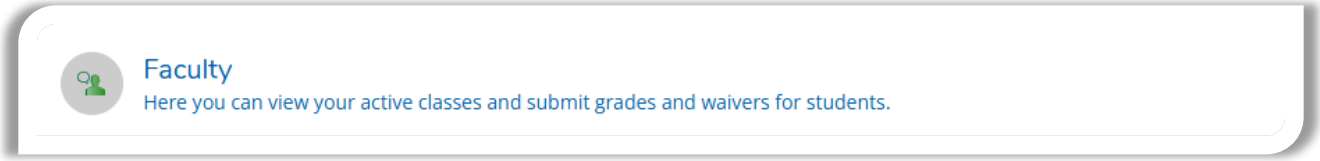
How to Enter Attendance for Online Sections

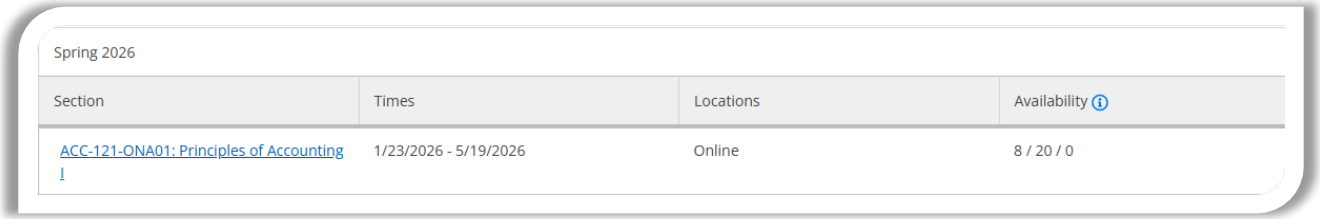
Step 1: Access the Portal

Sign in to **LibertyLink** using your faculty credentials.



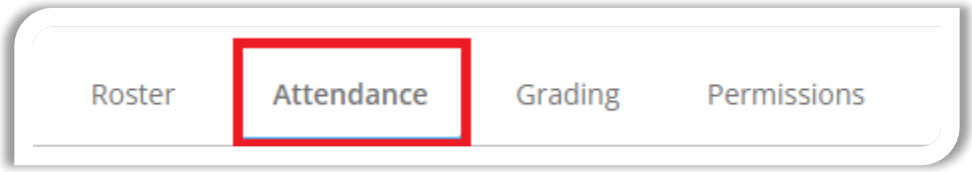
Step 2: Navigate to Faculty Tools

From the main menu or dashboard, select the faculty tile or tab and locate the specific online section you wish to manage, and **click on the section name** to open its details.



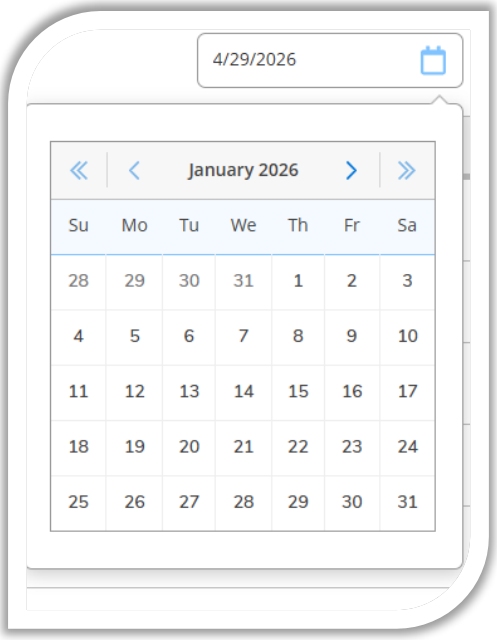
Step 3: Open the Attendance Tab

Within the course section menu, click on the Attendance tab.



Step 4: Record Weekly Attendance

For online sections, attendance is typically tracked by the week rather than by a specific daily meeting.



- **When to Start:** Attendance can be recorded starting from the first day of class.
- **Select the Date First:** You must **click on the specific date** first (for example, January 26, 2026) to activate the roster for that week.
- **Update Status:** After selecting the date, enter the attendance status (e.g., Present, Absent) for your students.
- **Weekly Entry:** You can click on **any day** within a calendar week to record attendance for that specific week (e.g., Week 1, Week 2)
- **Real-Time Sync:** The system updates in **real-time** as you make your selections.

Important System Rules

No Future Dates: You cannot record attendance for dates that have not yet occurred. For example, if today is April 29, 2026, the system will not allow you to enter attendance for April 30.

Correct Selection: Always confirm the correct date is highlighted in the calendar view before entering status updates to ensure data accuracy.

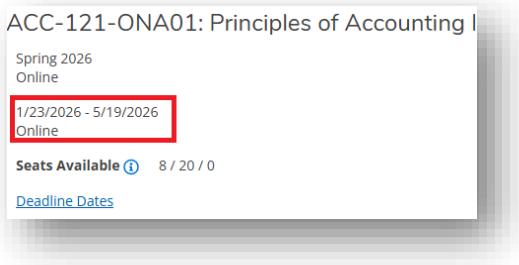
Attendance Recording: Attendance shall be recorded no more than seven (7) calendar days after each class meeting for on-ground or remote courses and no more than seven (7) calendar days at the end of each module for online courses.

Quick Reference: Recording Online Attendance

1. Access and Navigation

- Sign in to the portal and select the **Faculty** tile.
- Click on the specific **Section Name** you wish to update.

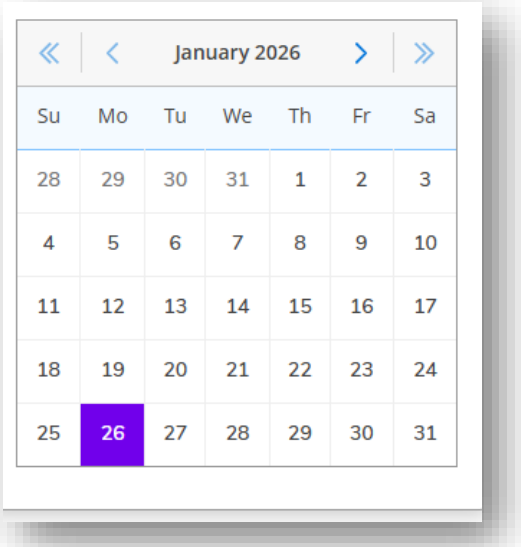
2. Date Verification



- **Check the Term:** Before entering data, look at the left side of the page to confirm the date falls within the official **Term Start and End Dates**.
- **Rule of Recency:** The system does not allow attendance entry for future dates (e.g., if today is April 29, you cannot enter data for April 30).

3. Using the Calendar

- Navigate to the **Attendance** tab.
- Open the **Calendar** icon located on the **top right-hand side** of the screen.
- **Select the Date First:** Click on a specific day within the week you are recording (e.g., click any day in "Week 1" to open that week's roster). **The date must be selected before you can modify student statuses.**



4. Entering Data

- Update the attendance status (e.g., Present, Absent) for each student.
- **Real-Time Sync:** There is no "Submit" button required; the system updates in **real-time** as you make your selections.

