Beginning of Term

1. Log in to SOLAR account.

SOLAR LOGIN
Stony Brook ID#
Password
Sign In This system is online.
SOLAR Account & Password Help

2. Choose Instructor Self Service>Faculty Center.



- 3. Please ensure you are choosing the correct term.
- 4. Click on the Class Roster for the course. If your class has a recitation or lab component, that is where the attendance will need to be reported. It is the component that the student enrolls in.



5. Click on "Beginning of term."

Faculty Center		Search	
my schedule class roster	grade roster		photo roster
Class Roster			

Spring 2017 | Full Spring Semester Session | SUNY at Stony Brook | Undergraduate

MAT 118 - R01 (43413) change class Mathematical Thinking (Recitation)			
Days and Times Room We 9:00AM-9:53AM MELVILLE LBR E4310 WESTCAMPUS	Instructor	Dates 01/23/2017 - 05/17	/2017
Class Attendance: Beginning of Term			
*Enrollment Status Enrolled V			
Enrollment Capacity 35 Enrolled 15			
Select display option: Link to Photos Inc 	clude photos in list		download class roster

6. Each student will need to be updated. If all have attended, please utilize the "Mark all as attended" box.

Mark all as attended

For all others, please indicate "Student Attended" or "Student Never Attended."

Student Attended	Or Student Never Attended

If you cannot update all students at once, you can save your status periodically, using the SAVE

Save

box.

Once all attendance has been entered, please click SAVE.