

# Overall Attendance Instructions

Attendance must be tracked in Self Service according to Add/Drop dates which differ for Graduate and Undergraduate students. Tracking includes Distance courses.

Please track attendance in Self Service as follows:

- Use View **Overall** Section Attendance.
- Track **Graduate Students** for the **first week** of the semester-- the Graduate Add/Drop period.
- Track **Undergraduate Students** for the first **two weeks** of the semester-- the Undergraduate Add/Drop period.
- Record only **Attending or No Show** status. Do not use Last Attended.
- Do not leave any blanks. Record a status for each and every student.

Follow these steps for recording Overall attendance in Self-Service for a course:

1. Under the **Classes** tab. Select the **Grading** option.
2. In the left pane, choose **Attendance**. The **Grading – Attendance** window will open.
3. Choose the **appropriate year** and click on the link for the course you wish to record attendance. This will open the **Grading – Attendance** window for that particular course.

The screenshot shows the Self-Service interface with the following elements:

- Navigation tabs: Home, Advising, **Classes**, Department, Finances, Search, My Profile, Administration, Other.
- Sub-navigation: Schedule, Enrollment, **Grading**.
- Left sidebar: Activity Grades, Overall Grades, **Attendance**, Options, Recent Courses.
- Main content area: **Grading - Attendance**, **Select Course** dropdown, "Or... browse the courses below:"
- Course selection options: **Year** (2013), **Spring** (01-Genrl, BIO 102/Lecture/01), **Fall** (01-Genrl, ART 210/Lecture/01, 02-First half, BUS 111/Computer Lab/S1, 03-Second Half, BUS 131/Lecture/S1, **Ten Week**, GEN 100/Seminar/01, Masters General, BIO 509/Lecture/01).

4. Click on **View Overall Section Attendance**.

The screenshot shows the 'Grading - Attendance' page. On the left sidebar, there are sections for 'Activity Grades', 'Overall Grades', 'Attendance', and 'Options'. The 'Attendance' section is expanded, showing 'Select View', 'Download Attendance', and 'Recent Courses'. The main content area shows 'Grading - Attendance' with a 'Select Course' dropdown set to '2013/Fall/Ten Week - GEN Academic Seminar'. Below this, there is a section for 'Overall Attendance' with a link 'View Overall Section Attendance' highlighted by a red box and a mouse cursor. There is also a 'Daily Attendance' section with dates listed.

5. Select the student by clicking in the box to the left of the student's name.

### Grading - Attendance

Select Course Course: 2013/Fall/ Academic Seminar Monday 10:00 AM - Traditional

<input type="checkbox"/>	Name	E
<input checked="" type="checkbox"/>	Assent, Kelli	
<input type="checkbox"/>	Brown, Morgan	
<input type="checkbox"/>	Crisman, Kaitlyn	

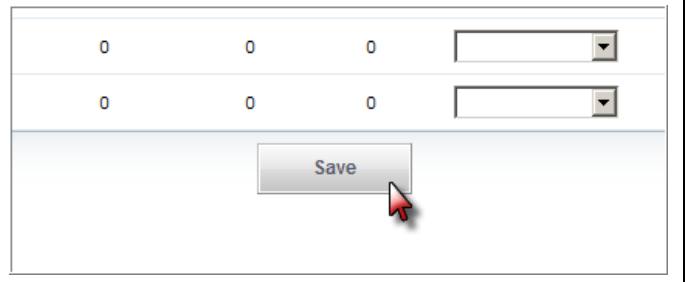
6. Located in line with the student name, under the **Overall Attendance** drop-down menu, select either **Attending** or **No Show** for a particular student. Do not use *Last attended*.

The screenshot shows the 'Grading - Attendance' page with a table of student attendance data. The table has columns for 'Name', 'Absence' (Excused, Unexcused), 'Tardiness' (Excused, Unexcused), 'Overall Attendance', and 'Last Date Attended'. The first student, 'Assent, Kelli', is selected. The 'Overall Attendance' dropdown menu is open, showing three options: 'Attending', 'Last Attended', and 'No Show'. A red box highlights the dropdown menu, and a mouse cursor points to the 'Attending' option.

<input type="checkbox"/>	Name	Absence		Tardiness		Overall Attendance	Last Date Attended
		Excused	Unexcused	Excused	Unexcused		
<input checked="" type="checkbox"/>	Assent, Kelli	0	0	0	0	Attending	12
<input type="checkbox"/>	Brown, Morgan	0	0	0	0	Last Attended	12
<input type="checkbox"/>	Crisman, Kaitlyn	0	0	0	0	No Show	12

7. Scroll to the bottom of the list of students and click the **SAVE** button to finalize the results. This uploads your data to PowerCampus.

0	0	0	<input type="text"/>
0	0	0	<input type="text"/>



Note: If you choose to record attendance beyond the Add/Drop period within Self-Service, you may do so, but it is not required. Please use the **Daily Attendance View** to do this. (Click **Select View** to navigate to the window for *Daily Attendance* choices). **Faculty are strongly encouraged to keep some form of attendance documentation.**