U/BU 1000 Attendance Reporting

1. To enter the attendance for University/BU 1000, go to the URL www1.baylor.edu/U1000

2. A login is required. Use your BearID and password, i.e. John_Smith and Password24
3. The first screen will have a drop down box with all your sections of University/BU 1000. If you only have one section, then those students will be displayed; otherwise, the chosen section’s students will be displayed.

4. Enter the number of times the student attended the chosen University 1000 in the box to the right of the student name. Click the save button. You do not have to enter all the attendance at one time before saving. Before the end of the semester you can return and alter your entries if needed. At the end of the semester these attendance values will be rolled into the chapel attendance to create the chapel grade.