


Go to Intranet site and click on myTLU link

**TLU**  **Intranet**  
TEXAS LUTHERAN UNIVERSITY

**TLU INTRANET**

- Faculty & Staff
- Students
- BlackBoard
- Blumberg Memorial Library
- Directory
- Information Technology
- myTLU**
- On-Campus Calendar
- TLU Web Site
- WebMail

## Today @ TLU

**TODAY ★ JANUARY 27, 2010**

- ALL-DAY** - Poster Sale - [▶ MORE](#)
- 10:00 am - Chapel - Tim Barr '98 - [▶ MORE](#)
- 12:00 pm - e2Campus Test - [▶ MORE](#)
- 12:30 pm - Sophomores Taking the Lead - [▶ MORE](#)
- 3:00 pm - President Andre Golike (EELRC) - [▶ MORE](#)
- 6:30 pm - Relay for Life & Colleges Against Cancer Meeting - [▶ MORE](#)
- 7:00 pm - MASA Meeting - [▶ MORE](#)
- 7:00 pm - What Do You Want? (South Hall Meeting) - [▶ MORE](#)
- 8:00 pm - What Do You Want? (North Hall Meeting) - [▶ MORE](#)

**TOMORROW ★ JANUARY 28, 2010**

- 9:30 am - Hazing Meeting - [▶ MORE](#)
- 5:30 pm - Women's Basketball at Sul Ross State\* - [▶ MORE](#)

# Enter user name and password then Login

**TLU**  
TEXAS LUTHERAN UNIVERSITY

User Name: lrshao Password: ..... Login

You are here: Home

**TLU**  
TEXAS LUTHERAN UNIVERSITY

**MY.TLU.EDU**

Home

**Quick Links**

- [Blackboard](#)
- [e2campus text alert](#)
- [IrisLink](#)
- [Scholarbuys](#)
- [TLU Intranet](#)

**My.TLU.EDU**

Public Page

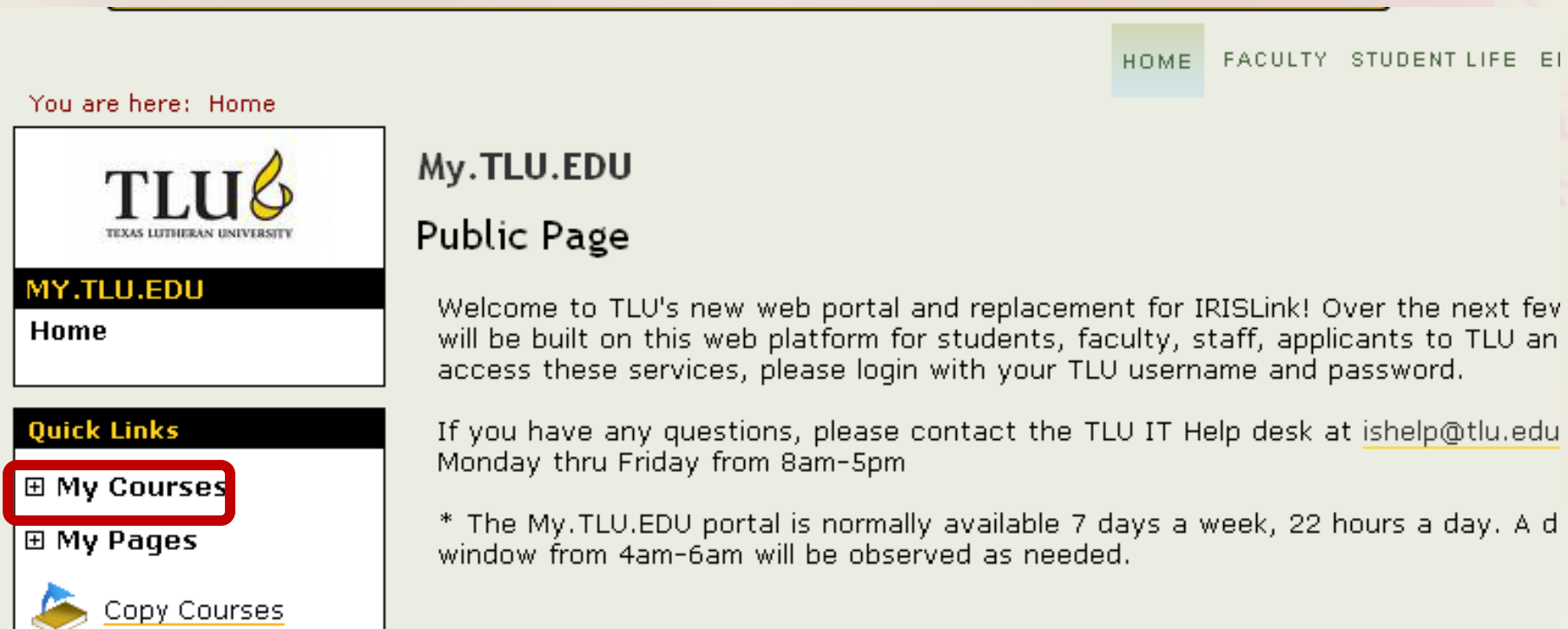
Welcome to TLU's new web portal and replacement for IRISLink! Over the next few months, it will be built on this web platform for students, faculty, staff, applicants to TLU and eventually access these services, please login with your TLU username and password.

If you have any questions, please contact the TLU IT Help desk at [ishelp@tlu.edu](mailto:ishelp@tlu.edu) or by calling Monday thru Friday from 8am-5pm

\* The My.TLU.EDU portal is normally available 7 days a week, 22 hours a day. A daily maintenance window from 4am-6am will be observed as needed.

**Special Notice:**

# Locate My Courses in Quick links and click on the sign to expand it



The screenshot shows the My.TLU.EDU Public Page. At the top right, there is a navigation menu with links for HOME, FACULTY, STUDENT LIFE, and EI. Below this, the breadcrumb trail reads "You are here: Home". The main content area is titled "My.TLU.EDU Public Page" and includes a welcome message, contact information for the IT Help desk, and a note about portal availability. On the left side, there is a sidebar with a "Quick Links" section. The "My Courses" link in this section is highlighted with a red box and a plus sign icon, indicating it can be expanded.

HOME FACULTY STUDENT LIFE EI


You are here: Home


**TLU**  
TEXAS LUTHERAN UNIVERSITY


**MY.TLU.EDU**

Home

**Quick Links**

 **My Courses**

 **My Pages**

 [Copy Courses](#)

## My.TLU.EDU Public Page

Welcome to TLU's new web portal and replacement for IRISLink! Over the next few weeks will be built on this web platform for students, faculty, staff, applicants to TLU and visitors. To access these services, please login with your TLU username and password.

If you have any questions, please contact the TLU IT Help desk at [ishelp@tlu.edu](mailto:ishelp@tlu.edu) Monday thru Friday from 8am-5pm

\* The My.TLU.EDU portal is normally available 7 days a week, 22 hours a day. A downtime window from 4am-6am will be observed as needed.

See a list of courses your are teaching this semester. My list has two courses as shown below

## Quick Links

### ☐ My Courses

[BUSI 477 01 - Intl](#)

 [Business & Multinatl Ops](#)

[ISYS 133 02 -](#)

[Applications Software](#)

Click on the intended course link to access it

# Click on the Attendance link

HOME FACULTY

You are here: Academics > Business - BUSI > Intl Business & Multinatl Ops > BUSI 477 01 - Intl Business & Multinatl Ops > Main Page



**BUSI 477 01 - INTL  
BUSINESS &  
MULTINATL OPS**

**Attendance**

Collaboration

## BUSI 477 01 - Intl Business & Multinatl Ops

### About This Course



### Calendar

There is no content in this portlet.

You can add content in the following way(s):

Create Content

< Ja

Sun	Mon
27	28

# View of my last on-line attendance, taken on Jan. 26 2010

## Attendance

 Edit page  Printer Friend



< January 2010 >

S	M	T	W	T	F	S
<a href="#">27</a>	<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>	<a href="#">31</a>	<a href="#">1</a>	<a href="#">2</a>
<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>	<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>
<a href="#">10</a>	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>
<a href="#">17</a>	<a href="#">18</a>	<a href="#">19</a>	<a href="#">20</a>	<a href="#">21</a>	<a href="#">22</a>	<a href="#">23</a>
<a href="#">24</a>	<a href="#">25</a>	<a href="#">26</a>	<b>27</b>	<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>
<a href="#">31</a>	<a href="#">1</a>	<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>	<a href="#">6</a>

[Weekly View](#)

 [Add a Session](#)

 [Manage Sessions](#)

[Settings](#)

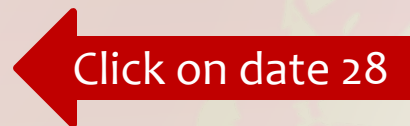
[Export Full View to Excel](#)

Most Recent Session	<a href="#">Edit saved entries</a>
<b>Name</b>	<b>Tuesday 1/26</b>
<a href="#">Bellert, Danielle Marie</a> 	<i>Present</i>
<a href="#">Carrillo, Carlos M.</a> 	<i>Present</i>
<a href="#">Chapman, Janelle Petty</a> 	<i>Present</i>
<a href="#">Childress, John Clayton</a> 	<i>Present</i>
<a href="#">Eaves, Samuel Kyle</a> 	<i>Present</i>
<a href="#">Frazier, Mandalyn Eve</a> 	<i>Present</i>
<a href="#">Hernandez, Terry</a> 	<i>Present</i>
<a href="#">Jenkins, Brittany Ann</a> 	<i>Present</i>
<a href="#">Kemp, Jeremy James</a> 	<i>Present</i>
<a href="#">Lee, Louis Allen</a> 	<i>Present</i>
<a href="#">McMullan, Lee Ashby</a> 	<i>Present</i>
<a href="#">Scales, Lindsay Brienne</a> 	<i>Present</i>
<a href="#">Schenk, Nicholas Todd</a> 	<i>Present</i>
<a href="#">Wetz, Tiffany Andrea</a> 	<i>Present</i>
<a href="#">Willmann, Katherine Ann</a> 	<i>Present</i>
<a href="#">Wood, Robert William</a> 	<i>Present</i>
<a href="#">Edit saved entries</a>	

My next on-line class attendance is on Jan 28 2010

































**< January 2010 >**

<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>
<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	<u>1</u>	<u>2</u>
<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>
<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>
<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>
<u>31</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>



# You are now ready to take on-line class attendance

Thursday, January 28, 2010

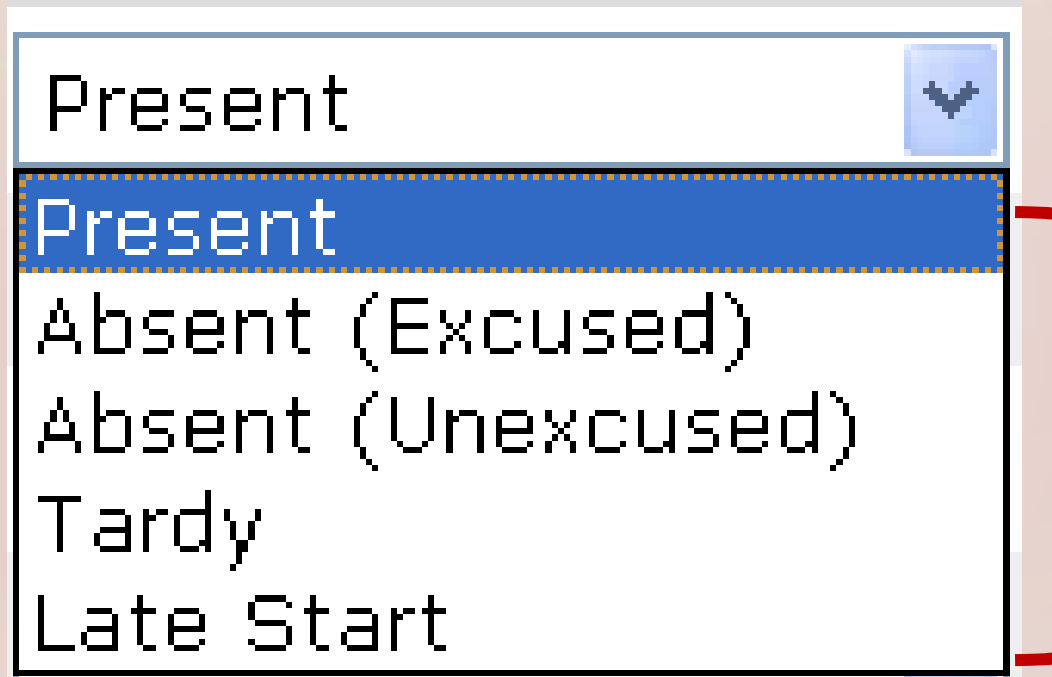
Student Attendance	
Name	Attendance
<a href="#">Bellert, Danielle Marie</a> 	Present 
<a href="#">Carrillo, Carlos M.</a> 	Present 
<a href="#">Chapman, Janelle Petty</a> 	Present 
<a href="#">Childress, John Clayton</a> 	Present 
<a href="#">Eaves, Samuel Kyle</a> 	Present 
<a href="#">Frazier, Mandalyn Eve</a> 	Present 
<a href="#">Hernandez, Terry</a> 	Present 
<a href="#">Jenkins, Brittany Ann</a> 	Present 
<a href="#">Kemp, Jeremy James</a> 	Present 
<a href="#">Lee, Louis Allen</a> 	Present 
<a href="#">McMullan, Lee Ashby</a> 	Present 
<a href="#">Scales, Lindsay Brianne</a> 	Present 
<a href="#">Schenk, Nicholas Todd</a> 	Present 
<a href="#">Wetz, Tiffany Andrea</a> 	Present 
<a href="#">Willmann, Katherine Ann</a> 	Present 
<a href="#">Wood, Robert William</a> 	Present 

Default  
status is  
**Present**








Click the Attendance pull down menu to view and apply other options



## Attendance



# Click on Save button to complete the process

<u>Schenk, Nicholas Todd</u> 	Present 
<u>Wetz, Tiffany Andrea</u> 	Present 
<u>Willmann, Katherine Ann</u> 	Present 
<u>Wood, Robert William</u> 	Present 
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

If needed...click on **Edit saved entries** to make changes or adjust the roster status

<u>Schenk, Nicholas Todd</u> 	<i>Present</i>
<u>Wetz, Tiffany Andrea</u> 	<i>Present</i>
<u>Willmann, Katherine Ann</u> 	<i>Present</i>
<u>Wood, Robert William</u> 	<i>Present</i>

[Edit saved entries](#)

# Setting Alerts/Notifications: **Click on Settings**

---

 Add a Session

 Manage Sessions

---

**Settings**

Export Full View to Excel

# Whole Sessions is a default option

## Attendance Marking Method

Whole Sessions

Use this method if you want to simply mark each student who was present at a session as "Present" or "Tardy".

By Hour

Use this method if you want to track the amount of time each student was present for. **Time is tracked to the quarter hour (e.g. .50, 1.00, 1.75).**

By Minute

Use this method if you want to track the amount of time each student was present for. **Time is tracked to the minute (e.g. 60, 105).**

# To the current date is a default option

## Attendance Display

---

To the current date

Current attendance data is shown as a ratio out of the number of sessions to date. A student who was present for 5 of 5 sessions so far out of a 20 session course would show 5/5 (100%).

Full Course

Current attendance data is shown as a ratio out of the number of sessions in the entire course. A student who was present for 5 of 5 sessions so far out of a 20 session course would show 5/20 (25%).

# Notification options

## Notification

Send a warning after:

Consecutive

Send the warning to:  Student

Faculty

Other:

To enter more than one address, separate them with semicolons (;).

Resend all warnings:

This will send notification emails (to the indicated recipients) for students who currently meet the "warning" condition set above.

Warning Highlight:  On the Weekly View screen, highlight students who meet the "warning" condition set above.

This is a useful indicator, but it will make your Weekly View noticeably slower to load and display.