

Attendance & Progress Reporting Handout

Quick Start

Login to myWCU. Menu Search (search word "attendance")

Detailed Instructions

Once you select "Reporting Attendance..." from the myWCU menu, use the pull downs to select the correct term and course. The screenshots below illustrate how to report attendance 1) student-



Using the Mass Update Form

When using the mass update form to report attendance, make sure the names and not just the numbers match. Misreporting a student as 'attended' can cause serious down-stream problems for the student and the university.



