



Logging Your Attendance in OwlMed

Christine Clevenger - 2025-03-13 - OwlMed and Canvas

Logging Your Attendance in OwlMed

When an Event is Mandatory, you must record your Attendance. This article will show you how to properly check-in and log your Attendance for a Mandatory Event.

During the event window, do the following:

- Log in to Owlmed.fau.edu ⇒ Click on Event ⇒
- Open the Event ⇒ Click Record Your Attendance ⇒ Confirm Attendance

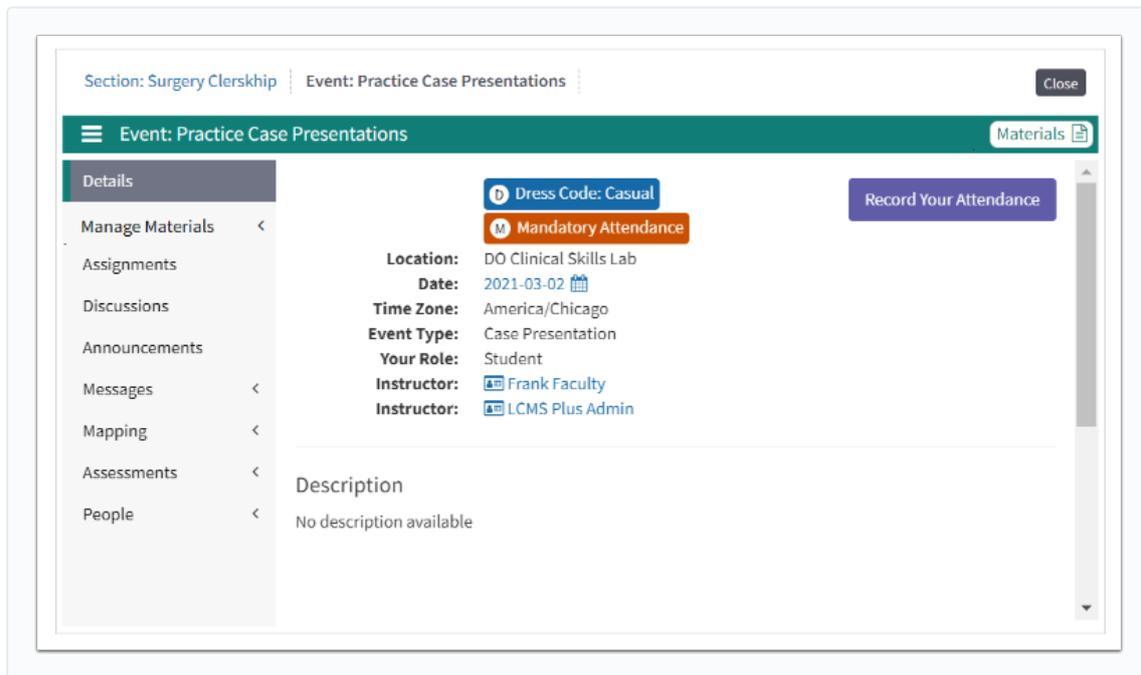
(note: You must log your attendance during the event window. Should you forget, you will not have an opportunity to correct your attendance. You must contact the course coordinator within 24 hours for the correction.)

The screenshot shows the LEO (Learner Experience Overview) interface. At the top, there's a navigation bar with 'Leo', 'Calendar', 'Courses', and 'Search'. On the right, there are notification icons for email, a bell with a '2' badge, a star, and a monitor with a '1' badge. Below the navigation bar, the date 'Tue, 03/02/21' is displayed with navigation arrows. The main area shows a calendar grid with two events: 'Cardio Pathophysiology 1' (11:00-12:00) and 'Practice Case Presentations' (2:10-4:40). A tooltip for the 'Practice Case Presentations' event is open, displaying the following information: **Date/Time:** 2021-03-02 2:10 pm to 2021-03-02 4:40 pm; **Location:** DO Clinical Skills Lab; **Type:** Case Presentation; **Instructor:** F. Faculty; **Status:** Mandatory Attendance (M) and Dress Code: Casual (D). The 'Related Materials' section on the right shows 'No Documents Found'.

When you hover over an Event , you will see a quick overview of the

Event.

Click Record Your Attendance



Section: Surgery Clerkship | Event: Practice Case Presentations | Close

Event: Practice Case Presentations | Materials

D Dress Code: Casual
M Mandatory Attendance

Location: DO Clinical Skills Lab
Date: 2021-03-02
Time Zone: America/Chicago
Event Type: Case Presentation
Your Role: Student
Instructor: Frank Faculty
Instructor: LCMS Plus Admin

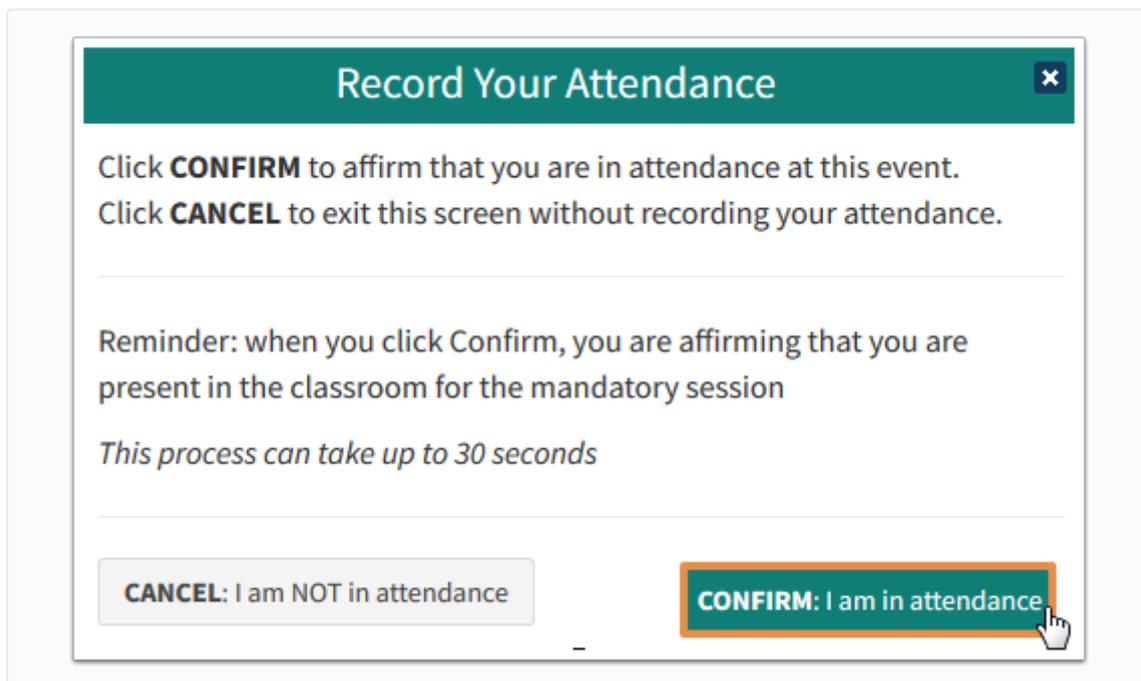
Record Your Attendance

Details

- Manage Materials <
- Assignments
- Discussions
- Announcements
- Messages <
- Mapping <
- Assessments <
- People <

Description
No description available

If you are in attendance for an Event which requires you to log your attendance if you are present, click the button: Record Your Attendance.



Record Your Attendance ✕

Click **CONFIRM** to affirm that you are in attendance at this event.
Click **CANCEL** to exit this screen without recording your attendance.

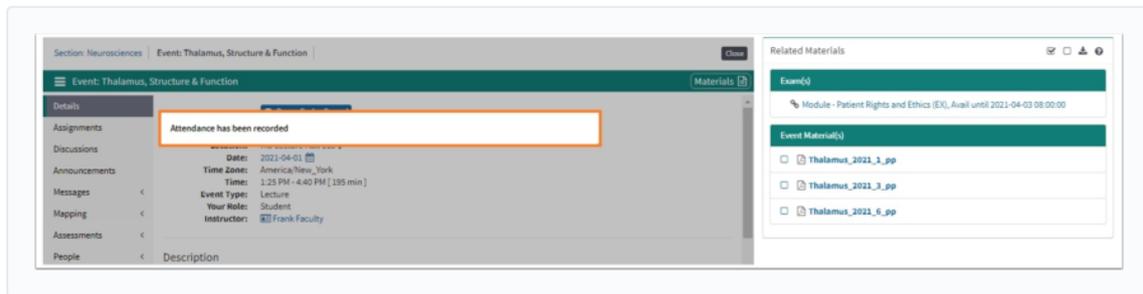
Reminder: when you click Confirm, you are affirming that you are present in the classroom for the mandatory session

This process can take up to 30 seconds

CANCEL: I am NOT in attendance | **CONFIRM: I am in attendance**

- This option will record your attendance in this Event.

- When you click Confirm, you are affirming that you are present in the classroom.
- If you click Cancel, you are acknowledging that you are not in attendance at the Event and you will exit this screen without recording your attendance.



Once you have Confirmed you are in attendance from the RECORD YOUR ATTENDANCE screen you will be brought back to the Event screen and will receive a pop-up indicating your Attendance has been recorded.

Warning: It is an Honor Code violation to record your attendance in an Event when you are not actually present.