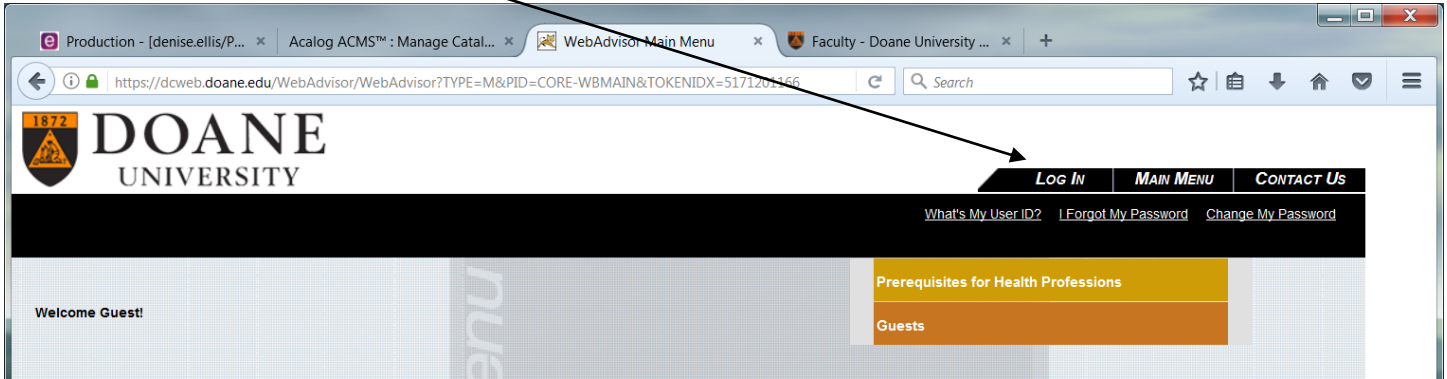
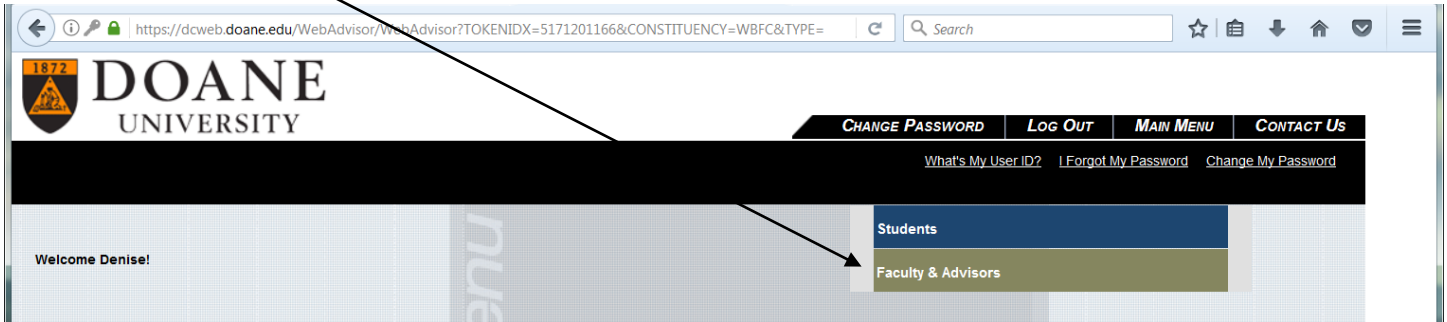


# Attendance Tracking – New and Improved! Through Self-Service

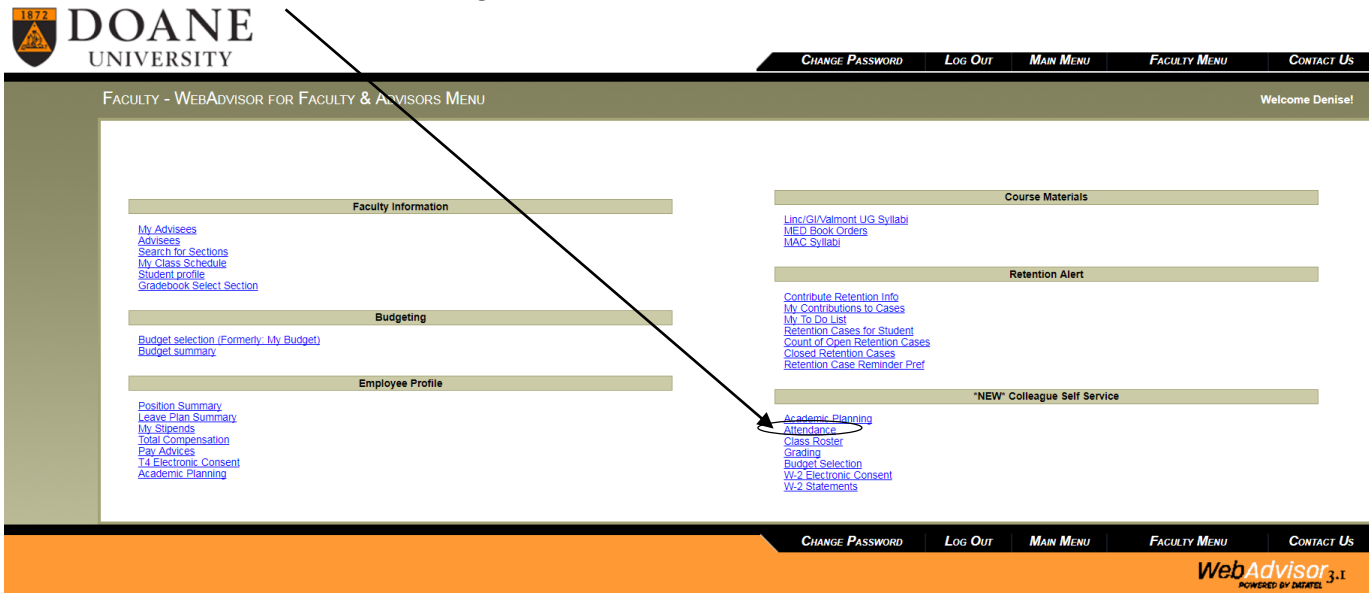
Log into WebAdvisor at [wa.doane.edu](http://wa.doane.edu).



Select Faculty & Advisors



Click on Attendance under \*New Colleague Self-Service



Select the Faculty tab option

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Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

- Employee**  
Here you can view your tax form consents, earnings statements, banking information, and timecards
- Course Catalog**  
Here you can view and search in course catalog
- Advising**  
Here you can access your advisees and provide guidance & feedback on their academic planning.
- Faculty**  
Here you can view your active classes and submit grades and waivers for students.

A list of the sections you teach will come up sorted by term. Click the section you want to take attendance for.

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Daily Work Faculty Faculty Overview

Manage your courses by selecting a section below

Section	Times	Locations	Books
CMS-220-1: Interpersonal Comm.	M/W/F 12:00 PM - 12:50 PM 8/22/2017 - 12/15/2017	Communication Building, 186 Lecture	

The roster will appear showing you all the students, click on the 2<sup>nd</sup> tab Attendance

CMS-220-1: Interpersonal Comm.

2017 Fall CAS: Crete

Crete

M/W/F 12:00 PM - 12:50 PM  
8/22/2017 - 12/15/2017  
Communication Building, 186  
TBD

Roster **Attendance** Grading Books Permissions [Email All](#)

Student Name	Student ID	Class Level	Preferred Email
Bender, Ellie J.		Senior	<a href="mailto:ellie.bender@doane.edu">ellie.bender@doane.edu</a>
Clark, Garrett M.		Sophomore	<a href="mailto:garrett.clark@doane.edu">garrett.clark@doane.edu</a>

Once the term has started, dates will populate the Select Date box. Once you selected the date, mark each student. There is not a submit button, once select a status each individual students saves.

Student	12:00 PM
Bender, Ellie J.	Present
Clark, Garrett M.	Present
Cross, Micaelan M.	Present
Davis, Jacinda	Select Attendance
DelaBarre, Hannah L.	Select Attendance
Janssen, Nathan J.	Select Attendance
Jorgensen, Wyatt L.	Select Attendance

If the term hasn't started yet, there are no reporting dates, so the attendance tab will look like this.

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Daily Work Faculty Faculty Overview

### Section Details

[Back to Courses](#)

#### CMS-112-1: Small Group Communication

2018 Spring CAS: Crete

Crete

T/Th 11:00 AM - 12:15 PM  
1/16/2018 - 5/10/2018  
Sheldon Hall, 022  
TBD

Roster Attendance Grading Books Permissions

**No Section Meetings Exists**

Remember attendance can only be entered for courses that have meeting dates (ex: M/W/F, T/Th). If your course is arranged, independent study, internship, or online there aren't any assigned dates, however, attendance/participation could be tracked through Blackboard.