

Web for Faculty

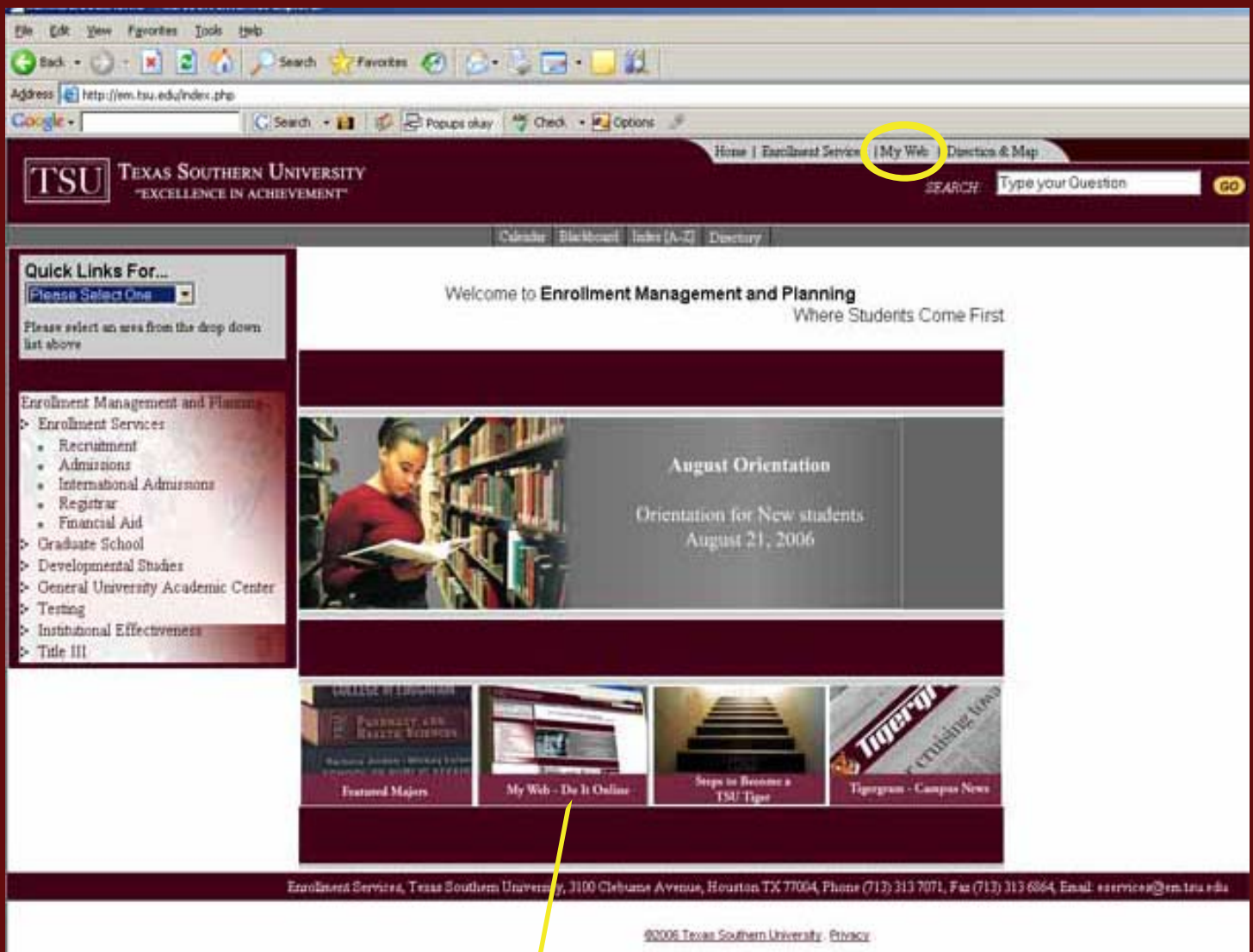
Reporting 60% Attendance

State requires reporting students who have not had regular class attendance.

This attendance policy applies to students who have completely stopped attending class.

Step 1

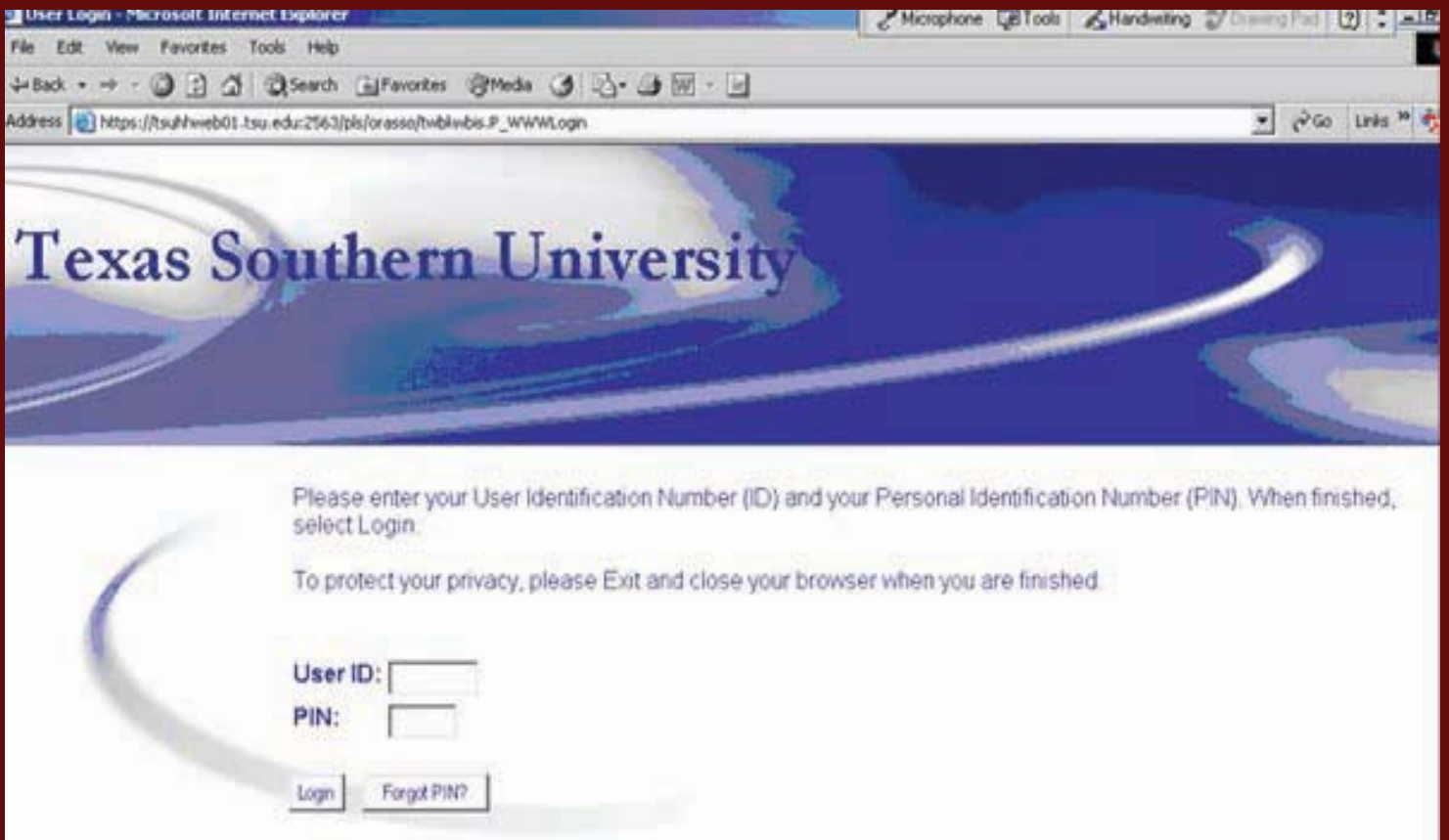
Type <http://em.tsu.edu> on the address line of your Internet browser (i.e., Internet Explorer, Netscape, Opera, Mozella, etc.) and click on “Go”



Click On [My Web/Do it Online](#)

Step 2

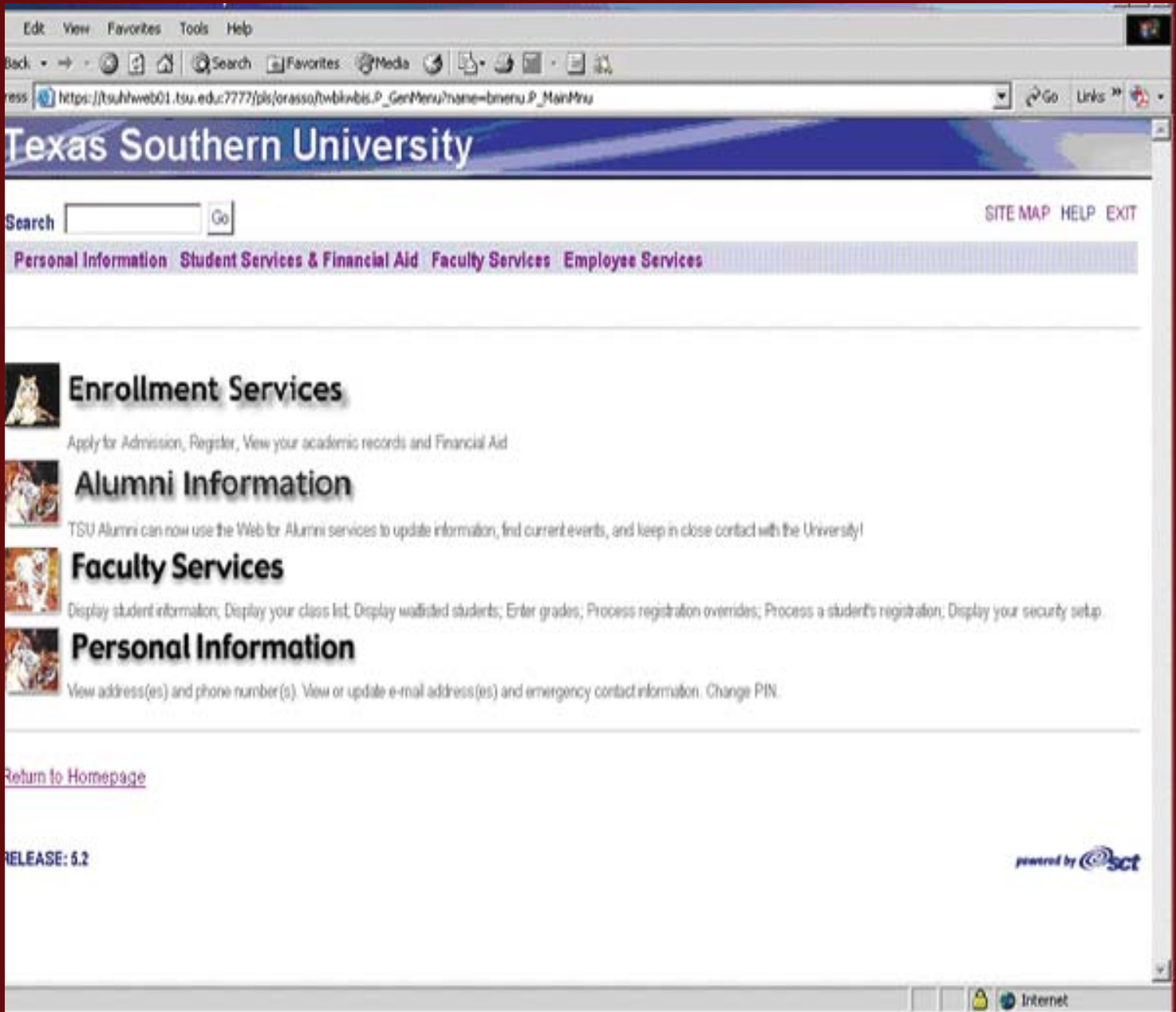
Wait until you see the following page



Where indicated, enter your user ID (Social Security Number or T-ID number), and password as instructed on the login page, and click “Login”

Step 3

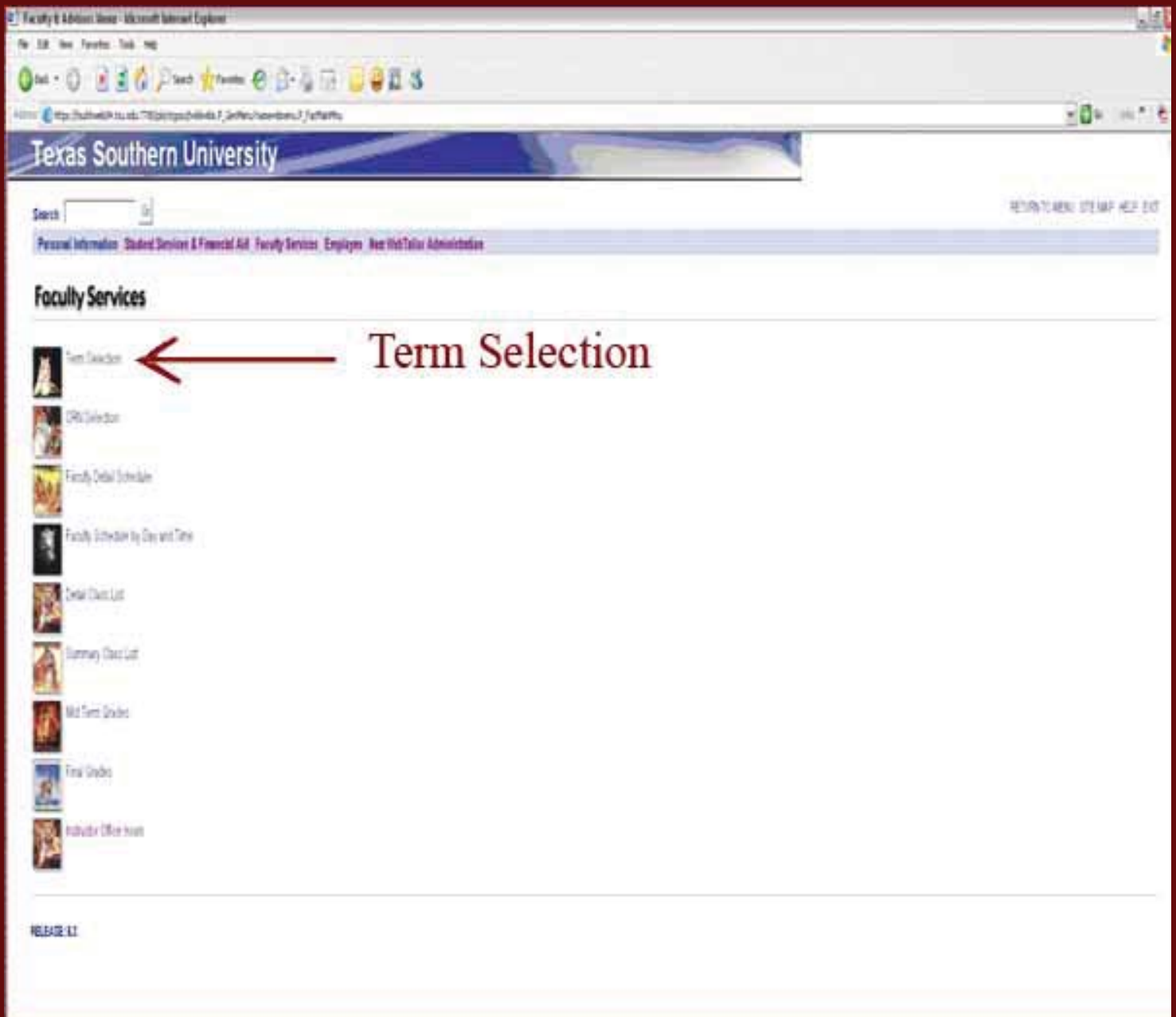
If you are not logging in for the first time, you should see a page that looks like this:



Click on “Faculty Services”

Step 4

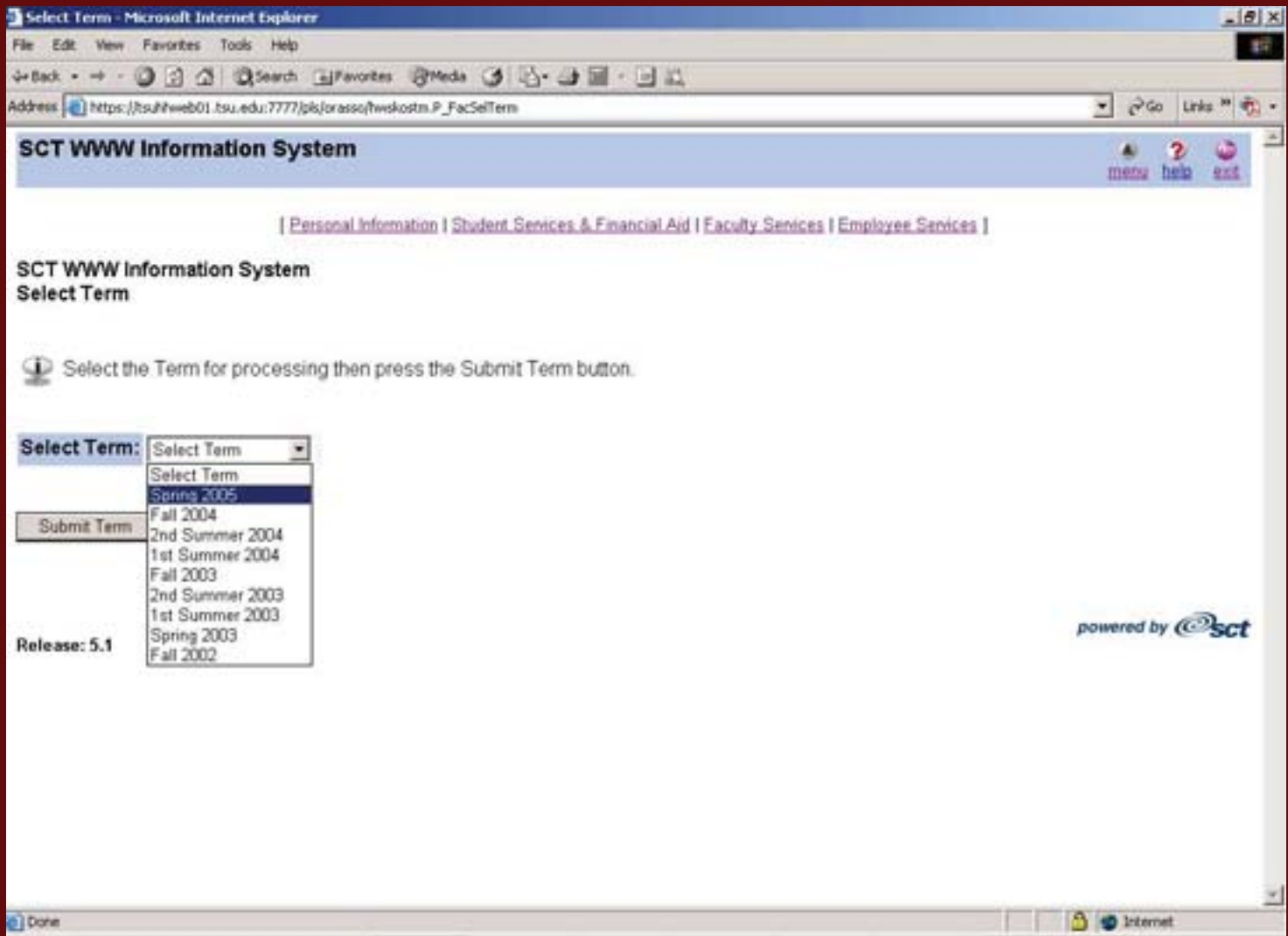
You should see a page that looks like this:



Click on "Term Selection"

Step 5

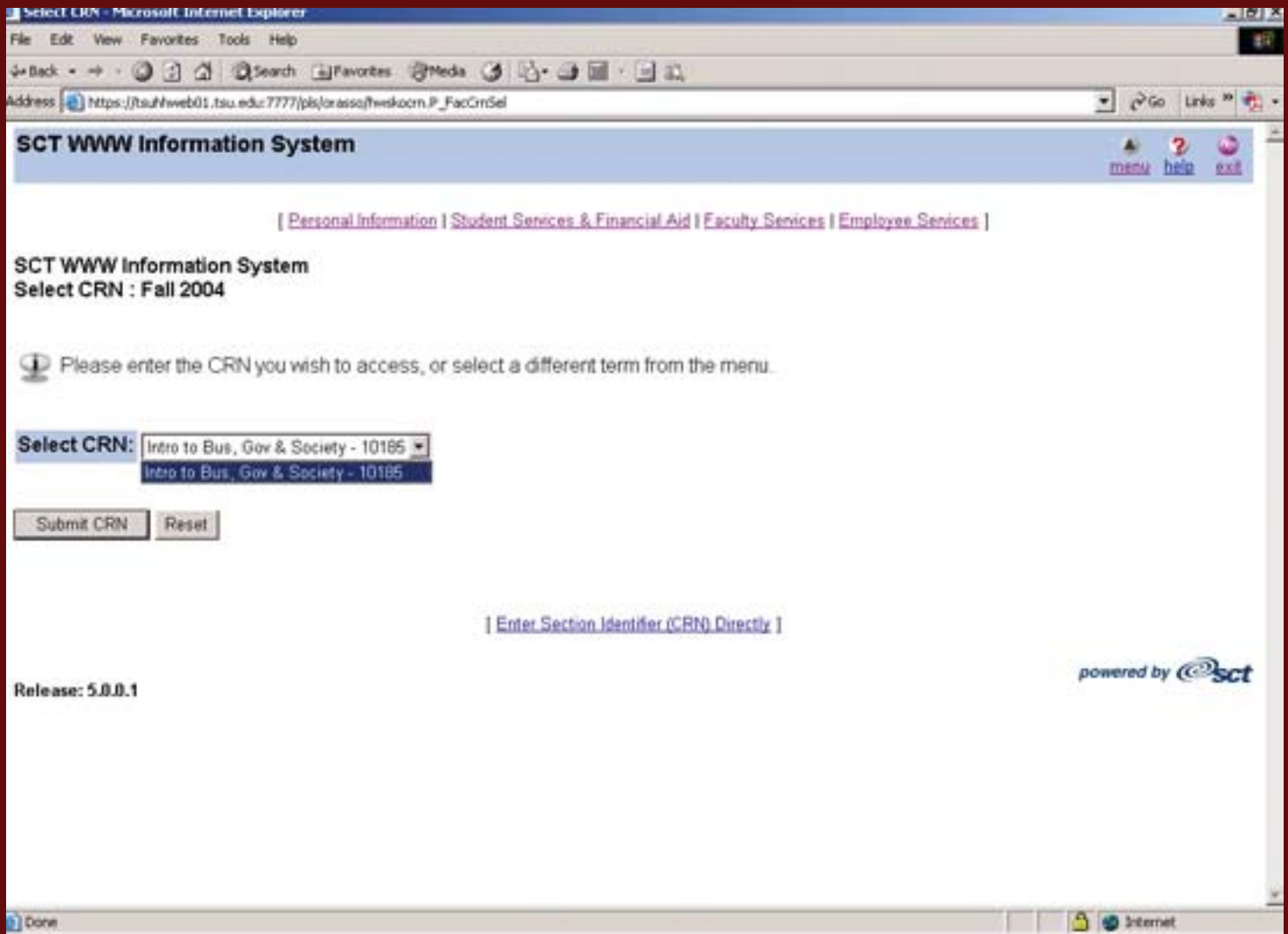
You should see a page that looks like this:



Select term from the drop down box as shown above, and click on “Submit Term”

Step 7

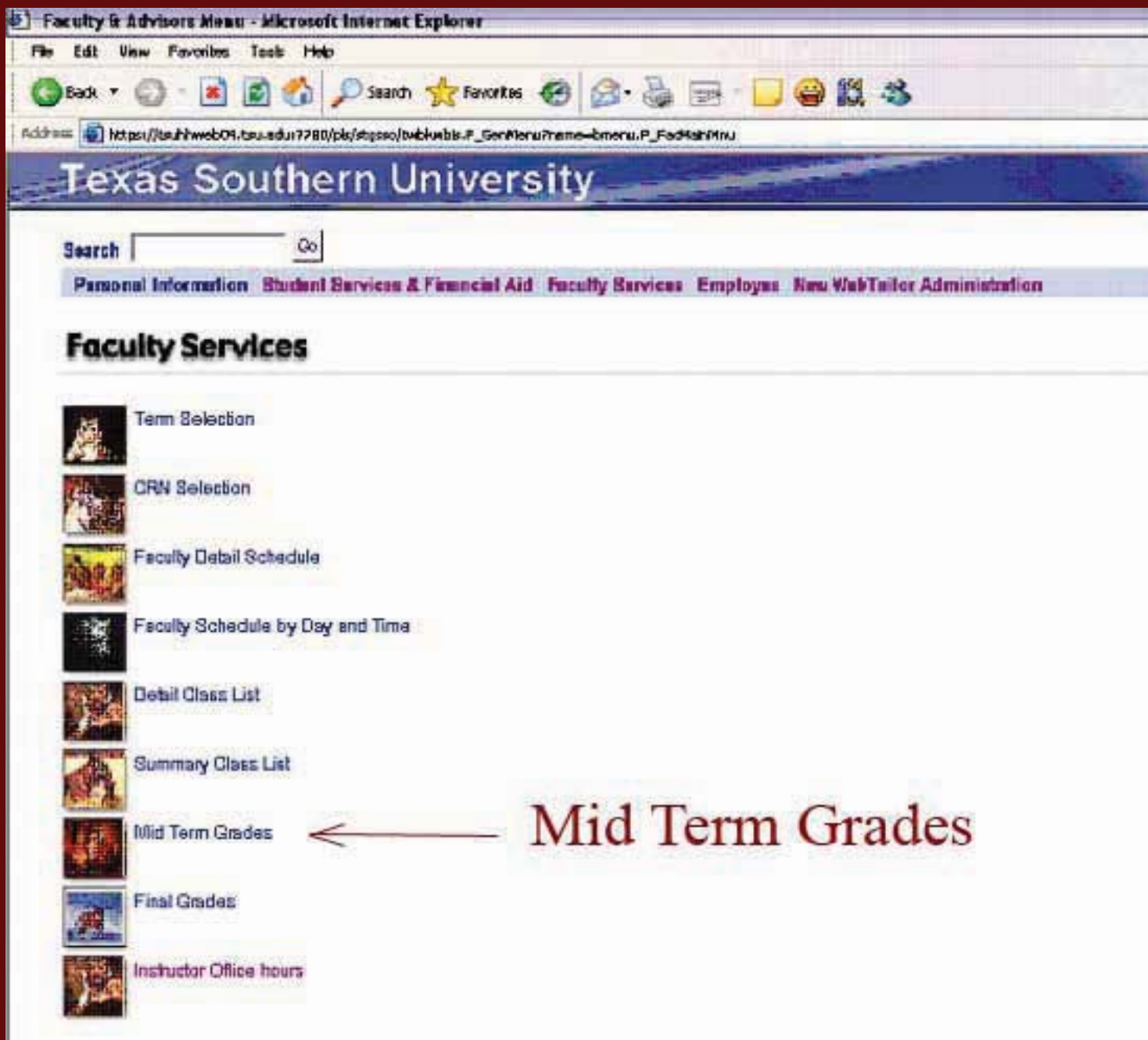
You should see a page that looks like this:



Select a CRN from the drop down box, and click on “Submit CRN” as shown above

Step 8

You should see a page that looks like this:



Click on "Mid Term Grades"

Step 9

You should see a page that looks like this:

Record Sets: [1 - 25](#) [26 - 34](#)

Last Attend Date **Attend Hours**

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Num
1	Aryangwe, Okawa A.		3.000	**Web Registered**	Apr 21, 2005	None		5
2	Bernard, Stephanie D.		3.000	** Registered for Course **	May 05, 2005	None		24
3	Brown, Khadijah M.		3.000	**Web Registered**	May 19, 2005	None		37
4	Brown, Robert C.		3.000	**Web Registered**	May 24, 2005	None		39
5	Burlison, Kresha S.		3.000	**Web Registered**	Apr 28, 2005	None		15
6	Duhon, De'Andraya D.		3.000	**Web Registered**	Apr 20, 2005	None		4
7	Edwards, Shontaye L.		3.000	** Registered for Course **	Apr 18, 2005	None		3
8	Ekandem, Arikekan M.		3.000	**Web Registered**	May 18, 2005	None		34
9	Harris, LaToya K.		3.000	**Web Registered**	May 11, 2005	None		27
10	Hodge, Shalandria M.		3.000	**Web Registered**	Apr 21, 2005	None		6
11	Ibrahim, Chandra M.		3.000	**Web Registered**	Apr 26, 2005	None		12
12	Irving, Ebony R.		3.000	**Web Registered**	May 13, 2005	None		29
13	Jackson, Anthony D.		3.000	** Registered for Course **	Apr 18, 2005	None		1
14	Jackson, Talisha C.		3.000	** Registered for Course **	May 31, 2005	None		44
15	Jenkins, Tai D.		3.000	** Registered for Course **	Apr 26, 2005	None		10
16	King, LaToya S.		3.000	**Web Registered**	Apr 27, 2005	None		17

**In the “Last Attend Date” field,
Enter the date (please use the date format as indicated)
student last seen in the class**

**In the “Attend Hours” field,
Enter student’s total hours of attendance
(Calculation = No. of hours the class meets per
week x the total number of weeks)**

Security is Everyone Business

- Do not share your password or security question with anyone
- Do not leave your computer unattended if you are still logged into the system
- Always use the secure EXIT button when you have finished utilizing the "My Web" system