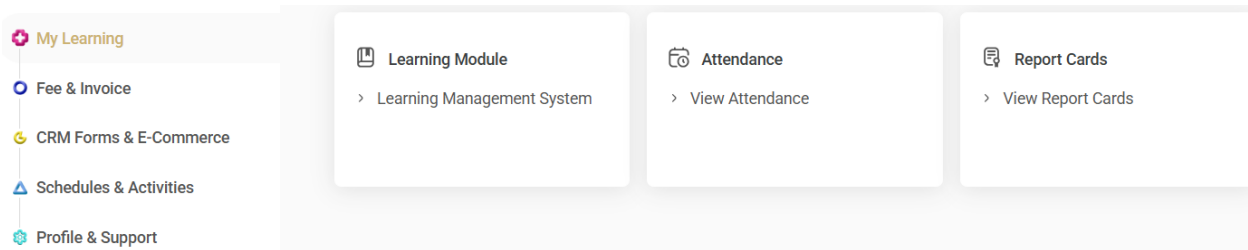


INSTRUCTION ON HOW TO ACCESS ATTENDANCE AND GRADES

My Learning Sections

From Modules, click “My Learning” and you will see:

- Learning Management System for courses
- Attendance
- Report Cards



My Learning-Attendance

Click on “View Attendance”; then select your course. Attendance is recorded as Present or Absent.

- Present – Attended in-person or online
- Absent – Did not attended in-person or online

The screenshot shows the 'Attendance' page for the course 'Apostolic Roundtable'. At the top, the word 'Attendance' is on the left and the NAC logo is in the center. Below the course name is a dropdown menu showing 'Apostolic Roundtable'. To the right of the dropdown are three buttons: '1 Present' (green), '1 Absent' (red), and '0 Holiday' (blue). Below these are four calendar views for the months of September 2026, August 2026, July 2026, and June 2026. Each calendar has columns for days of the week and numbers. In the August 2026 calendar, the 28th is highlighted in green and the 29th is highlighted in red. A red arrow points to the 28th. Navigation buttons '< Previous' and 'Next >' are located below the dropdown menu.

INSTRUCTION ON HOW TO ACCESS ATTENDANCE AND GRADES

Grade Book

My Learning, click on “Report Cards”. We will first look at: **Grade Book**. Click on a course title on the left to display the Grade book on the right. In our example, we will be using the Associate Program and the Apostolic Roundtable course.

Report Cards

Grade Book 2026-2027 ▾

➤ Associate [Kingdom Studies] - Year 1 / Fall 2026-2027

Report Cards

➤ Associate [Kingdom Studies] - Year 1 / Fall 2026-2027

Grade Book

Apostolic Roundtable

3 Credits / Hours 1 Reflection

Kingdom Foundation 100

Click on your program, you will see your reflection paper Grade and Attendance. The “Final Score” represents accumulated points for both Reflection paper Grade and Attendance.

Apostolic Roundtable

Reflection Category: REFLECTION Weight = 94.0000%

Reflection: Course Reflection

Grading Scale: Actual Points Points: 100 Count in Overall: Yes Passing Points: 70

Adjunct ProfessorComment

95/100

Reflection Category: ATTENDANCE Weight = 6.0000%

Reflection: Attendance

Grading Scale: Actual Points Points: 6 Count in Overall: Yes Passing Points: 2

Adjunct ProfessorComment

3/6

92.30% Final Score

Adjunct Professor

Tom Pierce

Comments

INSTRUCTION ON HOW TO ACCESS ATTENDANCE AND GRADES

My Learning-Report Cards

Next, the **Report Card** section. **Click on your program.** It shows your Attendance and Reflection paper Grades for the semester you are attending.

**Kingdom University**



Debby Test
2026_21_172
Associate [Kingdom Studies] Year 1 / Fall

Attendance87.50%

Present7/8

Absent1/8

Report Card

No.	Course	Course code	Credits / Hours	Course adjunct professor	REFLECTION		ATTENDANCE		Final Score
					Course Reflection	Category Score	Attendance	Category Score	
1	Apostolic Roundtable	KU112	3	Tom Pierce	95/100	89.30	3/6	3.00	92.30%
2	Kingdom Foundation 100	KS100	3	Tom Pierce	100/100	94.00	6/6	6.00	100.00%
3	Sonship According to the Kingdom 101	KS101	3	Tom Pierce	100/100	94.00	6/6	6.00	100.00%
4	Releasing the Kingdom	KU110	5	Tom Pierce	100/100	94.00	6/6	6.00	100.00%

Need further assistance, contact us at Support@kingdomu.org