Campus Anyware

Reporting Attendance Online

Go to: http://campusanyware.us/facultyservices/7400

Use your assigned Campus Anyware Faculty ID and PIN number to Login.

From the Main Menu, click on Class List.
Next, select the term and then click Continue.

Once here, select a course. Click Continue to proceed.

Once your class list shows up, click on Compose Email Message. You will notice that a Send Email To box will open.
Next, select the Attendance office option. Compose your message (i.e. PACE—The student Mark Cole missed the first night of class. Online—The student Sue Smith did not submit the Course Checklist and did not maintain an online presence. If no student missed your class, please state it in the message) and then click Done Composing.

Once back here, click on Send Email button. A message will alert you that no student has been selected. Click OK and then proceed by selecting a student on the right. NOTE: You will have to select a student even if no one missed the first night (or online week). Click again on Send Email.

Lastly, a message box will pop-up informing you that the email has been sent. Click OK and then Sign Out at the bottom of the page.