

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-tabs: Schedule, Enrollment, **Grading**.
- Left pane: Activity Grades, Overall Grades, **Attendance**, Options, Recent Courses.
- Main content area: **Grading - Attendance**, Select Course, Or... browse the courses below.
- Year selection: **2013**.
- Semester selection: **Spring**, **Fall**.
- Course list under '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' interface. On the left, there is a sidebar with 'Attendance' selected. The main content area shows course details for '2013/Fall/Ten Week - GEN Academic Seminar'. A link labeled 'View Overall Section Attendance' is highlighted with a red box, and a mouse cursor is pointing at it.

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*.

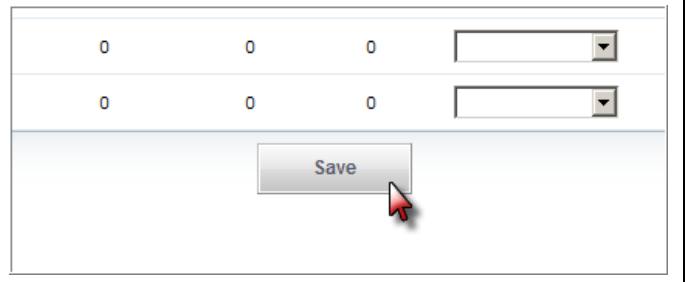
The screenshot shows the 'Grading - Attendance' page with a table of student attendance data. The table has columns for 'Absence' (Excused, Unexcused), 'Tardiness' (Excused, Unexcused), 'Overall Attendance', and 'Last Date Attended'. The first student, 'Assent, Kelli', has all counts at 0. The 'Overall Attendance' dropdown menu is open for this student, and 'Attending' is selected. The other two students, 'Brown, Morgan' and 'Crisman, Kaitlyn', also have all counts at 0.

<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		12
<input type="checkbox"/>	Crisman, Kaitlyn	0	0	0	0		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"/>

Save



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.**