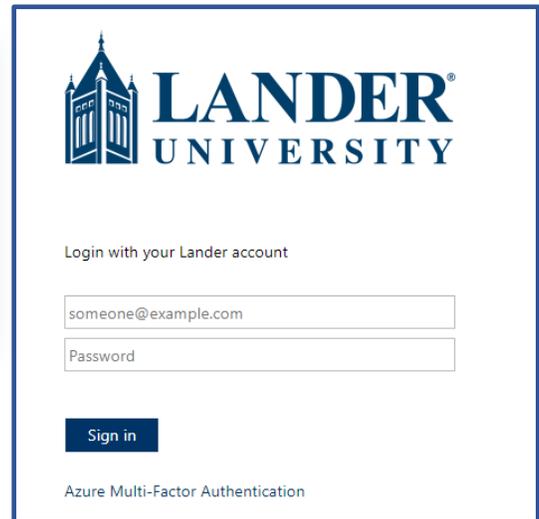


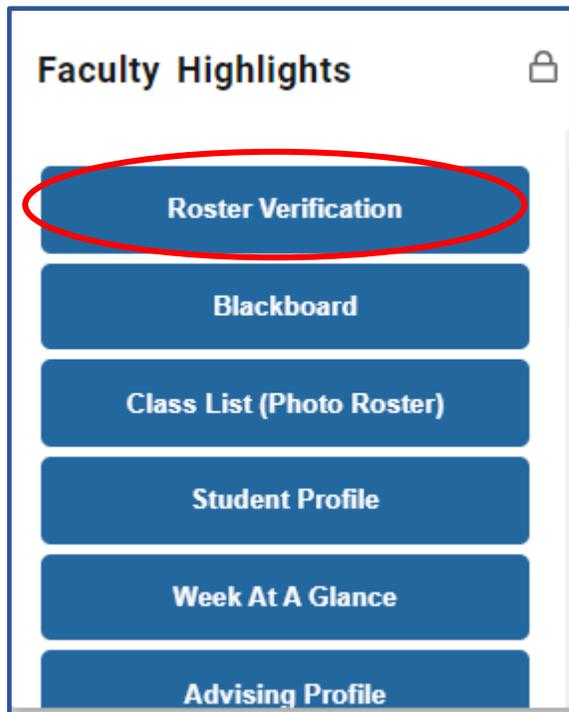
Attendance Reporting

Logging into MyLander

1. Point your browser to <http://mylander.lander.edu> or click on the MyLander link on the Lander home page.
2. Enter your Lander username (e-mail prefix) and password.



The login page features the Lander University logo at the top. Below it, the text "Login with your Lander account" is displayed. There are two input fields: one for the email address (containing "someone@example.com") and one for the password (containing "Password"). A blue "Sign in" button is located below the password field. At the bottom of the page, it says "Azure Multi-Factor Authentication".



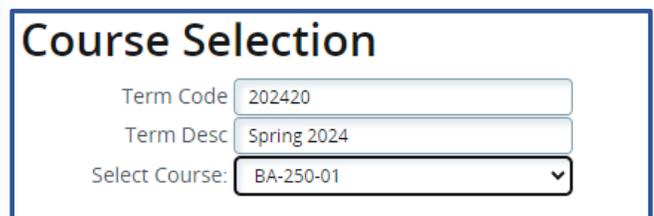
The "Faculty Highlights" card is titled "Faculty Highlights" and has a lock icon in the top right corner. It contains a vertical list of six blue buttons: "Roster Verification", "Blackboard", "Class List (Photo Roster)", "Student Profile", "Week At A Glance", and "Advising Profile". The "Roster Verification" button is circled in red.

Faculty Highlights

On the MyLander homepage, there will be a Faculty Highlights card. Click on the Roster Verification tab of this card.

Course Selection

Select the appropriate course from the drop-down box. Once the course is selected, the roster should automatically populate below.



The "Course Selection" form has three input fields. The first is "Term Code" with the value "202420". The second is "Term Desc" with the value "Spring 2024". The third is "Select Course:" with a dropdown menu showing "BA-250-01" and a downward arrow.

If all students are attending the course, select All Students Are Attending.



Course Selection

Term Code:
Term Desc:
Select Course:

Selecting the All Attending Check Box will remove any students you have

All Students Attending?

Class Roster

Select for Never Attends



If a student has never attended, check the box next to the student's name.

Save Changes

When you are done reporting attendance, click Save Changes on the bottom left of the page.

Save Changes