

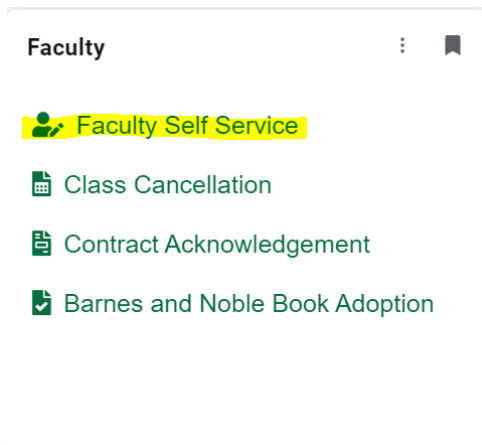
# Instructor Guide for Census Reporting Using MyMV

## ❖ Finding the Rosters to Report Attendance

### 1. Login to MyMV



### 2. Select **Faculty Card** and click on **Faculty Self-Service** link.



### 3. Next, select **Faculty Grade Entry** and click the tab **Midterm Grades** to view a list of the CRNs available for attendance reporting for the current term.

- If you have multiple sections, using the **Search** bar can help narrow your findings. Just type in the CRN you need.

- Class List
- Advising Student Profile
- **Faculty Grade Entry**
- Attendance Tracking
- Faculty Schedule
- Faculty Detail Schedule
- Change of Grade / Incomplete Form
- Barnes and Nobles Book Adoption
- Supportive Intervention Request Form

Midterm Grades Final Grades Gradebook							
My Courses							
Grading Status	Subject	Course	Section	Title	Term	CRN	
Not Started	EN - English	102	104	English 2:Idea&Values Lit	202408 - 2024 Fall Semester	11419	
Not Started	EN - English	102	105	English 2:Idea&Values Lit	202408 - 2024 Fall Semester	11420	
Not Started	EN - English	102	107	English 2:Idea&Values Lit	202408 - 2024 Fall Semester	11421	
Not Started	EN - English	102	102	English 2:Idea&Values Lit	202408 - 2024 Fall Semester	11422	
Not Started	EN - English	102	110	English 2:Idea&Values Lit	202408 - 2024 Fall Semester	11423	
Not Started	EN - English	101	130	English 1: Composition	202408 - 2024 Fall Semester	50213	

## ❖ Census Attendance Reporting

1. To see the class **roster** click on a course from your list of CRNs.
2. **Remember** rosters can have multiple pages. Please **SAVE** each page to keep your recorded entries.
3. This reporting is for attendance **ONLY**. Please **ignore** prompt asking for midterm grades.

a. Leave **Midterm Grade** column **blank!**

The screenshot shows a reporting interface with a 'Page 1 of 5' indicator and a 'Per Page' dropdown. Below this is a blue 'Save' button and a 'Reset' link. To the right, a yellow confirmation box displays the message: 'Save Successful, grading for CRN 11419 is still Not Started'. An 'OK' button is located at the bottom right of the confirmation box.

## ❖ To Report Students Currently Attending:

1. Leave the **Hours Attended** column blank for students currently attending.
2. In the **Last Attend Date** column enter the census date for the Part of Term the course runs.
3. If the class has met since the census date, enter the date the class recently met.

The screenshot shows a table with three columns: 'Midterm Grade', 'Last Attend Date', and 'Hours Attended'. Each column has a dropdown arrow. The 'Last Attend Date' column contains the date '09/13/2024' for three rows. The 'Hours Attended' column is empty for all three rows. A search bar is visible at the top right of the table.

## ❖ To Report Students who **NEVER ATTENDED**:

1. Leave the **Last Attended** column blank for students who never attended.
2. Put a **zero (0)** in the **Hours Attended** column.

The screenshot shows a table with two columns: 'Last Attend Date' and 'Hours Attended'. Each column has a dropdown arrow. The 'Last Attend Date' column is empty for three rows. The 'Hours Attended' column contains the value '0' for all three rows.

## ❖ To Report Students who attended at **least once** but **STOPPED** attending before the census date:

1. Enter the student's *last known date* of attendance (this will be a date before the census date) in the **Last Attend Date** column.
2. Enter the number one (**1**) in the **Hours Attended** column.

The screenshot shows a table with two columns: 'Last Attend Date' and 'Hours Attended'. Each column has a dropdown arrow. The 'Last Attend Date' column contains the dates '08/27/2024', '08/30/2024', and '09/09/2024' for three rows. The 'Hours Attended' column contains the value '1' for all three rows.