

Recording Attendance

Step 1: In MyLawson and select the Faculty Services tab.

Lawson State
COMMUNITY COLLEGE

Personal Information Student **Faculty Services** Employee WebTailor Administration Finance

Search Go

Faculty and Advisors

- Advising Student Profile
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Detail Class List
- Summary Class List
- Midterm Grades
- Final Grades
- Class Schedule
- Course Catalog
- Office Hours
- Faculty Grade Summary
- Student Information Menu
- Placement Calculator

Step 2: Click on the 'CRN Selection' link and select the course you will be entering the attendance for and click on Submit. You will be returned to the Faculty and Advisors page.

Select a CRN

CRN:

[[Enter CRN Directly](#)]

Step 3: Click on 'Final Grades'. You should see a list of all students in the class. In the '**Last Attend Date**' column enter the student's **first date of attendance** in the class. If the student has not attended the class, leave the date blank and click 'Submit'.

Repeat Steps 2 and 3 for each class.

