Self-Service can be accessed directly from this link:

https://selfservice.worcester.edu:8170/Student/Account/Login

Or from WebAdvisor. Choose the Self-Service for Faculty (Rosters, Grading) link.

This will take you to the Self-Service login screen. Use your WSU credentials to log in. (Be sure to log out when you are done.)
Choose the Faculty link from the landing page.

You are now on the Faculty Overview page. Here your classes for the current and upcoming semesters will be listed. Click on a class title to access the roster, grading, attendance, waitlisted students, faculty consent and requisite waivers for that class.
**Attendance**

The Attendance tab allows you to track attendance. You can Update all students to the same Status and Attendance date or you can track attendance for some students. The Select Date drop down shows all the meeting dates for this class. The attendance options are Present; Absent, no excuse; Absent, excused; and Late. **Attendance tracking is optional. Students do not have an option to view Attendance tracking.**

---

**Attendance Options:**

- **Update All**

<table>
<thead>
<tr>
<th>Student</th>
<th>1:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bear, Yogi</td>
<td>Select Attendance</td>
</tr>
<tr>
<td>Bell, Tinker</td>
<td>Select Attendance</td>
</tr>
<tr>
<td>Krab, Krusty</td>
<td>Select Attendance</td>
</tr>
</tbody>
</table>

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Update All options:

- Update All
- Update Empty Records to Present
- Update Empty Records to Absent

Bear, Yogi
0769995

Bell, Tinker
Attendance Date range:

- 5/13/2021 (Thursday)
- 5/11/2021 (Tuesday)
- 5/6/2021 (Thursday)
- 5/4/2021 (Tuesday)
- 4/29/2021 (Thursday)
- 4/27/2021 (Tuesday)
- 4/22/2021 (Thursday)
- 4/20/2021 (Tuesday)
- 4/15/2021 (Thursday)
- 4/13/2021 (Tuesday)
- 4/8/2021 (Thursday)
- 4/6/2021 (Tuesday)
- 4/1/2021 (Thursday)
- 3/30/2021 (Tuesday)
- 3/25/2021 (Thursday)
- 3/23/2021 (Tuesday)
- 3/18/2021 (Thursday)
- 3/16/2021 (Tuesday)
- 3/11/2021 (Thursday)
- 3/9/2021 (Tuesday)

Select Date 5/13/2021 (Thursday)