

How to View My Attendance

(Use Mozilla Firefox or Google Chrome)

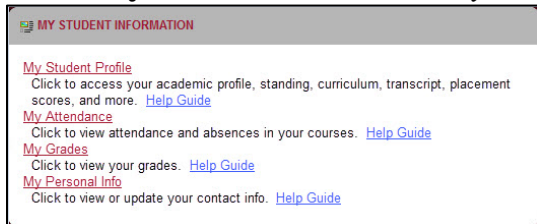


1. Log in to My HOLMES Portal.

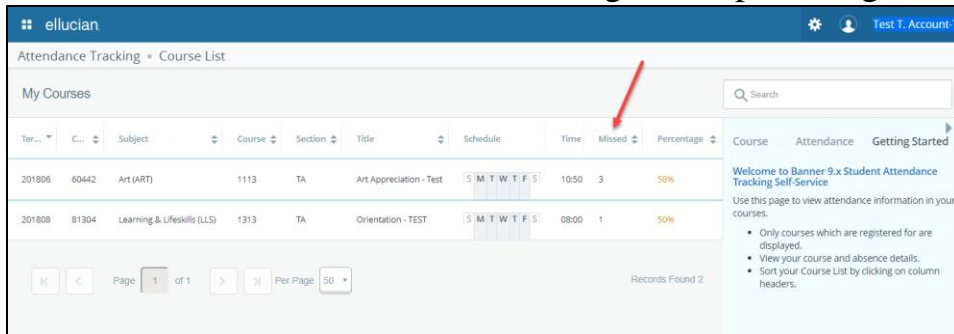
2. Click on the *Academics/Career Technical* icon.



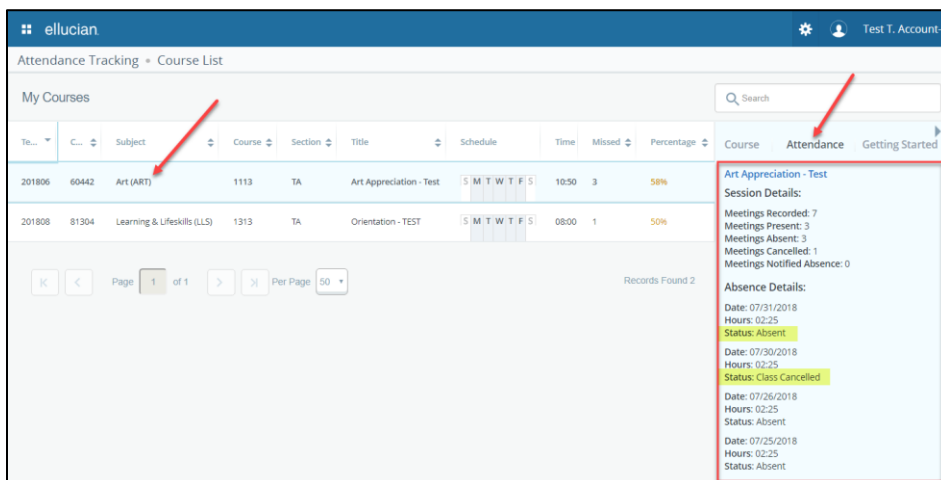
3. Click on **My Attendance** in the *My Student Information* portlet.



4. The **My Courses** page will be displayed. You can see the number of days you were absent under *Missed*. Note: Students should disregard the percentage information.



5. Click on a course and the attendance information will be displayed under the **Attendance** tab over on the right. *Session Details* will show the number of recorded meetings, number present, number absent, and number cancelled. *Absence Details* will show you the dates you were absent or dates that were cancelled.



6. Click on the **Course** tab to display the course information, campus, meeting dates, and instructor.

The screenshot shows the ellucian Attendance Tracking Course List interface. The 'Course' tab is selected, and a red box highlights the course details for 'Art Appreciation - Test'. A red arrow points to the 'Course' tab.

Term	CRN	Subject	Course	Section	Title	Schedule	Time	Missed	Percentage
201806	60442	Art (ART)	1113	TA	Art Appreciation - Test	S M T W T F S	10:50	3	58%
201808	81304	Learning & Lifeskills (LLS)	1313	TA	Orientation - TEST	S M T W T F S	08:00	1	50%

Course Details for Art Appreciation - Test:

- Term: 201806
- Subject: Art (ART)
- Course: 1113
- Section: TA
- CRN: 60442
- Session: 01
- Campus: Goodman Campus
- Section Dates: 07/23/2018- 08/03/2018
- Meeting Dates: 07/23/2018- 08/03/2018
- Primary Staff: Lilly Q. Austin
- Other Staff(s): Steven M. Tiller

NOTE:

- For courses that have a combination lecture/lab or combination lecture/lecture with the same CRN, the lecture and labs will be displayed on separate lines.

The screenshot shows the ellucian Attendance Tracking Course List interface with two entries for 'Principles of Biology I-TEST' with the same CRN (60441) but different times (08:00 and 09:25).

Term	CRN	Subject	Course	Section	Title	Schedule	Time	Missed	Percentage
201806	60441	Biology (BIO)	1114	TA	Principles of Biology I-TEST	S M T W T F S	08:00	1	76%
201806	60441	Biology (BIO)	1114	TA	Principles of Biology I-TEST	S M T W T F S	09:25	1	67%

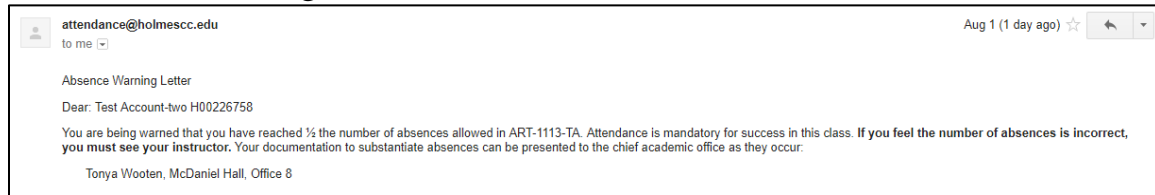
Course Details for Principles of Biology I-TEST (08:00):

- Term: 201806
- Subject: Biology (BIO)
- Course: 1114
- Section: TA
- CRN: 60441
- Session: 01
- Campus: Goodman Campus
- Section Dates: 06/27/2018- 07/24/2018
- Meeting Dates: 06/27/2018- 07/24/2018
- Primary Staff: Lilly Q. Austin
- Other Staff(s):

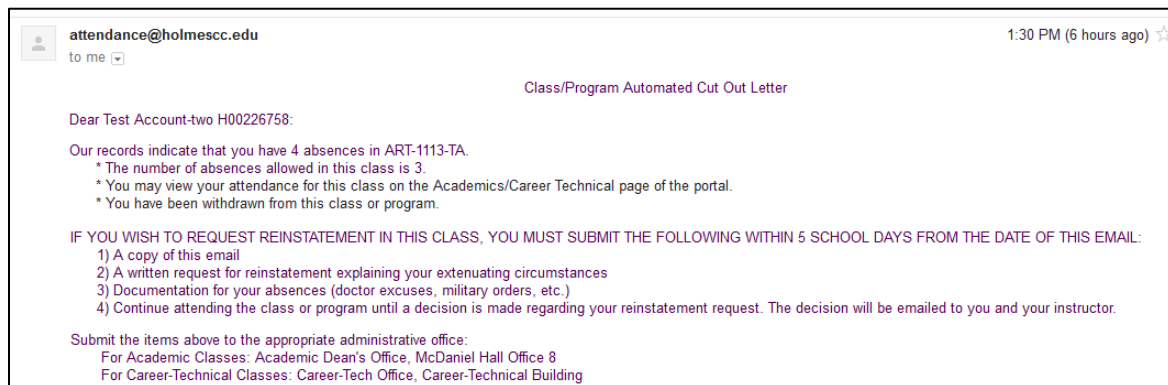
- Students should check their My Holmes email daily for information concerning their courses.

Important:

- Students who have missed half the number of allowed absences for a course may receive an Absence Warning email.



- Students who have exceeded the number of absences for a course will be withdrawn (cut-out) of the course. Students will be notified by email (automatically generated or from the Dean's or Director's Office) and should follow the instructions on the cut-out email.



Note: When done, be sure you close (X) the page, log out of My Holmes, and close the browser.