

# Take Attendance in HuskySuccess

- 🕒 Office Hours
- 📅 Appointment
- 👥 Group Session
- 📍 Event
- 🔧 Scheduling Wizard
- 🕒 Reserve Time
- 📄 Record Attendance**



**System Announcement:**

**Welcome, BU Faculty & Staff!**

[Learn how](#) to clear a flag in about a minute!

Have questions about how to use HuskySuccess? Email [HuskySuccess@bloomu.edu](mailto:HuskySuccess@bloomu.edu) for the answers!

## Option 1: From Your Home Page

Appointments

My Services

 [Department Chair or Program Director](#)

 [Faculty](#)

### 📄 Batch Sent Items

No items to display

0 Items in the last 30 days

Recent Changes

# Select the course

Record Attendance

Section

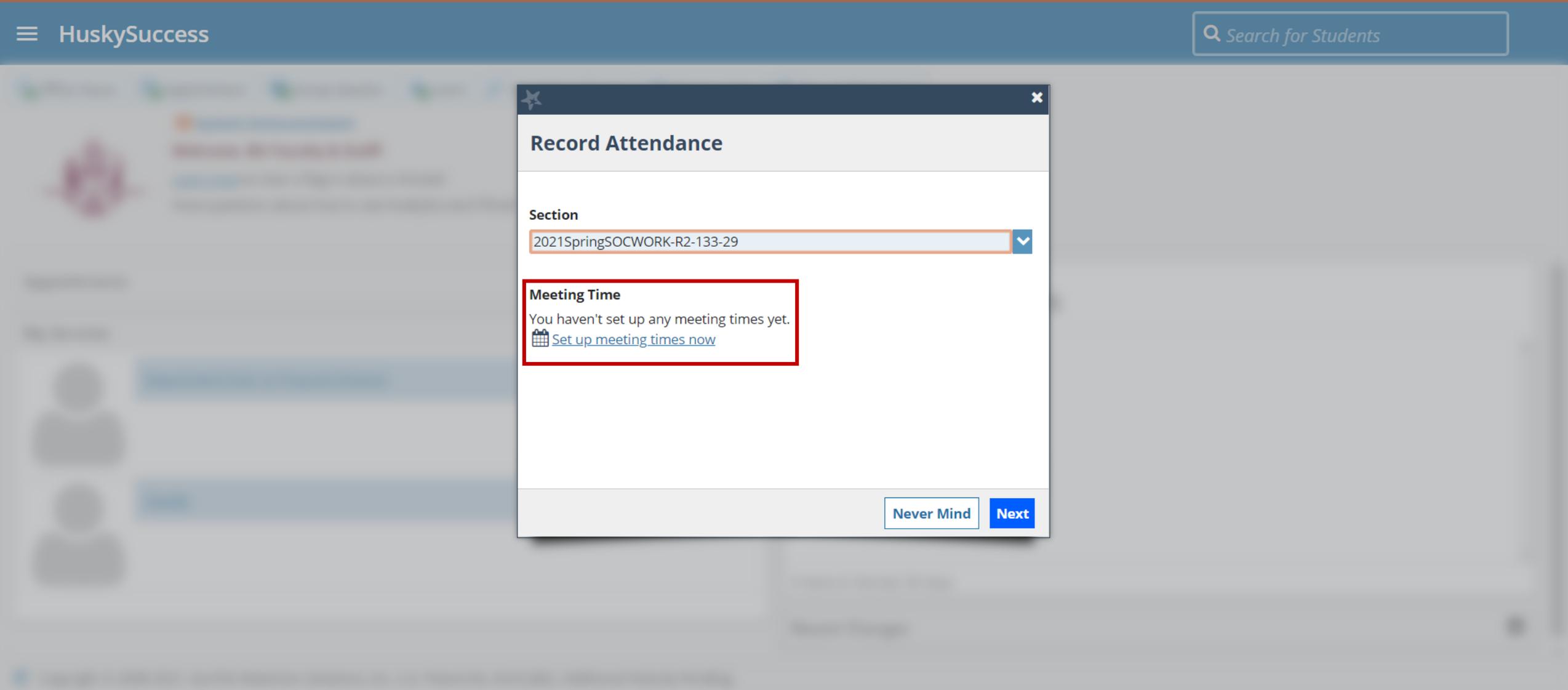
2021SpringSOCWORK-R2-133-29  
INTRO SOC WORK & WEL

2021SpringSOCWORK-R3-334-39  
IND/FAM

2021SpringSOCWORK-R3-455-39  
BEH HEALTH

Never Mind Next

# Click the “Set up meeting times” link



Search for Students

**Record Attendance**

Section  
2021SpringSOCWORK-R2-133-29

**Meeting Time**  
You haven't set up any meeting times yet.  
 [Set up meeting times now](#)

Never Mind Next

# Choose the days/times for that course

≡ HuskySuccess

Set Up Meeting Times

2021SpringSOCWORK-R2-133-29 - INTRO SOC WORK & WEL

**Schedule**  
*Create a schedule if your course meets regularly.*

**Single Meeting Time**  
*Not meeting on a regular basis? Start with a single meeting time and add more when you need them.*

+ Schedule

**Schedule**

Sun  Mon  Tue  Wed  Thur  Fri  Sat

10:10 am  to  11:00 am

\* All Fields Required

Never Mind Submit

Search for Students

# Click "Next"

MY STUDENTS

Record Attendance | Class Schedule | Attendance Report

Select All | Deselect All | 2021SpringSOCWORK-R2-133-29 - INTRO SOC WO

7@huskies.bloomu.edu

skies.bloomu.edu

uskies.bloomu.edu

.edu

du

u.edu

edu

.edu

mu.edu

Total items selected: 0

Displaying 99 Students

PROGRESS SURVEYS

Filter Students By

Active

Course Section

2021SpringSOCWORK-R2-133-29

Attendance Status

Present

Absent

Excused Absence

Tardy

Class Session Dates

All

Specific Date & Time

Start to End

Start Time to End Time  All Day

Go

**Record Attendance**

Section

2021SpringSOCWORK-R2-133-29

Meeting Time

Yesterday Monday, 10:10 am - 11:00 am

Don't see your meeting time in the list above?

[+ Add a single meeting time](#)

Never Mind **Next**

# Take attendance and click "Save"

## Record Attendance

### Section

INTRO SOC WORK & WEL (2021SpringSOCWORK-R2-133-29)

### Meeting Time

Yesterday from 10:10 am - 11:00 am [Delete this meeting time](#)

### Students

Search

	Present	Absent	Excused	Tardy
 <a href="#">s.bloomu.edu</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <a href="#">.bloomu.edu</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <a href="#">.bloomu.edu</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <a href="#">s.bloomu.edu</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <a href="#">bloomu.edu</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <a href="#">s.bloomu.edu</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <a href="#">s.bloomu.edu</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <a href="#">s.bloomu.edu</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <a href="#">.bloomu.edu</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <a href="#">s.bloomu.edu</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Attendance

All students are present

Never Mind

Back

Save

# Option 2: From the Attendance Tab

The screenshot displays a software interface with a navigation sidebar on the left and a main content area on the right. The sidebar contains the following items: "Your Name Here" (with a dropdown arrow), "Home", "Appointments" (with a dropdown arrow), "Students" (with an upward arrow and a red box around it), "My Students", "Tracking", "Attendance" (highlighted with a red box), "Progress Surveys", "Services", and "Help". The main content area features a search bar at the top right labeled "Search for Students". Below it is a toolbar with buttons for "Event", "Scheduling Wizard", "Reserve Time", and "Record Attendance". A message is displayed: "Staff! about a minute! to use HuskySuccess? Email [HuskySuccess@bloomu.edu](mailto:HuskySuccess@bloomu.edu) for the answers!". A "Batch Sent Items" section shows "No items to display" and "0 Items in the last 30 days". A "Recent Changes" section is partially visible at the bottom.

# Click the “Record Attendance” button

≡ HuskySuccess 🔍 Search for Students

MY STUDENTS      TRACKING      **ATTENDANCE**      PROGRESS SURVEYS

**Record Attendance** | Class Schedule | Attendance Report | Flag | Referral | To-Do | Kudos | Send Message | Note

Select All | Deselect All    2021SpringSOCWORK-R2-133-29 - INTRO SOC WORK & WEL

<input type="checkbox"/>		7@huskies.bloomu.edu
<input type="checkbox"/>		
<input type="checkbox"/>		uskies.bloomu.edu
<input type="checkbox"/>		uskies.bloomu.edu
<input type="checkbox"/>		.edu
<input type="checkbox"/>		du
<input type="checkbox"/>		u.edu
<input type="checkbox"/>		edu
<input type="checkbox"/>		.edu
<input type="checkbox"/>		omu.edu

Total items selected: 0      Displaying 99 Students

**Filter Students By**

Active ▼

**Course Section**

2021SpringSOCWORK-R2-133-29 ▼

**Attendance Status**

Present

Absent

Excused Absence

Tardy

**Class Session Dates**

All

Specific Date & Time

Start  to End  ✕

Start Time  to End Time   All Day

**Go**

# Select the course

★ Record Attendance

Section

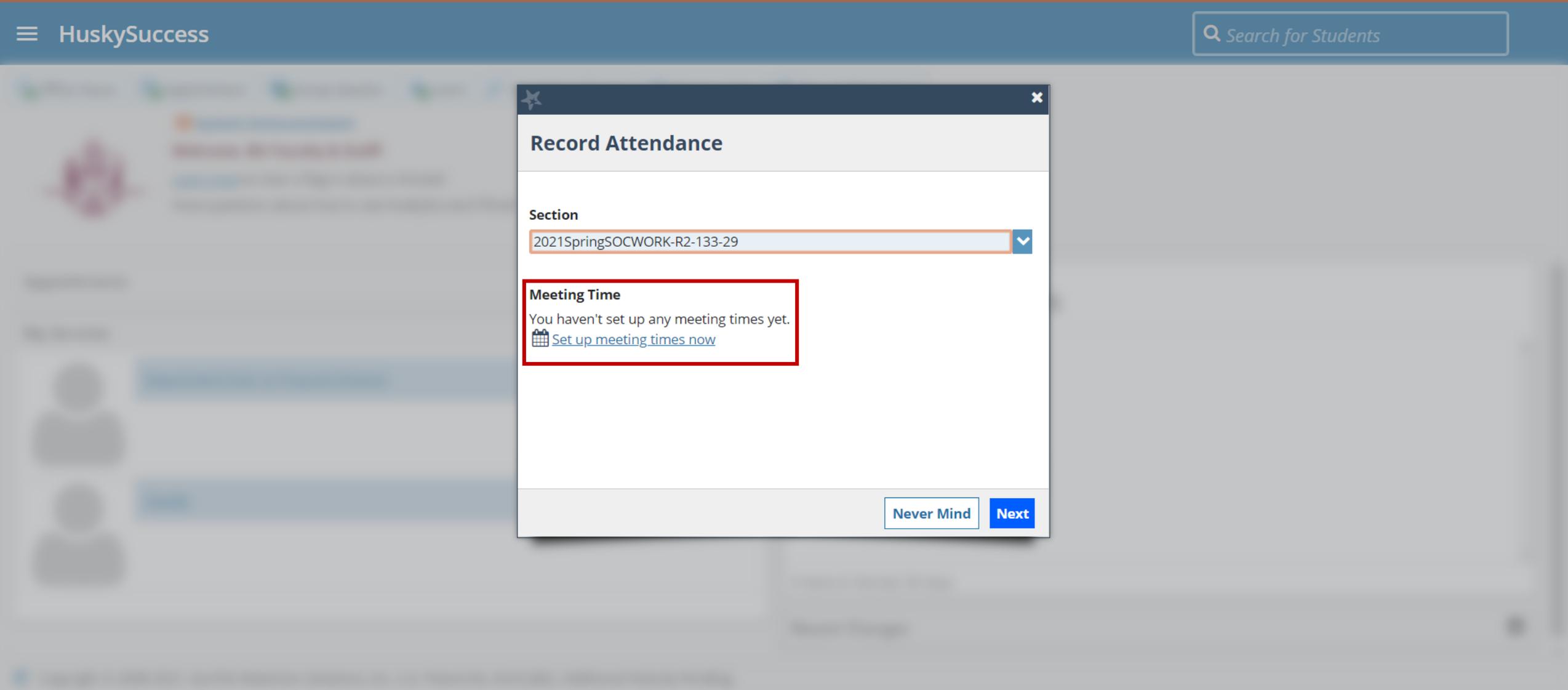
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INTRO SOC WORK & WEL

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IND/FAM

2021SpringSOCWORK-R3-455-39  
BEH HEALTH

Never Mind Next

# Click the “Set up meeting times” link



**Record Attendance**

Section  
2021SpringSOCWORK-R2-133-29

**Meeting Time**  
You haven't set up any meeting times yet.  
 [Set up meeting times now](#)

Never Mind Next

# Choose the days/times for that course

≡ HuskySuccess

**Set Up Meeting Times**

2021SpringSOCWORK-R2-133-29 - INTRO SOC WORK & WEL

**Schedule**  
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**Schedule**

Sun  Mon  Tue  Wed  Thur  Fri  Sat

10:10 am  to  11:00 am

\* All Fields Required

Never Mind Submit

Search for Students

# Click "Next"

MY STUDENTS

Record Attendance | Class Schedule | Attendance Report

Select All | Deselect All | 2021SpringSOCWORK-R2-133-29 - INTRO SOC WO

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Filter Students By

Active

Course Section

2021SpringSOCWORK-R2-133-29

Attendance Status

Present

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Class Session Dates

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Start to End

Start Time to End Time  All Day

Go

**Record Attendance**

Section

2021SpringSOCWORK-R2-133-29

Meeting Time

Yesterday Monday, 10:10 am - 11:00 am

Don't see your meeting time in the list above?

[+ Add a single meeting time](#)

Never Mind **Next**

# Take attendance and click "Save"

## Record Attendance

### Section

INTRO SOC WORK & WEL (2021SpringSOCWORK-R2-133-29)

### Meeting Time

Yesterday from 10:10 am - 11:00 am [Delete this meeting time](#)

### Students

Search

	Present	Absent	Excused	Tardy
 <a href="#">s.bloomu.edu</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <a href="#">.bloomu.edu</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <a href="#">.bloomu.edu</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <a href="#">s.bloomu.edu</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <a href="#">bloomu.edu</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <a href="#">s.bloomu.edu</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <a href="#">s.bloomu.edu</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <a href="#">s.bloomu.edu</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <a href="#">.bloomu.edu</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <a href="#">s.bloomu.edu</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Attendance

All students are present

Never Mind

Back

Save

# Word of Caution – Double check that you are recording attendance for the day you intend!

Although you can edit one student's attendance at a time, you cannot change the date of attendance for a whole class once it has been recorded. We learned this the hard way...

**HuskySuccess** Search for Students

MY STUDENTS

Record Attendance | Class Schedule | Attendance Report

Select All | Deselect All | 2021SpringSOCWORK-R2-133-29 - INTRO SOC WO

Filter Students By: Active

Course Section: 2021SpringSOCWORK-R2-133-29

Attendance Status:  Present,  Absent,  Excused Absence,  Tardy

Class Session Dates:  All,  Specific Date & Time

Start to End

Start Time to End Time  All Day

Go

**Record Attendance**

Section: 2021SpringSOCWORK-R2-133-29

Meeting Time: Yesterday Monday, 10:10 am - 11:00 am

Don't see your meeting time in the list above?  
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Never Mind | Next

Total items selected: 0 | Displaying 99 Students