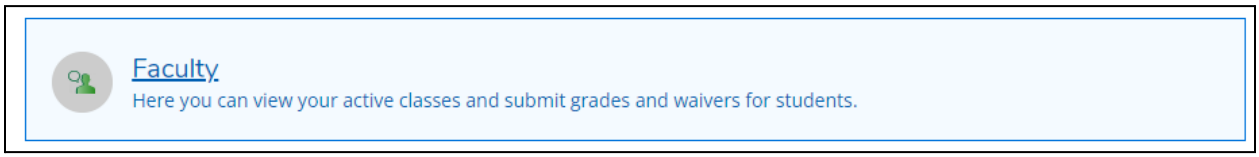
Self-Service Guide | *Attendance and Census*

100% Online Asynchronous Courses

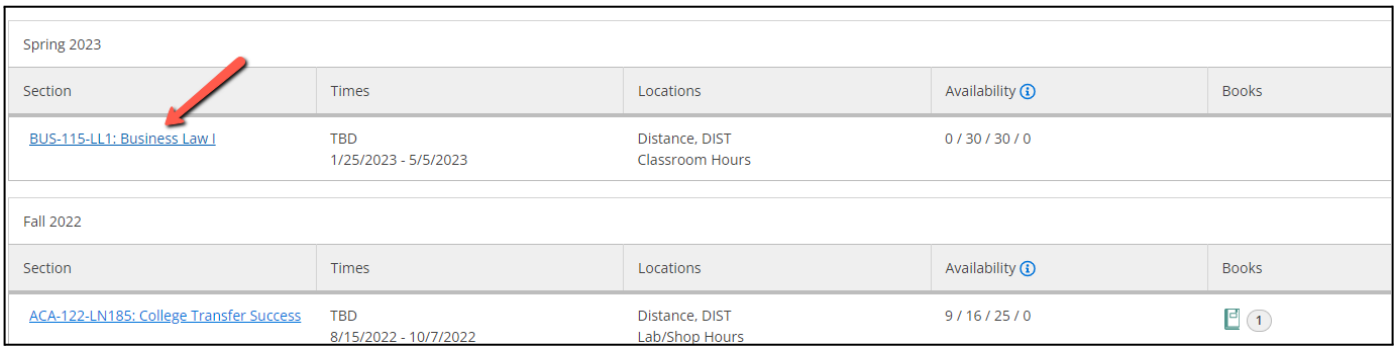
This guide will walk you through recording attendance and census information in Self-Service for **100% online asynchronous** courses.

Part 1: Recording Attendance Prior to the Census Date

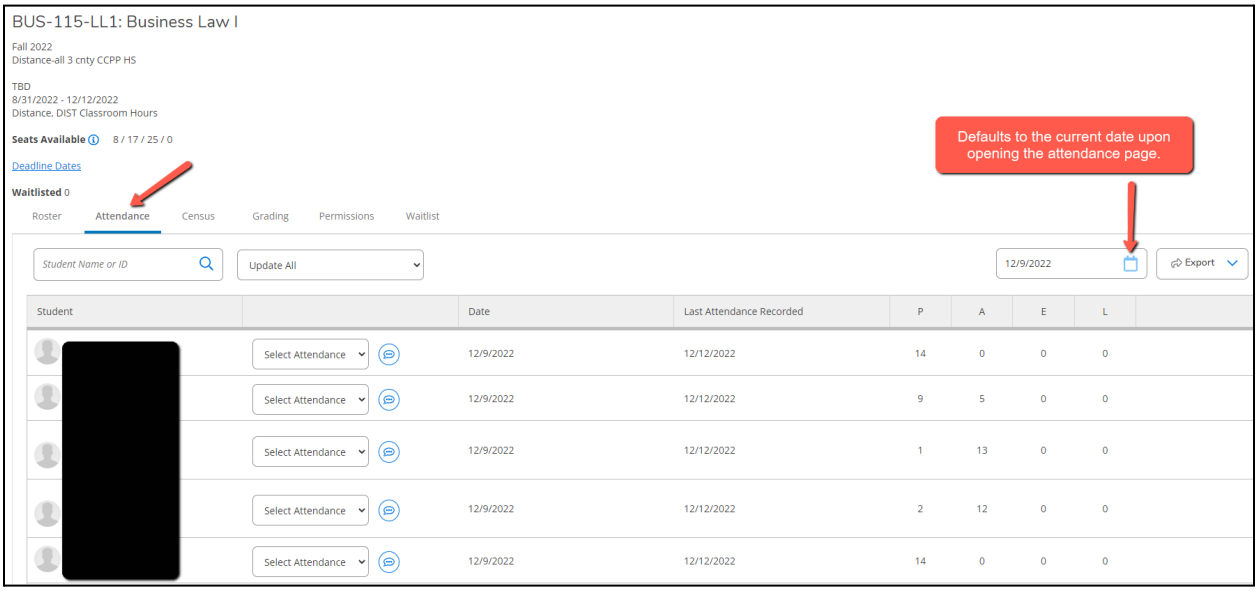
Step 1. Log in to Self-Service and choose the Faculty icon.



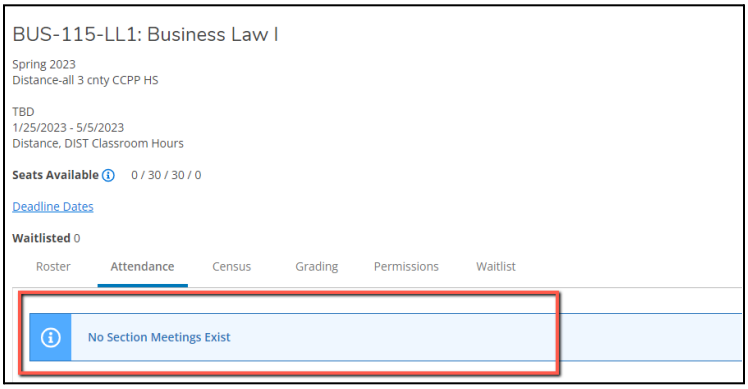
Step 2. Select the class section to record attendance:



Step 3. Click the **Attendance** button. Select the calendar icon to choose the date you want to record attendance. For 100% online asynchronous courses, attendance prior to the census date is recorded differently than how you will record it after the census date (detailed in step 4).

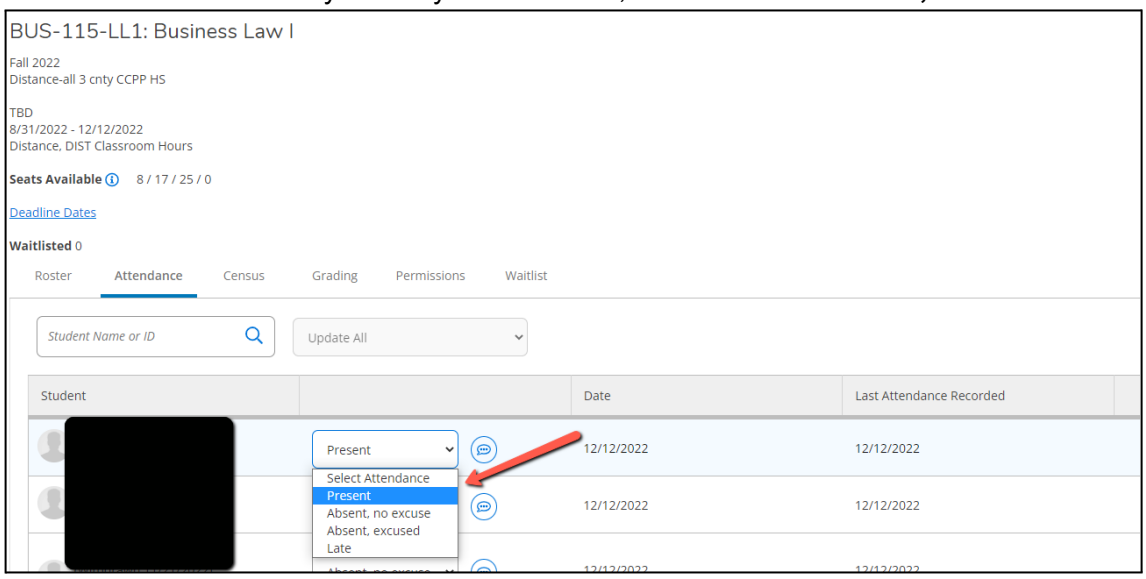


NOTE: 100% online asynchronous courses will not show an attendance roster until the second day of the term. If students submit work on the first day of the term, you will be able to choose that date to record attendance once the attendance roster opens on the second day. Prior to the second day of the term, your attendance roster will show this message:



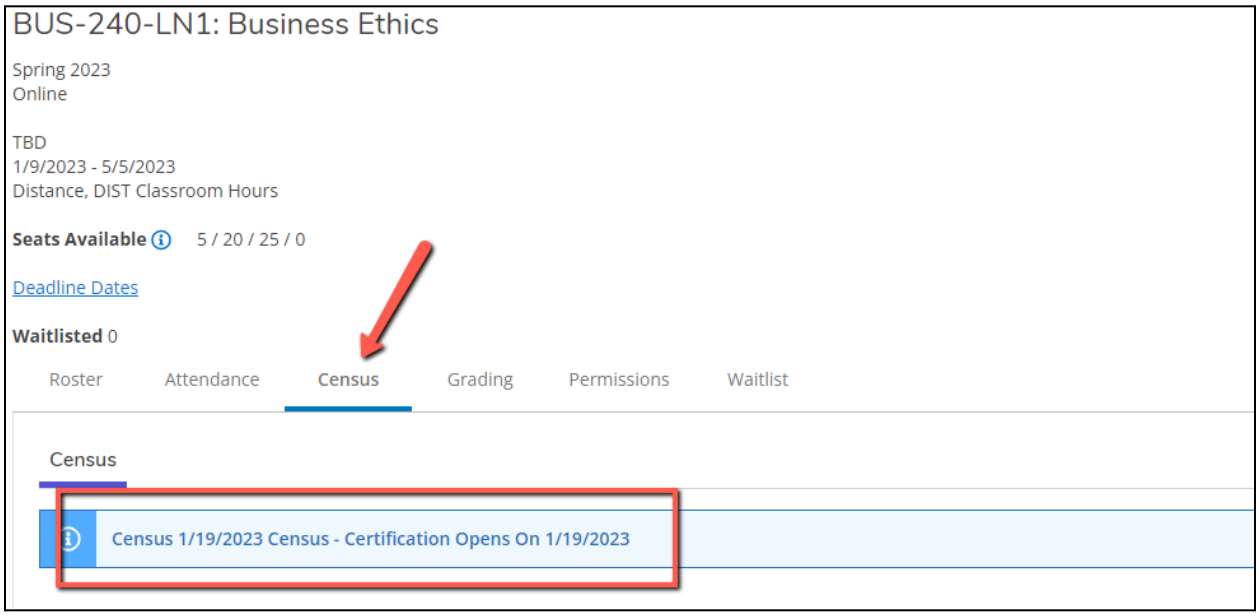
Step 4. Prior to the Census date, you will mark the student as "**Present**" **<u>on the first date they submitted work</u>** (for those who used WebAdvisor, this is the equivalent to entering the "E" in WebAdvisor). This is the date the student "entered" the course. This means that your initial attendance entry will have various dates for your students as they will all complete their first assignment on different days. After the census date, recording attendance will be much easier as you will only take attendance on the date assignments are due (additional information can be found in **Part 3**).

Example: If your weekly assignments are due every Friday at 11:59 p.m., you will take attendance each week after the due date has passed. Choose the date the assignment was due on the calendar icon and mark each student who submitted work by the due date as **Present**. If a student did not submit any work by the due date, mark them as **Absent, no excuse.**



Part 2: Certifying Census Information

The census date marks the 10% point of the session, so this date varies based on the length and start date of your course. Your census date can be found on the Census tab in Self-Service:

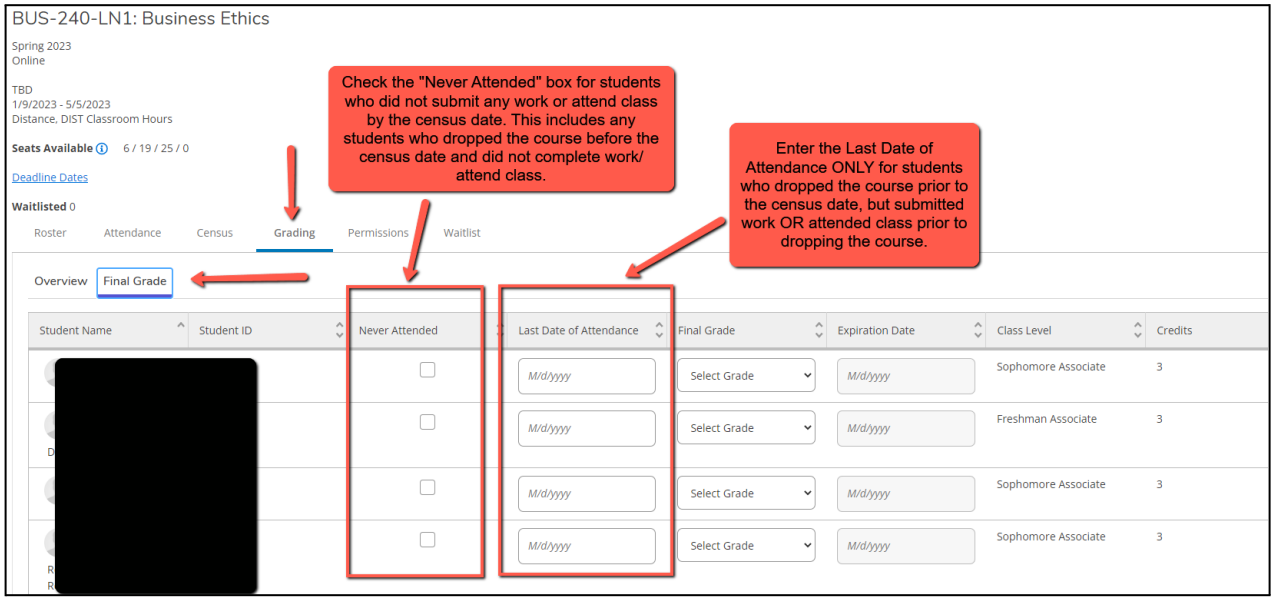


NEW INSTRUCTIONS FOR SPRING 2023

STEP 1: On the census *due date* for your course which is usually the day after your census date (the Registrar will send an email with your census *due date* at the start of the term), ensure attendance has been recorded for all students on the **Attendance** tab per the instructions in Part 1.

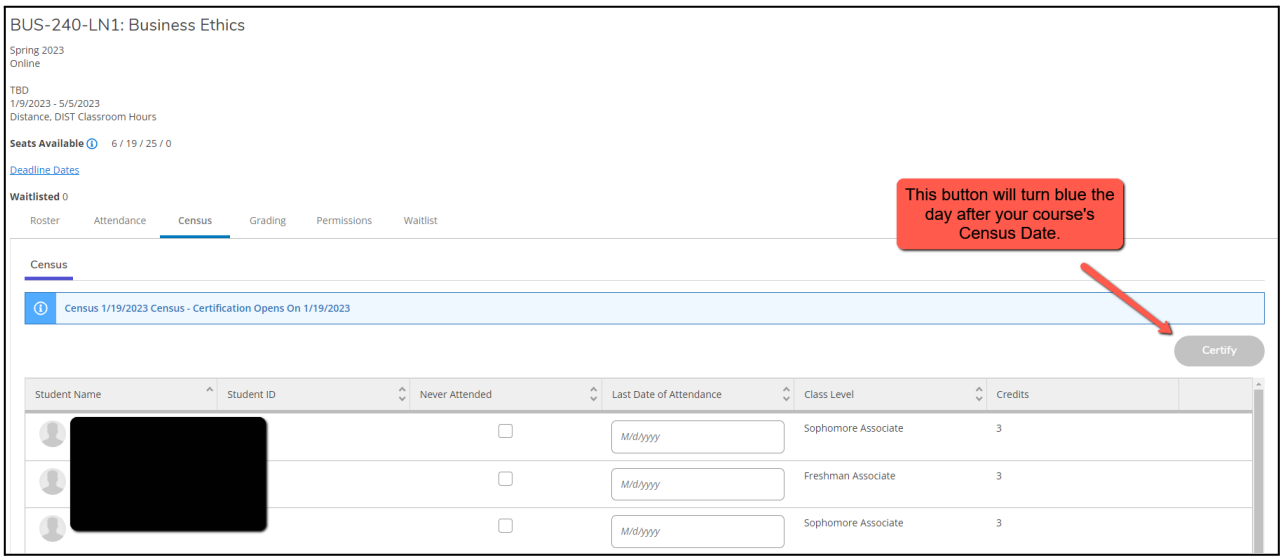
STEP 2: Once attendance has been recorded on the Attendance tab, go to the **Grading** tab. Click "Final Grade".

a. **Never Attended**: For any student(s) who did not complete an assignment for the course by the census date, check the "Never Attended" box. **Do NOT** enter any information in the "Last Date of Attendance" column for students who never attended. You must also flag students who dropped the course and did not complete coursework by checking the "Never Attended" box. *Remember to block these students in Blackboard.*
b. **Last Date of Attendance:** This column is **only** used in attendance taking for students who have dropped the course, but completed online coursework prior to the census date. If you have a student(s) who dropped the course prior to the census date, but completed coursework prior to dropping it, enter their last date of attendance in this column. *Remember to block these students in Blackboard.*



STEP 3: When steps 1 and 2 are completed, go to the **Census** tab. Verify all information is correct (any no shows have been marked as Never Attended and any dropped students have been marked as either Never Attended OR their last date of attendance has been entered, whichever applies). Click **Certify**.

*If a FA Census tab appears on your Census page, please disregard.



IMPORTANT REMINDER: After the census date has passed, any student marked as **Never Attended** must be *blocked from the course in Blackboard and must not be allowed to attend class.* If a student is allowed to attend class or submit work after being marked as Never Attended, the College loses FTE funds for that student.

Part 3: Recording Attendance After the Census Date

Once you have certified your census information, you will only need to take attendance once per week following the due date for your assignments.

Step 1. On the Attendance tab, click the calendar icon to choose the assignment due date for which you want to record attendance.

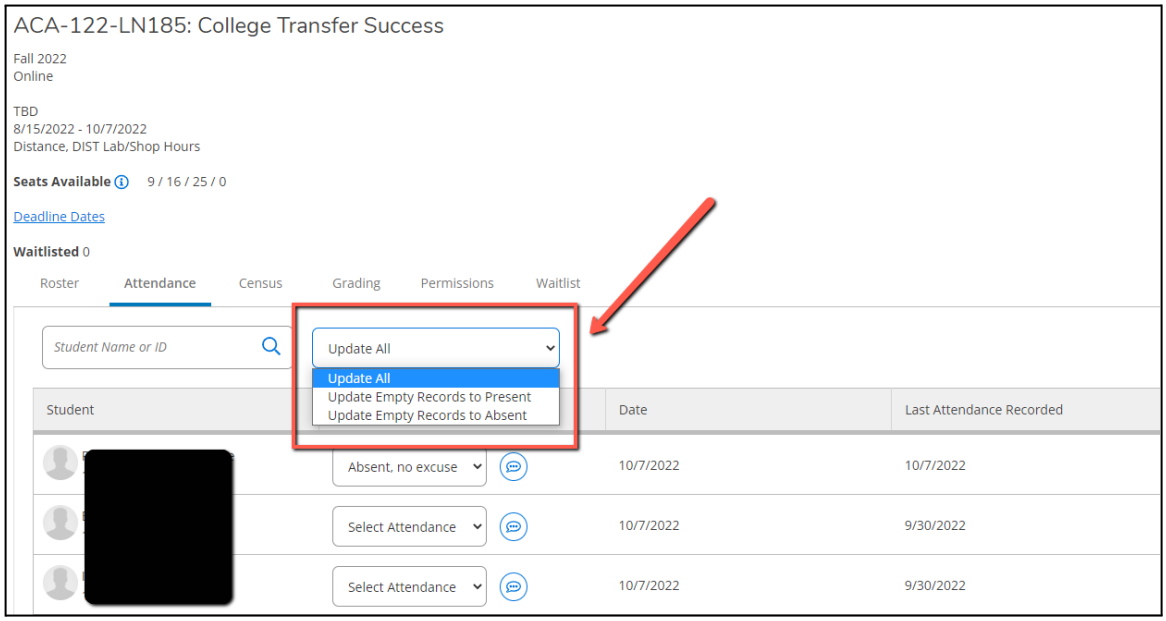
Step 2. Select **Present** or **Absent, No Excuse** for each student. Students who did not submit any work by the assignment due date should be marked as **Absent, No Excuse**. Students who submitted any work by the assignment due date should be marked as **Present** (even if they did not submit all assignments due that week, submitting any amount of assignments by the due date is considered to be Present).

The College does not have an excused absence policy, so please do not use **Absent, excused.**

QUICK TIP: Try this to speed up your attendance recording!

Mark any student who did not submit work as **Absent, No Excuse**. Then select the dropdown "Update All" and choose "Update Empty Fields to Present." If you missed an Absent student, you can always go back and update that individual student's attendance entry.

**Note: this does not work for hybrid/blended courses which have multiple attendance columns on the same roster (i.e. a seated component and an online component).*

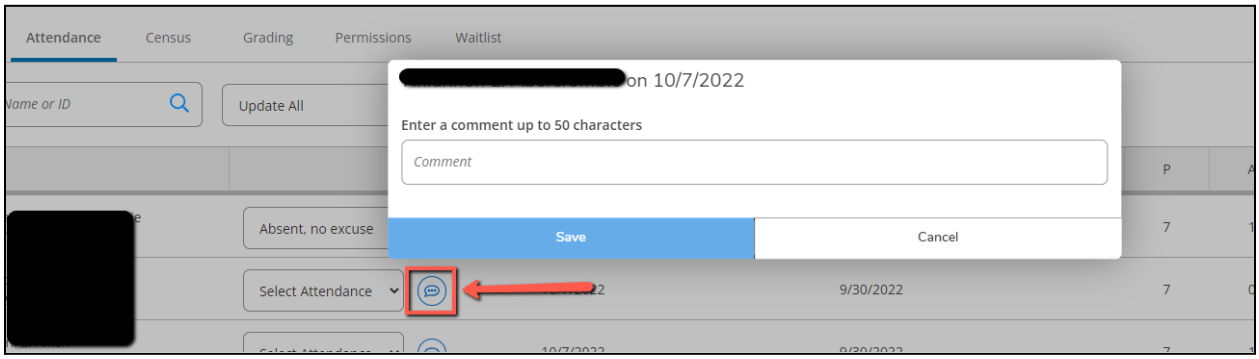


Frequently Asked Questions

What button do I press to submit attendance after marking students as Present or Absent?
There is no button! Self-Service autosaves.

What happens if I make an error on a student's attendance entry?
Simply update the student's attendance entry for the respective date. The corrected entry will autosave.

What does the attendance comment do?
This is an optional feature that can be helpful if you gave a student an extension on work, if they had an emergency that caused them to miss an assignment due date, etc. The comment is only available for the instructor to see. Students cannot see these comments.



Who do I contact if my class is not showing in Self-Service?
Contact your Department Chair as this usually means you have not been assigned as the instructor in Colleague.

Who do I contact if my attendance roster is not showing correctly in Self-Service?
Contact your Department Chair as this usually means the course section is not built correctly in Colleague.

Who do I contact if I have made an error in my census reporting?
Email the Registrar with your class name and section number, describe what information is incorrect and what the correct information is, and include the corresponding student name and ID.