

1 Login to Faculty Portal

2 Click "My Classes"

Campus Info

Academics

My Profile

Contact Manager

My Students

My Classes

BMCC

Staff Resources

## Gradebook

View Course List for Term

2023 Fall

### Primary Course List

Below are all courses to which you are assigned as the Primary Instru

Showing 1 to 1 of 1 entries

3 Click "Gradebook"

The screenshot shows a web interface with a left-hand navigation menu. The menu items are: Academics, My Profile, Contact Manager, My Students, My Classes, **Gradebook** (highlighted with an orange circle), BMCC, and Staff Resources. The main content area has a header 'Gradebook' with a blue underline. Below it, there is a section titled 'View Course List for Term' with the value '2023 Fall'. Underneath is a sub-section 'Primary Course List' with the text 'Below are all courses to which you are assigned as the Primary Instru'. It says 'Showing 1 to 1 of 1 entries' and shows a table with columns: Course, Course Title, and Section.

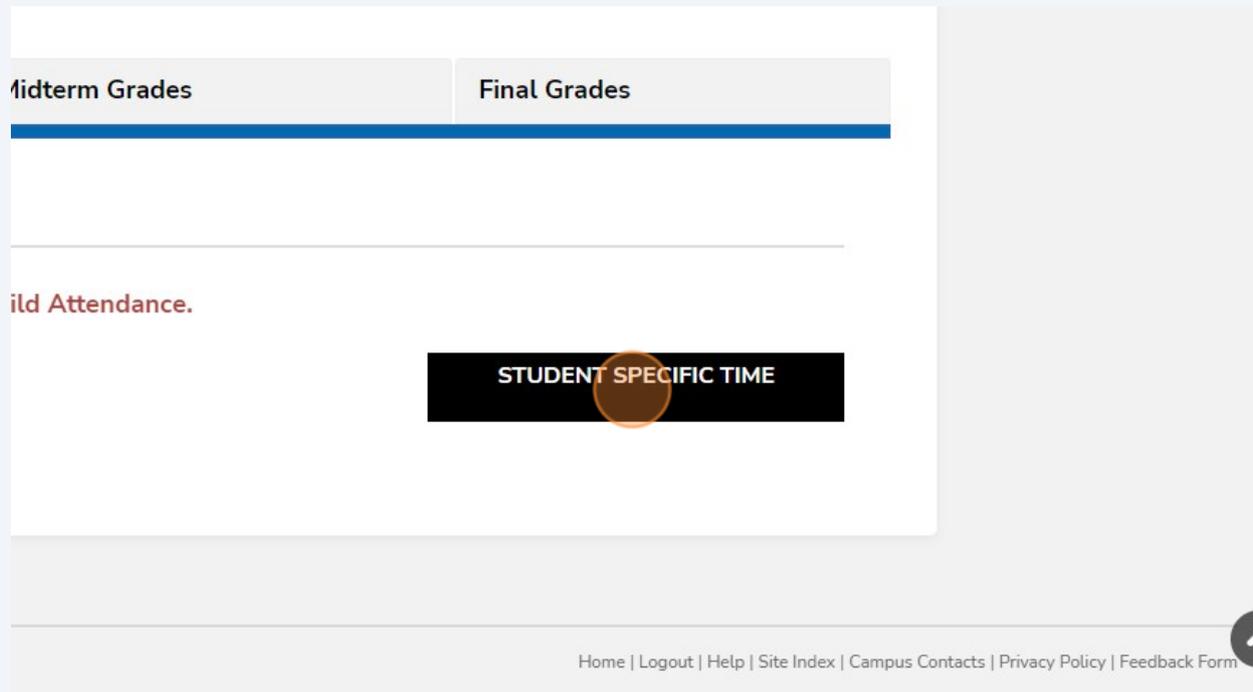
4 Click on the course title.

The screenshot shows a 'Secondary Course List' section. It includes a 'Show 10 entries' dropdown and a 'Previous 1' button. The text reads 'Below are all courses to which you are assigned as a Secondary Instructor' and 'Showing 1 to 1 of 1 entries'. A table is displayed with the following data:

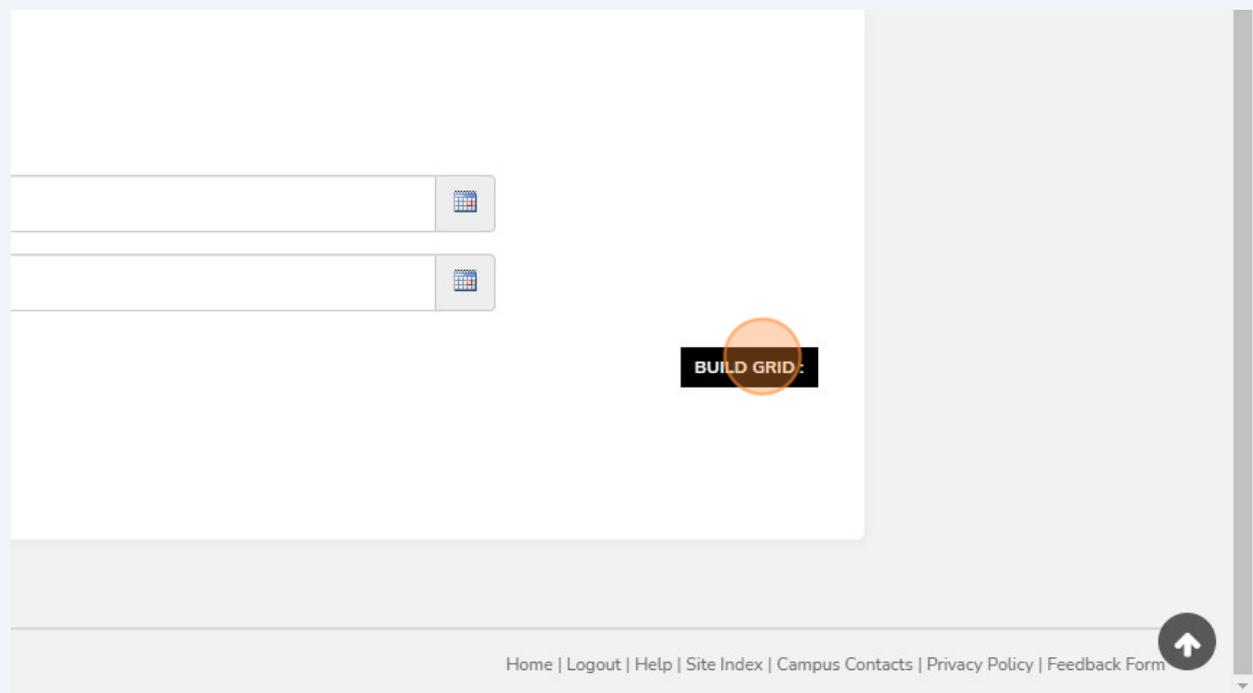
Course	Course Title	Section	Course Start/
000.701B	TECH SAVVY HEALTHY LIVING	GRNT1	9/25/2023 t

The course title 'HEALTHY LIVING' is highlighted with an orange circle. Below the table, there is another 'Show 10 entries' dropdown and a 'Previous 1' button. At the bottom left, the version number 'Version: 23.2.1.27' is visible.

5 Click "STUDENT SPECIFIC TIME"



6 Click "BUILD GRID :"



7

Enter "50" in the empty box for all students present.

From : 10/6/2023

To : 10/12/2023

not be posted.

	10/6/2023
	<input type="text"/>

8

Click "Update"

<input type="text"/>



UPDATE

9

Attendance should now be posted for all students with a value in the field. Anyone blank will stay in a schedule status.