

Attendance Verification Process - MyMount and Mount Connect Options

As Faculty/Instructors, you must perform Attendance Verifications after each of your **first** face-to-face or In*Sync class meeting OR after the first five days of a fully online or blended course. You can report attendance one of two ways, through MyMount or through Mount Connect.

IF a student informs you they will not be attending the first day, but plan to stay in the class, DO NOT mark them as a “no show.” If they continue to not show by the second week of class, please alert the Registrar’s Office so the students can be dropped.

For more information on when to report attendance in fully online courses, see ***NOTE for Online courses** at the end of this document.

1. ATTENDANCE VERIFICATION PROCESS Through MyMount:

- Using your web browser, go to the Mount’s portal site: mymount.msj.edu. In the designated fields, type in your user name and password. These are the same as you use to log in to campus email and the campus network. Click the Login button or press enter.
- Attendance Verification reporting appears under Academics > Progress and Attendance Reports on the far left side gray toolbar.
- When you select “Attendance Verification Reports” link in the page, a new window or tab will open that displays a comprehensive list of the classes you are teaching in the term selected in the “Choose Session” drop-down list. Select the current term. Click Update to see your current term courses. (EX: Fall 2026 = S1 2026; Spring 2026 = S2 2026; Summer 2026 = S4 2026).



- You **will not** be able to report prior to the date listed in the Status column. Once the date listed in the Status column is passed, the date becomes a link and reporting opens.

CED 220	04	UG26 Foundations of Professionalism	16	Verification starts 10/13/2026
EDU 499S	01	UG25 Serv Lrng: Workshop	1	Verify Attendance

- Click on “Verify Attendance” to report on student attendance status.
 - o Each class list will appear with two columns beside the student names. The column headed “Attending” will be defaulted with check marks. **The other,**

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“Not Attending” is designed for you to select when appropriate, thus reporting a student who is a “No Show.”

- o After you have filled in the information, click the **“Submit”** button. Reporting will remain open until you submit.
- o Once the submission is made, a *View* button will appear. This should eliminate any uncertainty you might have about whether or not you have already made a submission.

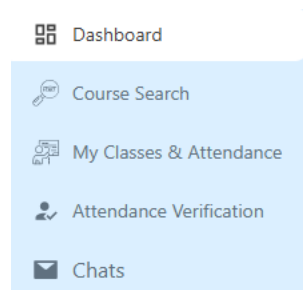
ART 121 01 UG25 World Art History GAINES,L 17 [View](#)

- o If there is a student who is attending your class, but not ton the class list, they are not registered for the course. You can list those students in the free form field at the bottom of the class list. Do not let student who are not registered for your course continue to attend. See Additional Instructions at the end of this document.

List any students attending, but not in the above list (name and ID#, if known):

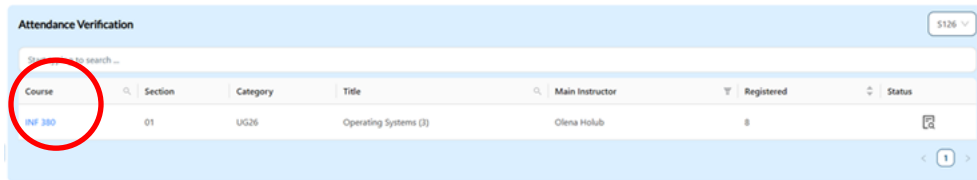
2. ATTENDANCE VERIFICATION PROCESS Through Mount Connect:

- Using your web browser, go to the Mount Connect site: <https://mountconnect.msjs.edu/sign-in>. In the designated fields, type in your user name and password. These are the same as you use to log in to campus email and the campus network. Click the Login button or press enter.
- **Click ‘Attendance Verification’ on the left hand Dashboard menu**

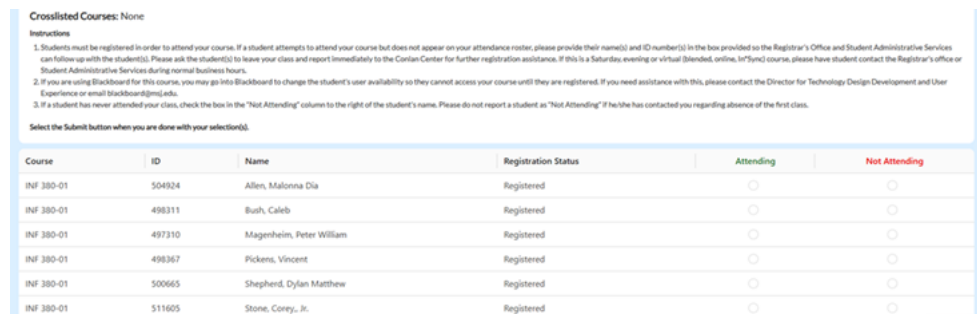


- Select the current term on the right (Ex: Fall 2026 = S126; Spring 2026 = S226; Summer 2026 = S426).
- A listing of your courses will appear, click on the course code to see the list of students

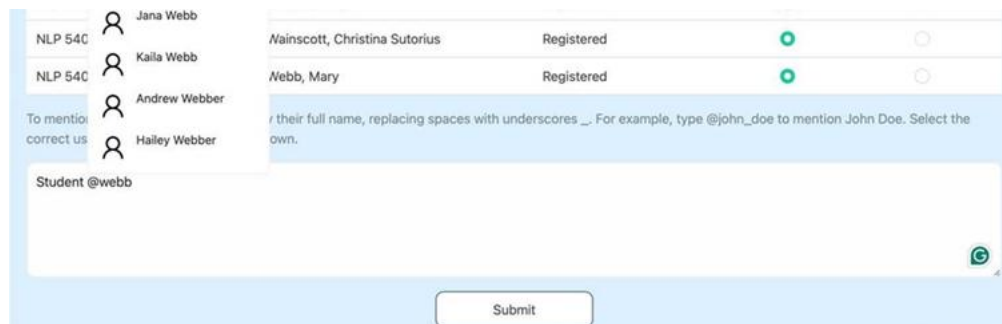
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- For each student, click on the radio button under the headings of Attending or Not Attending to give that status to each student. Please be careful to select the correct option.



- If there is a student who is attending your class but not listed in the class list, they are not registered for the class. You can indicate that in the space below. Using the '@' symbol will pull up a listing of students to insure you are selecting the corrected non registered student. Do not let a student continue to take your class without being registered. See Additional Instructions at the end of this document.



- Once you have marked all of the students as attending or not attending in the class list and listed any student who are attending but not registered, click the 'Submit' button at the bottom of the page.

Additional Instructions for both MyMount and Mount Connect:

- Have a student in your class NOT on your class list?** This situation indicates that the student is not registered for your class. You can enter the student's name in the Attendance Verification function before submitting. The student is still responsible

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for registering for the class through MyMount or through the Add/Drop form in Mount Connect. **If the student does not register for the class, please do not allow the student to remain in your class. Instruct the student to meet with their advisor or visit the Registrar's Office in the Conlan Center.**

- Reporting the student as a “no show” will result in the student being immediately dropped from the class. Exceptions to this immediate drop are student athletes and students receiving veteran benefits. These students will be contacted to confirm their intention not to attend before dropping. Changes in registered hours can affect billing, financial aid, veteran benefits, and athletic eligibility. After the first week of the class, it is recommended that students check their course schedule to make sure all is as it should be.

- **If a student is dropped from a course and wants to re-register**, they must follow the below:
 - **Student Athletes and VA Benefit Students:** Email Don Thomason at Don.Thomason@msj.edu and ask to be registered. Be specific on the course, section, and provide your ID#.
 - **All other students:** Can register through MyMount through Friday of the first week. On Saturday and forward, they will need to complete an Add/Drop from through Mount Connect.

***NOTE for Online courses:** Students taking online courses are expected to attend each online week of the course. **Online attendance is defined as a student logging in to the Blackboard (Bb) online course. “Logging in” is considered attendance even if the student has not submitted any assignments or participated in any other aspect of the course.** A student is recorded either attending or not attending after the first five days from the date the course begins on the schedule. **Students who log in to the Blackboard online course, at least once in the first five days, will be reported as attending.** Students who do not log in at least once in the first five-day period will be reported as a “no show”. Please refer to the drop policy in the Catalog when not meeting attendance requirements.