

MARIAN UNIVERSITY

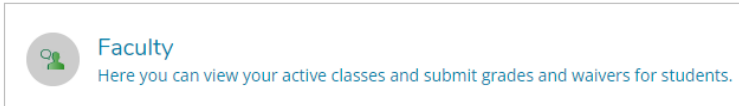
Indianapolis

FACULTY CENSUS/ATTENDANCE PROCESS

1. Log into your MUHUB from a laptop or desktop. **Please DO NOT report from a cell phone as this can cause technical and/or reporting issues and errors.**

<https://hub.marian.edu/Student/Account/Login?ReturnUrl=%2fstudent%2f>

2. Click on the FACULTY tab



3. Click on the appropriate course and be sure that you are under the correct reporting semester.

Section	Times	Locations	Availability ⓘ
SDY-ABR-MM01: Study Abroad Program	TBD 8/22/2022 - 12/17/2022	TBD Independent Research or Study	Unlimited

4. Click on CENSUS – **DO NOT use the attendance tab**

SDY-ABR-MM01: Study Abroad Program

Fall 2022
Main Campus

TBD
8/22/2022 - 12/17/2022
TBD

Seats Available Unlimited

[Deadline Dates](#)

Waitlisted 0

Roster ~~Attendance~~ **Census** Grading Permissions Waitlist

Semester

- If a student has never attended, check the NEVER ATTENDED box. Do this for all students who have **not attended**. Then click the CERTIFY button. You only have to report on those that NEVER ATTEND. If everyone attended, you can just click certify. **You must click “certify” on each course you are teaching so the information is submitted to the Registrar’s Office, even if all students have been attending.**

SDY-ABR-MM01: Study Abroad Program
 Fall 2022
 Main Campus
 TBD
 8/22/2022 - 12/17/2022
 TBD
 Seats Available Unlimited
[Deadline Dates](#)
 Waitlisted 0

Roster Attendance **Census** Grading Permissions Waitlist

Semester

Semester 8/29/2022 Census

Student Name	Student ID	Never Attended	Class Level	Credits
Mr. Samuel	[REDACTED]	<input type="checkbox"/>	Senior	12
Ms. Alex	[REDACTED]	<input type="checkbox"/>	Senior	12

- When you get the below popup, click “submit”

- You will know you have successfully submitted for the course when you see this in the upper right-hand corner.

- Repeat for all courses, clinicals and lab (with and without credits) listed under the current semester until all have been submitted successfully.
- To check your work, you can return to the Census tab and see a message that reads “There is no census to certify for the section” if you have already submitted for that course.

Roster Attendance **Census** Grading Permissions Waitlist

There is no census to certify for the section