How to Post Attendance in Faculty Portal

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"

Academics

My Profile

Contact Manager

My Students

My Classes

Gradebook

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 Instr

Showing 1 to 1 of 1 entries

Course	▲	Course Title	⇕	Section	⇕

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4 Click on the course title.

Show [10 ▼] entries   Previous [1] N

Secondary Course List
Below are all courses to which you are assigned as a Secondary Instructor

Showing 1 to 1 of 1 entries

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

Show [10 ▼] entries   Previous [1] N

Version: 23.2.1.27

5 Click "STUDENT SPECIFIC TIME"

Midterm Grades	Final Grades

ild Attendance.

STUDENT SPECIFIC TIME
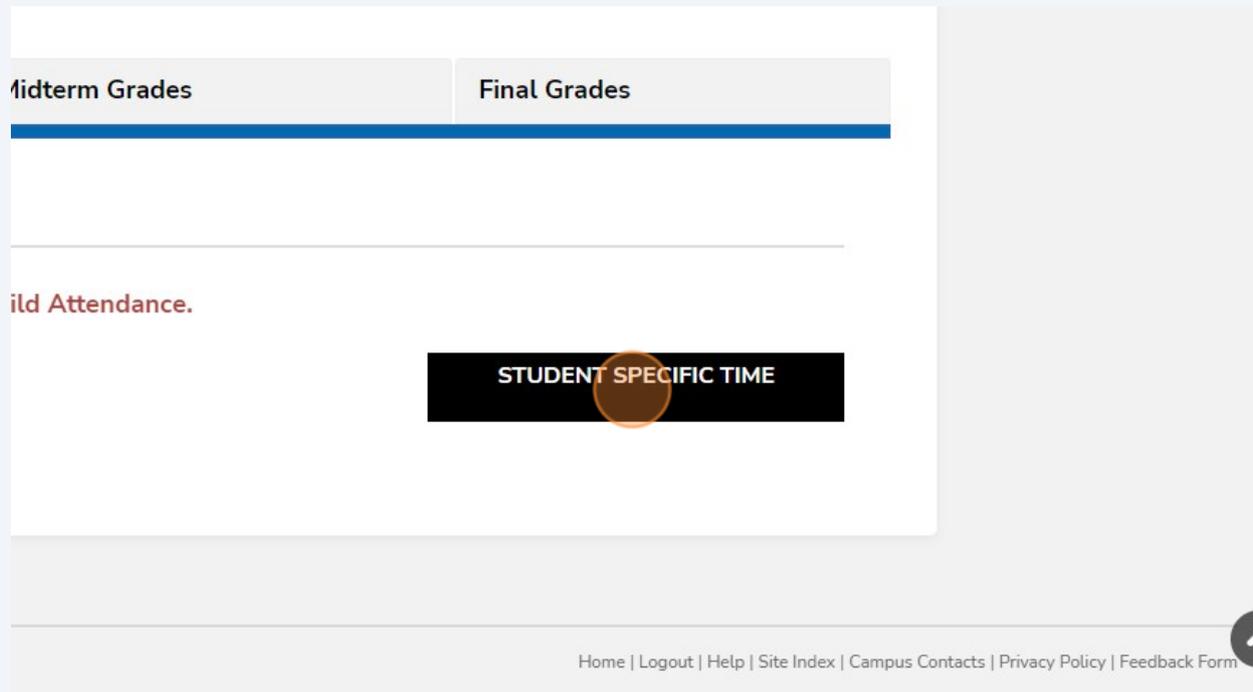
6 Click "BUILD GRID :"

BUILD GRID :
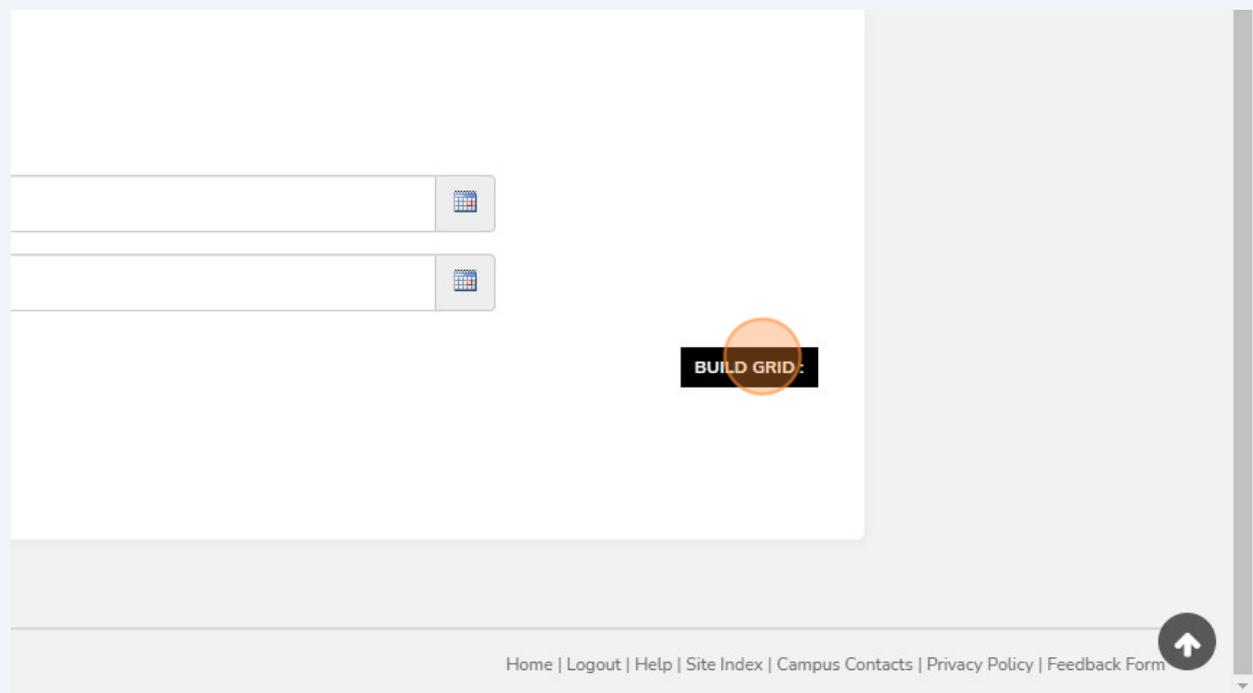
7 Enter "50" in the empty box for all students present.

| From : | 10/6/2023 |
| To : | 10/12/2023 |

not be posted.

		10/6/2023

8 Click "Update"

UPDATE

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