

Tips for using Web Attendance Tracking

- ✓ Form Start Date will always default to today's date. You need to enter the date at which you want to start entering attendance data. Form will then display 10 meeting days
- ✓ You must check off the top signature box (certifying you are submitting attendance info) before choosing "Next" to advance to the next page
- ✓ The "This is my final submissions" checkbox should **only** be used at the **end of the term** when you finalize your attendance. If you mistakenly check this box, you'll need to contact the Registrar's office to unlock the attendance roster.
- ✓ You are **required** to enter either an "E" (date of entry), "EL" (indicating entry and last date of attendance are the same date), or a check-off of the "No-Show" box for every student in your class(es) by the date posted by the Registrar's office..
- ✓ Although daily attendance is encouraged, you are **required** to access your Web Attendance roster every week **by Monday at 10am** to record attendance. This is necessary even if you have no absences in order to ensure your contact hours are calculated correctly.
- ✓ You are also required to enter an "L" for students who have officially and unofficially withdrawn.
- ✓ If you indicate a student has never attended OR enter an "L" for stopped attending, the student's status will change to "Withdrawn" once the Registrar's office has processed your information. Students who officially withdraw at the Registrar's office will also appear with a status of "Withdrawn"
 - You will receive a report of all students periodically who have officially withdrawn from your class. You will then need to enter an "L" indicating their last date of attendance.
- ✓ To reinstate a student you reported as a No-Show or for whom you entered an "L" (indicating they've stopped attending) you must contact the Registrar's office. **Removing the "L" will not make the student active in your class again.**