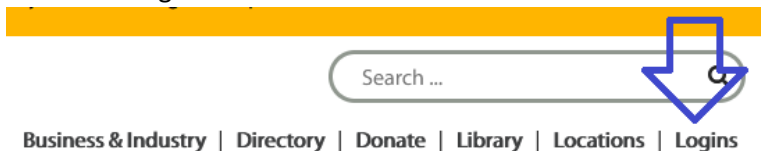


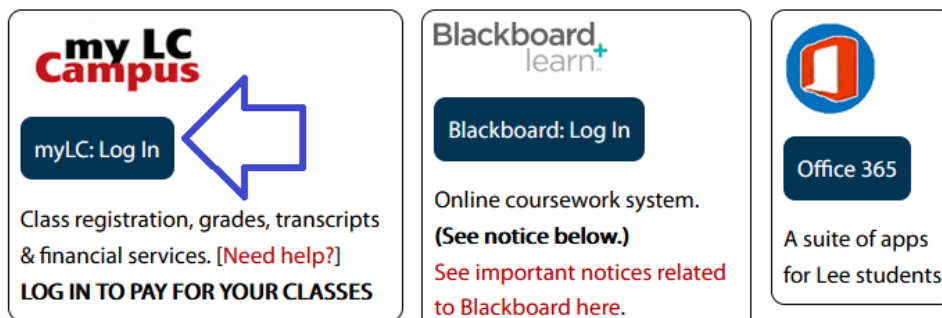
myLC Attendance Roster Tool

As an empirical data-driven campus, we actively seek data that will aid our quest to enhance the student learning experience. One of the data that we are collecting is the student's attendance record to aid with the student retention efforts. To streamline the data collection process, our Helpdesk team created an attendance roster tool that allows faculty to easily record their course attendance. The following instruction will cover the step-by-step procedure to access and record your course attendance for each meeting session.

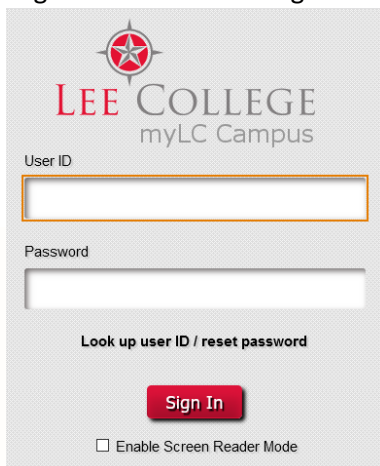
1. Navigate to the Lee College's homepage, <https://lee.edu/>.
2. Select the Logins tab.



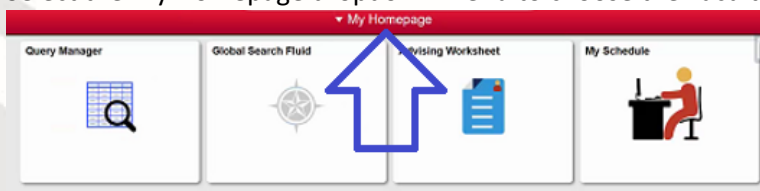
3. Select the "myLC: Log In" button.



4. Log in into the Lee College's Peoplesoft system, myLC, with your faculty credentials.



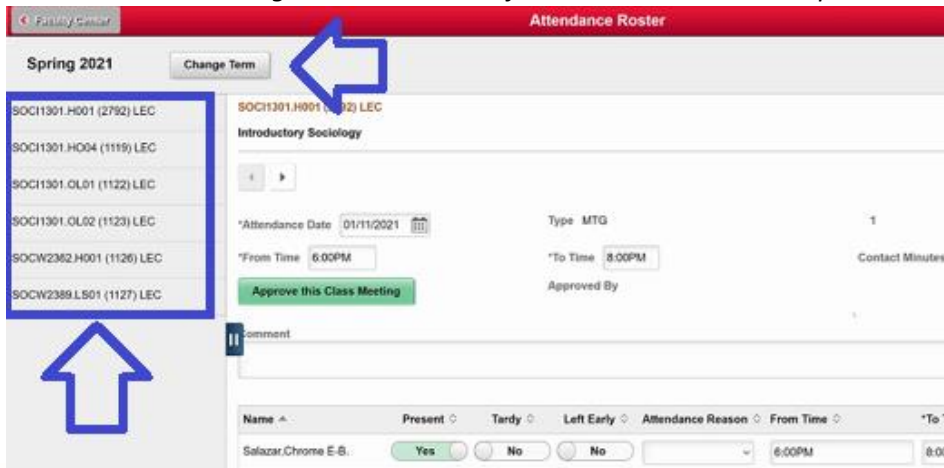
5. Select the My Homepage dropdown menu to choose the Faculty Center option.



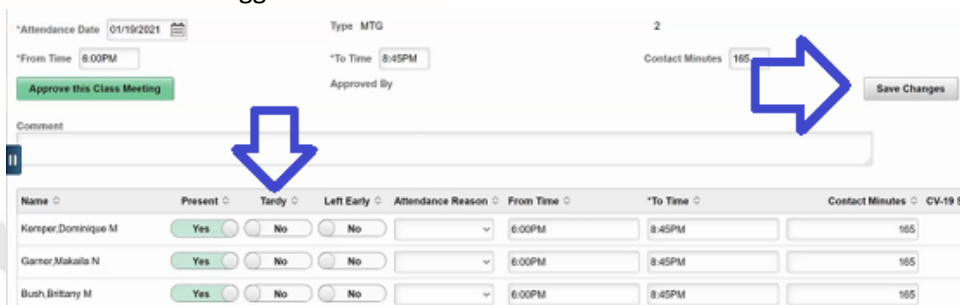
6. In the Faculty Center screen, select the "Attendance Roster (fluid)" tile.



7. In the Attendance screen, ensure that you are in the correct semester. If not, select the Change Term button. If you are in the correct semester, select the course that you wish to see the roster.
Note: You will have to generate the roster for the students to show up in the selected course.



8. Select one of the toggle buttons next each student's name to mark their attendance status.



9. Once you have marked the attendance for each student, select the "Save Changes" button to complete the process.