



# Medallion Retention Portal

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To access Medallion go to <https://medallion.medaille.edu>

Use your MedailleOne Login to enter the Attendance and Warning System (Ex: ABC123)



MEDALLION

Login

Username:

Password:

Login

**On successful login you will see your Medaille ID photo as well as your Name for security verification. If you see another users information please contact support. Under Faculty Tab you will see links to Enter Attendance & Submit Warnings**



## Raymond Drechsel

Welcome to the Medallion Attendance and Warning System.

Select a role from the tabs below, then click on a function.

Faculty

[Enter Attendance](#)  
[Submit Warning](#)

Selecting One will launch the Attendance page:

Note you will only need to enter attendance once after the first two weeks. You will receive an email when attendance needs to be submitted

The screenshot shows the 'Attendance' tab selected in a navigation bar. Below the navigation bar, there are two sections: 'Courses with First Two Weeks Attendance' and 'Courses with Full Attendance'. The 'Courses with First Two Weeks Attendance' section contains a table with one row of data.

Course	Term	CRN	# of students		
Test Course RAY 101 01	201510	66888	3	Complete	Resubmit Attendance

The 'Courses with Full Attendance' section contains a table header with the following columns: Course, Term, CRN, and # of students.

For courses that you still need to enter Attendance for you will see Red Not Complete.

For courses that you have entered Attendance for you will see in Green Complete.


If you find that you need to resubmit Attendance you can select the Resubmit Attendance Link

Attendance options are Present, Attendance Issues or Never Attended. You have the option of adding Comments.

Test Course

88888 | 201510 | RAY 101 01

Present - Student is attending classes  
Attendance Issues - Student has missed 2 or more classes without contact.  
Never Attended - Student has not attended classes.  
Comments are optional.

Student	ID	Present	Attendance Issues	Never Attended	Comment (optional)
 Annex, Nicholas	10010443	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>