

How do I mark attendance in Workshops?

Follow the instructions below to mark attendance in workshops.appstate.edu.

Tell Me

1. **Login** in the top right corner with you Appalachian State username and password
2. Click your App State username/email in top right corner
 - a. Select **Dashboard**
3. Click **Courses** on the left side of the screen
4. Select "Campus Connections" under the drop down box titled **Find by Type"**
5. Click **Sections**
6. Click **Registrations**
7. Click **Attended** on the right side of the screen for each person who attended the workshop
8. Click the blue **Save Attendance** button at the top

End of instructions

Show Me