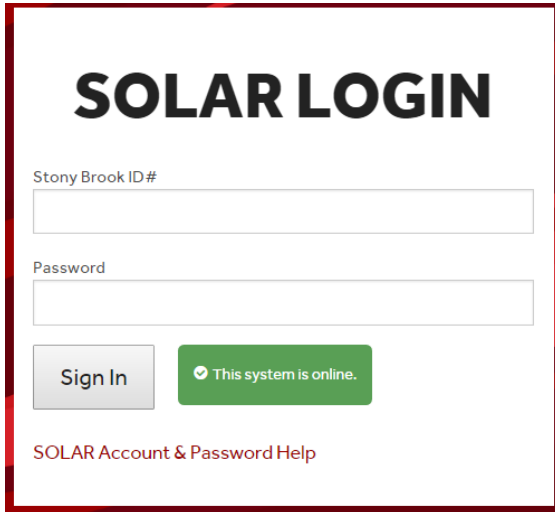# Beginning of Term

1. Log in to SOLAR account.

SOLAR LOGIN
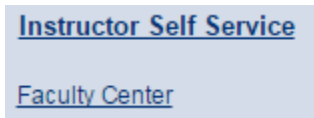
Stony Brook ID#

Password

Sign In   ✓ This system is online.
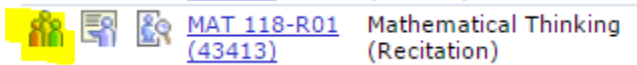
SOLAR Account & Password Help

2. Choose Instructor Self Service>Faculty Center.

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.

MAT 118-R01   Mathematical Thinking
(43413)   (Recitation)

5. Click on "Beginning of term."

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

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

box. **Save**

Save

Once all attendance has been entered, please click SAVE.