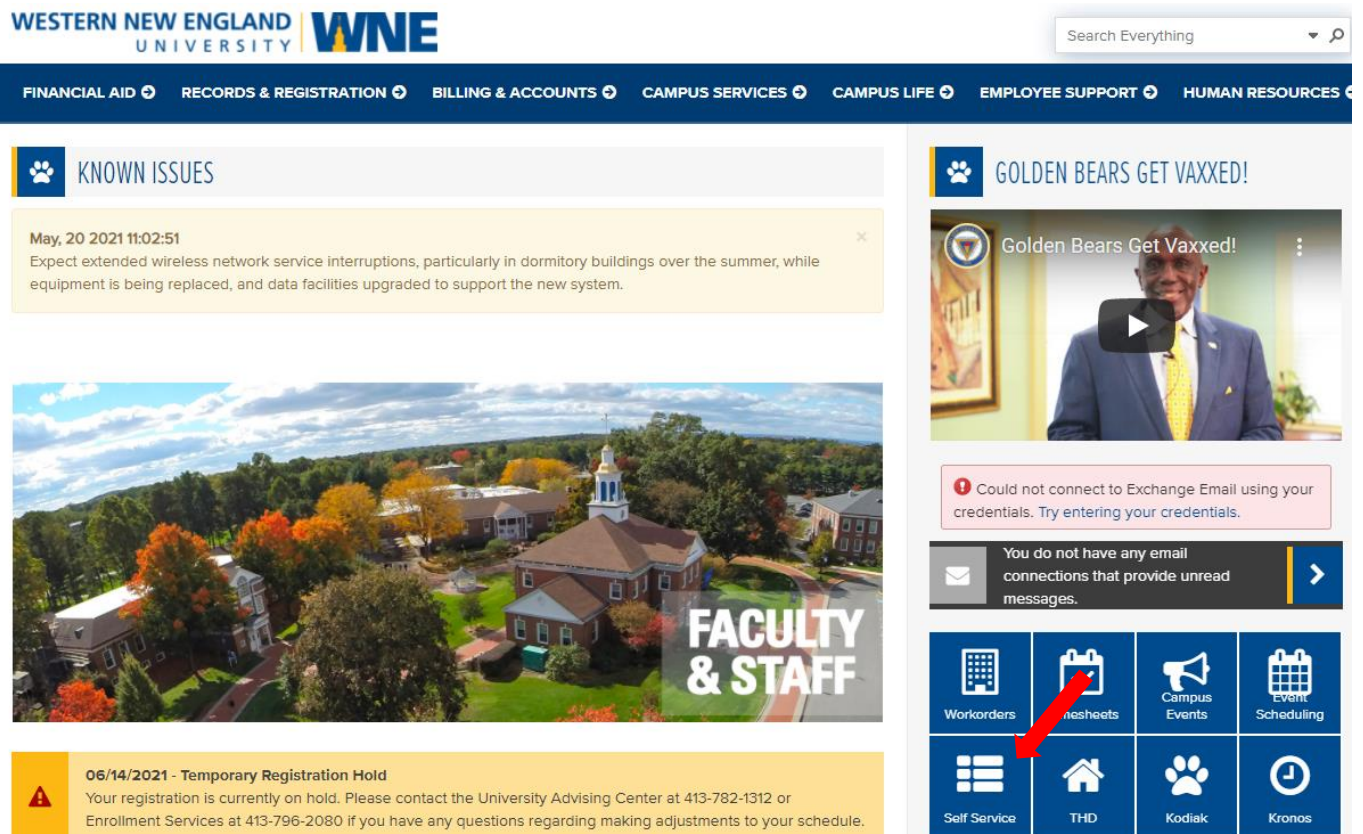
3. Select the "Faculty" tile

Faculty

Here you can view your active classes and submit grades and waivers for students.

4. Click on the section you are teaching and will take attendance for:

WESTERN NEW ENGLAND | WNE
UNIVERSITY

Daily Work / Faculty · Faculty Overview
Home

Manage your courses by selecting a section below

Fall 2021

Section	Times	Locations	Availability ⓘ
BUS-110-17: Intro to Business Seminar	T/Th 2:00 PM - 3:20 PM 8/30/2021 - 12/17/2021 T/Th 2:00 PM - 3:20 PM 8/30/2021 - 12/17/2021	University Commons, 411 Seminar University Commons, 412 Seminar	2 / 25 / 0

5. Click on "Attendance"

Section Details

< Back to Courses

BUS-110-17: Intro to Business Seminar

Fall 2021
Main Campus

T/Th 2:00 PM - 3:20 PM
8/30/2021 - 12/17/2021
University Commons, 411 Seminar

T/Th 2:00 PM - 3:20 PM
8/30/2021 - 12/17/2021
University Commons, 412 Seminar

Seats Available 5 of 25

Deadline Dates

Roster   Attendance   Census   Grading   Books   Permissions   Waitlist

6. **Select the date of the class, and select the appropriate attendance for each student**
   a. **Present**
   b. **Absent, no excuse**
   c. **Absent, excused**
   d. **Late**

LA-100-37: First Year Seminar

Fall 2018

T/Th 11:00 AM - 11:50 AM
8/27/2018 - 12/14/2018
Sleith Hall, 106 Lecture

Seats Available 13 of 20

Roster	Attendance	Grading	Books	Permissions	Waitlist

Update All ▼		Select Date	12/13/2018 (Thursday) ▼

Student	11:00 AM	Last Attendance Recorded	P	A	E	L
	Present ▼ 💬	12/13/2018	1	0	0	0

- If the student IS on the roster and in your class that day, **mark them as "Present" or "Late"**

- If the student IS on the roster but NOT in class that day, **mark them as "Absent, no excuse" or "Absent, excused".**

- If the student shows up for class but is NOT on the roster, **they may not attend until they are registered**. Send them immediately to their Dean's Office or Enrollment Services for registration assistance. Unregistered students, including auditors, may not attend class even for one day. Doing so creates a liability issue and may obligate the student to pay for courses they can't complete if they are unable to resolve Hold statuses or get Dean's Office approval for an overload.

Notify records@wne.edu if a student is on your roster but never attended during the first two weeks of class to have them administratively removed.