



Step 1: Go to the <u>NSC website</u> and click the Login icon at the top right hand of the screen.

Step 2: Log in with your NSHE Number (student number) and Password

NEVADA STATE
Sign In
NSHE/NSC ID
Password
LOGIN
Forgot Password   First Time Users   Need Help?
Terms of Use: By logging into myNSC, you agree to abide by the <u>NSHE Computing Resources Use Policy.</u>



## Step 3: Click on Apps

% QuickLaunch		-
FAVORITES		Ø
PeopleSoft		
🛞 WCOnline		
🛞 KBox Support Portal		
	Manage Favorites	+Add
LAUNCHPAD		
🔘 Email (Office 365)		
Faculty Center		
🛞 Files		
Online Courses (Webcampus/Canvas)		
Refer Student to the Student C.A.R.E. Team		
Refer Student to Student Conduct		
🔘 Scorpion Card		
Survey Tool/Qualtrics		
Workday		
+ APPS		
+ FACULTY CENTER		
+ HUMAN RESOURCES		
+ LIBRARY		
+ PEOPLESOFT		

Step 4: Click on **Scorpion Success Network**. You can drag the Scorpion Success Network to your favorites section of the Quick Launch Section.





Step 4: Click on the three lines on the left side of the screen



Step 5: Click "Students" as shown below

	Don	<b>Maitz</b>	^
	ŧ	Home	
		Appointments	~
(	*	Students	v
	≞	Services	
	۵	Admin	

Step65: Click Attendance then click Record Attendance

Μ	IY STUDENTS		TRACKING		ATTENDANCE	
Record Attendance	s Schedule	Flag To-Do	Kudos Send Message	Note 🖨 Pr	rint Roster	

Step 7: If no meeting times are scheduled, you can select **Set up meeting times now.** 

×××
Record Attendance
Section
2198-CEP-123-011-86871
Meeting Time
You haven't set up any meeting times yet.
Never Mind Next



Step 8: Schedule: Courses that meet regularly

**Single Meeting Time**: If you want to input a single event or meeting that you class had outside normal class times.

For the purpose of this guide, we are going to assume that the class meets regularly. We are going to select **Schedule** and then complete the blue sectioned off box indicated in the picture below

Once you have selected your assigned class day and time, click submit.

★ Set Up Meeting Times	×
Schedule     Create a schedule if your course meets regularly.	s Single Meeting Time Not meeting on a regular basis? Start with a single meeting time and add more when you need them.
Schedule          Sun       Mon       Ture         ☑       7:00 am	e Wed Thur Fri Sat
* All Fields Required	Never Mind Submit



Step 9: Then you want to select the desired day and time that you would like to record attendance, by clicking the drop down menu. Once you have selected the day click the next button.

衣 人	×
Record Attendance	
Section	
2198-CEP-123-011-86871	×
Meeting Time	$\frown$
08-28-2019 Wednesday, 2:00 pm - 3:50 pm	
Don't see your meeting time in the list above?	
Add a single meeting time	
• Add a single meeting time	



Step 10: You will indicate which student/s where in attendance/absent/excused/tardy during the specific date of the class. Once you have finished entering in your attendance click **Save** 

Record Attendance				
Section College and Career Success (2198-CEP-123-011-86871)		Meeting T 08-28-201	<b>ime</b> 9 from 2:00 pm - 3:50 pn	Delete this meeting
Students				
Type a name	Commit	Abaant	Eveneed	Tanta
٠.	• Present	Absent	Excused	
	۲	0	0	0
	۲	۲	0	•
	۲	0	0	$\bigcirc$
	۲		٥	
<b>4</b>	۲	•	0	0
<u>.</u>	۲	۲	0	۲
<u>.</u>	۲	0	0	$\bigcirc$
<b>.</b>	۲	۲	0	0
<u> </u>	۲	•	0	$\bigcirc$
<b>4</b>	۲	•	0	0



Step 11: If you want to double check that the attendance that you just recorded is saved, you can click on **Record Attendance** 

$\frown$	MY STUDENTS		TRACKING				ATTENDANCE			
Record Attendance	Class Schedule	Attendance Report	Flag	To-Do	Kudos	Send Message	Note	🔒 Print Roster		

Step 12: Click the drop down menu and you can see the green check mark to indicate that that specific day has been recorded.

*	×
Record Attendance	
Section	
2198-CEP-123-011-86871	×
Meeting Time	$\frown$
09-04-2019 Wednesday, 2:00 pm - 3:50 pm	
08-28-2019 Wednesday, 2:00 pm - 3:50 pm	<ul> <li>Recorded</li> </ul>
09-04-2019 Wednesday, 2:00 pm - 3:50 pm	
09-11-2019 Wednesday, 2:00 pm - 3:50 pm	

Step 13: If you would like to edit that any recorded attendance, select the date and click Next

<u>*</u> ×
Record Attendance
Section
2198-CEP-123-011-86871
Meeting Time
08-28-2019 Wednesday, 2:00 pm - 3:50 pm 🗸 🗸
Don't see your meeting time in the list above? Add a single meeting time
Never Mind Next



## Step 14: Click Edit at the top of the screen

×.				
Record Attendance				
Section College and Career Success (2198-CEP-123-011-86871)		Meeting Ti 08-28-2019	me ) from 2:00 pm - 3:50 pm	Delete this meeting time
	✓ This attendance	was recorded Tod	ay at 4:14 pm. <u>Edi</u>	<u>t</u>
Students				
Type a name				Search
	Present	Absent	Excused	Tardy

## Step 15: From there you can edit the attendance that was taken and once finished click Save

Record Attendance					
Section College and Career Success (2198-CEP-123-011-86871)	Meeting Time 08-28-2019 from 2:00 pm - 3:50 pm Delete this meeting ti				
Students					
Type a name					Search
	Present	Absent	Excused	Tardy	
	۲	•		0	
<b>L</b>	۲	•	0	0	
	۲	۲	۲	0	
	۲	0	0	0	
	۲		۲	۲	
	۲	0	0	0	
	۲		۲	0	
	۲	0	0	0	
	۲			۲	
	۲	0	0	0	
	۲	0	0	0	