

WTAMU Attendance System

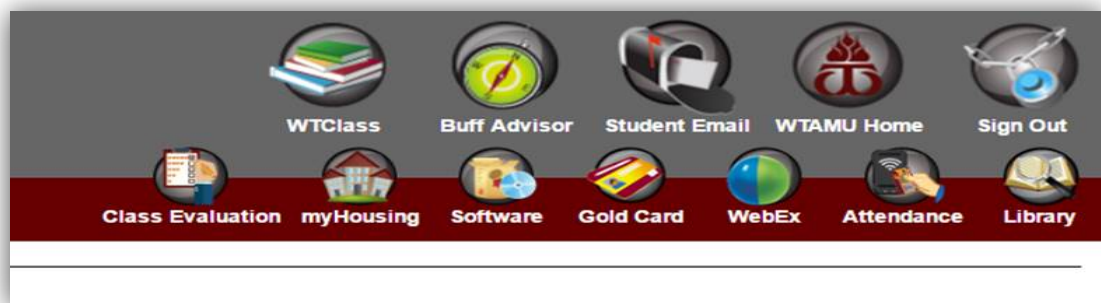
Student Attendance Report Instructions

To Be Recorded As Present in Your Course(s):

1. Tap or swipe your card at the attendance station typically located near the entrance door of your classroom.
2. Make sure you see the attendance monitor flash and read “Marked present for (Course Name)”.

To Verify or See Your Attendance Report for a Course(s):

1. Open an internet browser, go to <http://wtamu.edu> and login to My Buff Portal.

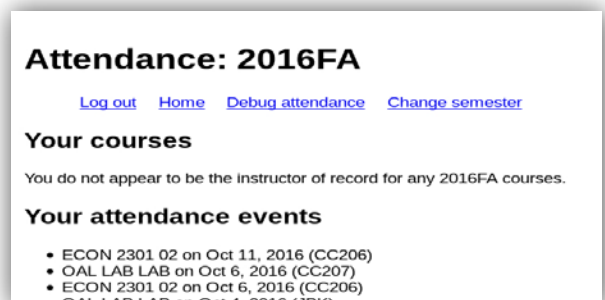


2. Click on the **Attendance** link.



You will see your recently attended classes under the “Your attendance events” section listed with the newest first.

This allows you to keep records of your attendance and know when the instructor has marked you present.



Frequently Asked Questions

Q: What if one of my classes is missing from my attendance record, but I was in attendance?

A: This means that your attendance for this class period was not recorded correctly. Contact your instructor and make sure they counted you present for that class period.

Q: How can I look at attendance records for previous semesters?

A: Click “Change semester” and select your desired semester from the drop down menu. Click “Set Semester”. You will then be viewing your attended classes from your selected semester.

Q: When can I check my attendance records for a given class?

A: As soon as you tap or swipe your card in the classroom, the record is added.