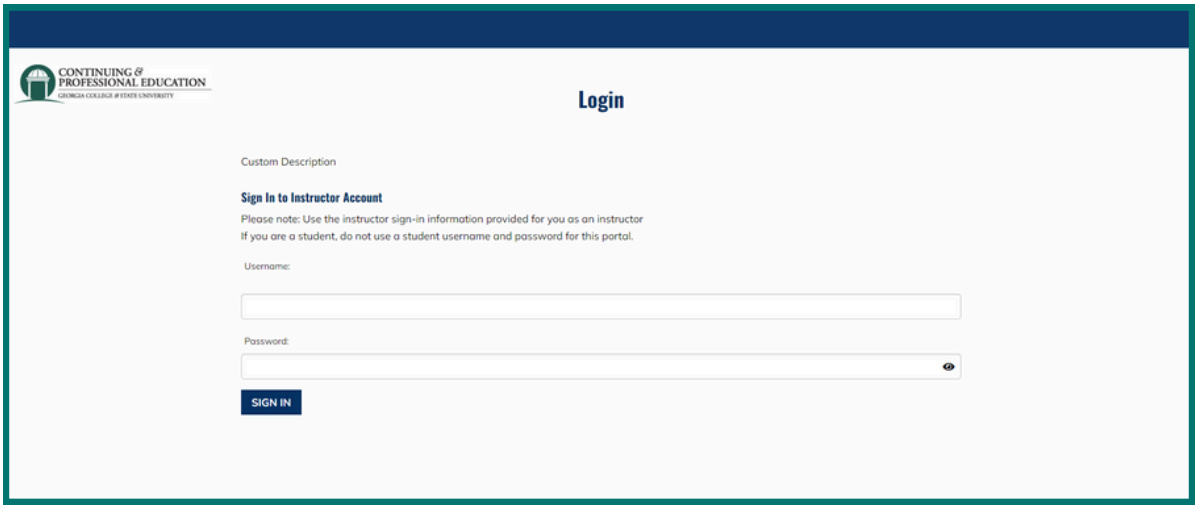
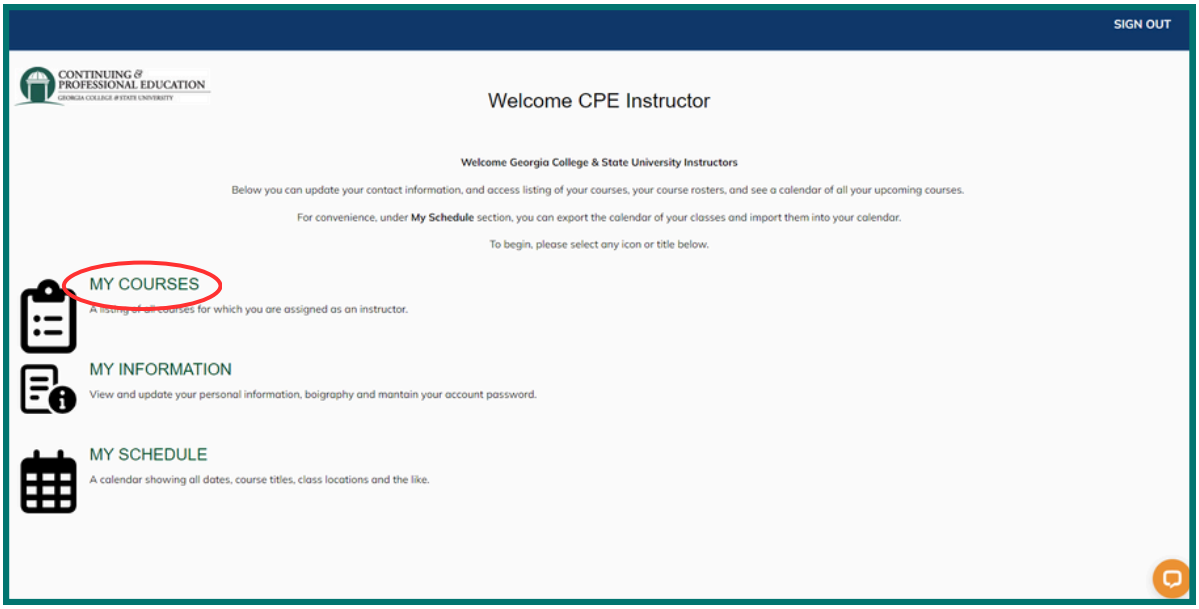
CONTINUING & PROFESSIONAL EDUCATION
GEORGIA COLLEGE & STATE UNIVERSITY

How to Mark Attendance
IN THE INSTRUCTOR PORTAL

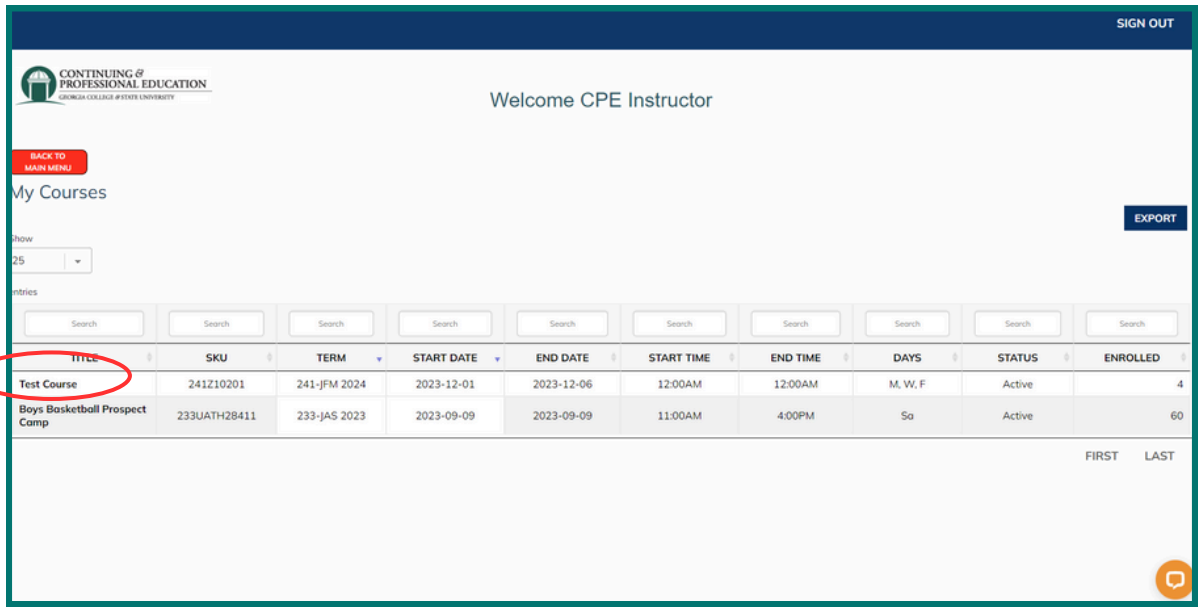
1. Visit https://cpe.gcsu.edu/gcsu/instructor/SignIn.aspx and login.



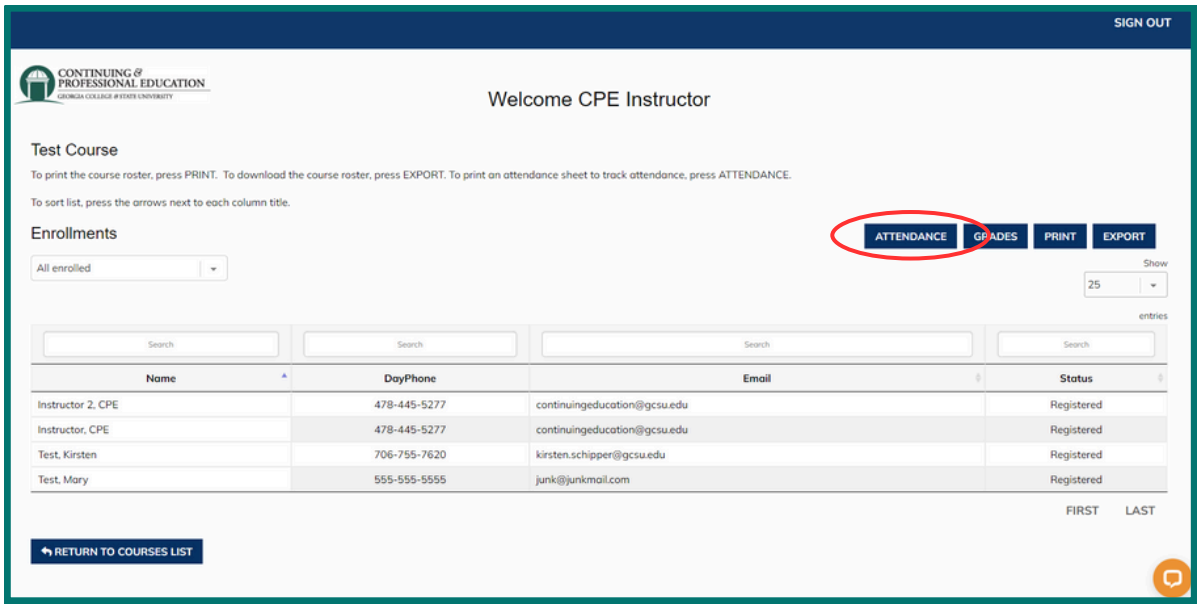
2. On the left side of the page, click “My Courses.”



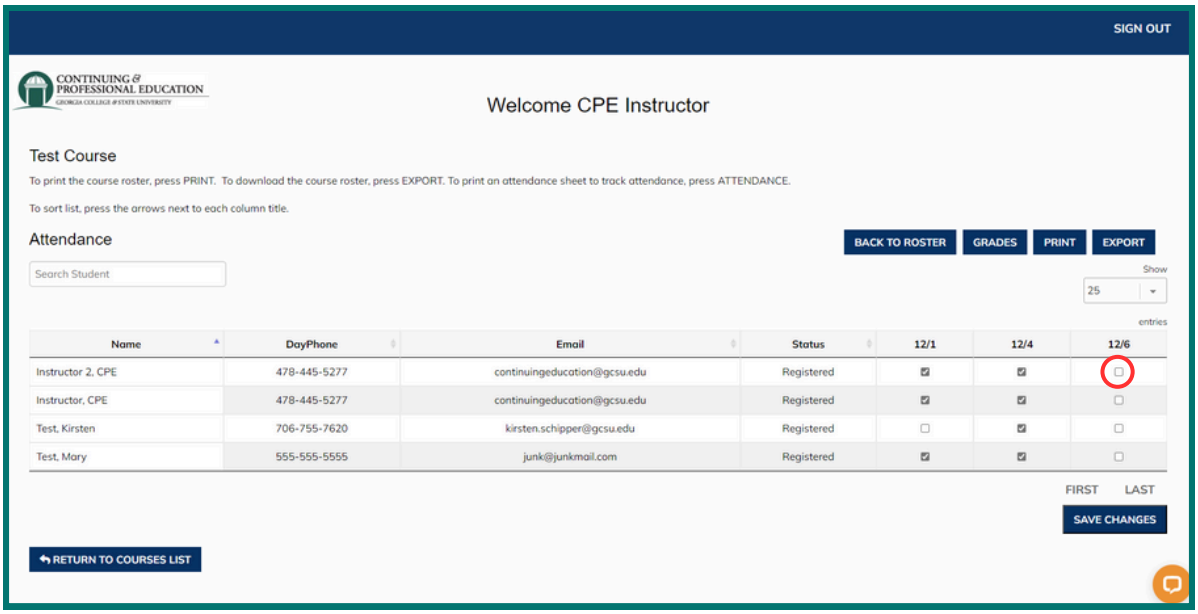
3. Select the title of the course you would like to mark attendance for. You can use the search bars on the columns to find it if you have multiple.



4. Above your roster on the right, click the “Attendance” button.



5. For each session date, make sure to mark attendance for those that came. A checkmark will show when you click the small box indicating that participant was present for that date's session.



Notes:

Attendance must be marked for reporting reasons for all programs. If your program has participants ages 17 and under, an authorized pickup adult should drop-off and pick-up (check ID).

If you have an issue with your instructor account, contact the coordinator you usually work with on your program:

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If the coordinator is unavailable, contact (478) 445-5277.