

USING MAKE-UP FORMS IN WEB ATTENDANCE

Pitt Community College

Batch Attendance Entry – Class Cancelled

Faculty or Designated Staff Members complete the following steps to enter and maintain student attendance after selecting the **Class Cancelled** Attendance Entry Method and **Form Start Date** on the **Attendance Tracking** web form and clicking the **Submit** button. With the **Class Cancelled** option, the 'Form Start Date' **needs to be the date of the cancelled class**. In the example below, 020409 is the cancelled class date. (***Contact hour courses will not use this feature.*)

The form will display the student names, status/status date (links to the student profile), no show status, seat total, Form Start Date entered on the Web Attendance Tracking web form, and the last date of attendance.

The screenshot shows a web browser window with the title 'Batch Attendance Entry'. The page header includes 'FACULTY' and 'Welcome R. B. Fancher'. The main content area is titled 'Batch Attendance Entry' and contains the following information:

* = Required

Class Name: AUB-112-HD01 Painting & Refinishing II
 Meeting: 2009SP 01/06/09-05/06/09 13:30 - 14:20 MW CLASS
 Location: Wilmington Campus
 Census Date: 02/05/09
 Form Start Date/Attendance Method: 02/04/09 Class Cancelled

Instructors

M. Shawn Dixon
 M. Shawn Dixon

Comments*: Snow day

Student	Status	No Show	Days	0204	Last Date
Calvery, Brian	New 01/08/09	<input type="checkbox"/>		C	
Herrin, Zakery	New 01/08/09	<input type="checkbox"/>		C	
Labriola, William	New 01/08/09	<input checked="" type="checkbox"/>			

Check All That Apply

I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.
 This is my final submission. All attendance has been entered for this section.

SUBMIT

Step 1. Comments - Required: The user must enter free form comments in this field explaining the reason or method for the make-up date.

Step 2. Student Status: Clicking the **Status** beside the student name will link to the Student Profile web form where you can obtain additional information on the student.

Step 3. No Show: If a student was previously reported as a no-show, the never attended check box on your web attendance roster will also show as checked. No entry is necessary on the Cancel form for these students.

Step 4. Attendance Type: The entries in this field default to the **C – Cancelled** attendance type code. ****Note: If a student has withdrawn from your class, you must space out the ‘C’ for that particular student. Otherwise you may get an error message and not be able to complete your batch entry.**

Step 5. Electronic Signature: The first check box serves as a signature confirming the attendance information. This is required if data was added or changed. This also includes navigating the Previous/Next drop down menu as well. The second check box serves as a **final submission** indicating all attendance has been entered for the semester. **Do not check the final submission box until you have finalized all attendance for the semester.** Once final submission has occurred, faculty **may not** make any changes to their web attendance roster.

Step 6. Click the **Submit** button. An error will be displayed if the user does not enter quarter hour increments for contact hours or **if data is entered for dates that occur in the future.** The form will be redisplayed to allow the user to correct the invalid data

After clicking on the **Submit** button, the menu will be displayed. If the user does not wish to track student attendance at this time, they can click **Faculty Menu** to return to the menu.

Batch Attendance Tracking – Unscheduled Membership (Make-up Days)

Faculty complete the following steps to enter and maintain student attendance after selecting the **Unscheduled Makeup** Attendance Entry Method and **Form Start Date** on the **Attendance Tracking** web form and clicking the **Submit** button. With the **Unscheduled Makeup** option, the ‘Form Start Date’ **needs to be the date of the make-up.** In the example below, 020509 is the make-up date. (****Contact hour courses will not use this feature.**)

* = Required

Form Start Date*

for Batch Entry only

Choose One	Class Name and Title	Del	Mthd	Faculty	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="checkbox"/>	AUB-112-D01 Painting & Refinishing II	TR	LAB	M. Dixon, M. Dixon	01/06/09	05/06/09	K	109	10:30 - 11:20	F	WILM	2009SP
<input type="checkbox"/>	AUB-112-D01 Painting & Refinishing II	TR	LAB	M. Dixon, M. Dixon	01/06/09	05/06/09	K	109	07:30 - 12:20	T	WILM	2009SP
<input type="checkbox"/>	AUB-112-D01 Painting & Refinishing II	TR	CLASS	M. Dixon, M. Dixon	01/06/09	05/06/09	K	107	07:30 - 09:20	M	WILM	2009SP
<input type="checkbox"/>	AUB-112-HD01 Painting & Refinishing II	TR	LAB	M. Dixon, M. Dixon	01/06/09	05/06/09	K	109	13:30 - 15:20	TTH	WILM	2009SP
<input type="checkbox"/>	AUB-112-HD01 Painting & Refinishing II	TR	LAB	M. Dixon, M. Dixon	01/06/09	05/06/09	K	109	14:30 - 15:20	MW	WILM	2009SP
<input type="checkbox"/>	AUB-112-HD01 Painting & Refinishing II	TR	CLASS	M. Dixon, M. Dixon	01/06/09	05/06/09	K	107	13:30 - 14:20	MW	WILM	2009SP
<input type="checkbox"/>	AUB-122-D01 Non-Structural Damage II	TR	LAB	M. Dixon, M. Dixon	01/06/09	05/06/09	K	109	09:30 - 10:20	F	WILM	2009SP
<input type="checkbox"/>	AUB-122-D01 Non-Structural Damage II	TR	LAB	M. Dixon, M. Dixon	01/06/09	05/06/09	K	109	07:30 - 12:20	W	WILM	2009SP

The form will display the student names, status/status date (links to the student profile), no show status, seat total, Form Start Date entered on the Web Attendance Tracking web form, and the last date of attendance.

Batch Attendance Entry

* = Required

Class Name: AUB-112-HD01 Painting & Refinishing II
 Meeting: 2009SP 01/06/09-05/06/09 13:30 - 14:20 MW CLASS
 Location: Wilmington Campus
 Census Date: 02/05/09
 Form Start Date/Attendance Method: 02/05/09 Unscheduled Makeup

Instructors

M. Shawn Dixon
 M. Shawn Dixon

Comments*: Made up for snow day

Student	Status	No Show	Days	0205	Last Date
Calvery, Brian	New 01/08/09	<input type="checkbox"/>		M	
Herrin, Zakery	New 01/08/09	<input type="checkbox"/>		M	
Labriola, William	New 01/08/09	<input checked="" type="checkbox"/>			

Check All That Apply

I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.
 This is my final submission. All attendance has been entered for this section.

SUBMIT

Step 1. Comments - Required: The user must enter free form comments in this field explaining the reason or method for the make-up date. During the pilot phase, this will be used **in addition to** completing the paper Contact Hour Make-Up Schedule form.

Step 2. Student Status: Clicking the **Status** beside the student name will link to the Student Profile web form where you can obtain additional information on the student.

Step 3. No Show: If you previously indicated on your attendance roster that the student never entered your class, the never attended check box on the make-up form will also show as checked. **Note that you will not be able to enter a make-up day if the student is a no-show unless you contact the Registrar's office to have the student reinstated.**

Step 4. Attendance Type: The entries in this field default to the **M – Makeup** attendance type code. Space out any 'M' codes that populate for withdrawn students prior to submitting the makeup attendance. ****Note: If a student has withdrawn from your class, you must space out the 'M' for that particular student. Otherwise you may get an error message and not be able to complete your batch entry. Also remove the "M" code for any student who fails to make-up the missed time.**

Step 5. Electronic Signature: The first check box serves as a signature confirming the attendance information. This is required if data was added or changed. This also includes navigating the Previous/Next drop down menu as well. The second check box serves as a **final submission** indicating all attendance has been **entered** for the semester. **Do not check the final submission box until you have finalized all attendance for the semester.** Once final submission has occurred, faculty **may not** make any changes to their web attendance roster.

Step 6. Click the **Submit** button. An error will be displayed **if data is entered for dates that occur in the future.** The form will be redisplayed to allow the user to correct the invalid data.

After clicking on the **Submit** button, the menu will be displayed.

If the user does not wish to track student attendance at this time, they can click **Faculty Menu** to return to the menu.

Example of How Cancelled and Make-up Classes appear in Web Attendance

Note how the batch entry places the 'C' and 'M' attendance codes on each student who has ever been in attendance in the class. These codes will not appear on students who have been marked a No-Show.

Attendance Entry

Class Name: AUB-112-HD01 Painting & Refinishing II
 Meeting: 2009SP 01/06/09-05/06/09 13:30 - 14:20 MW CLASS
 Location: Wilmington Campus
 Census Date: 02/05/09
 Form Start Date/Attendance Method: 01/06/09 Scheduled Membership

Instructors
 M. Shawn Dixon
 M. Shawn Dixon

Membership: A = Absent, E = Students first day, EL = Students first and last day, ET = Student entered first day tardy, L = Last day student attended, T = Tardy, TL = Tardy last day.
 Contact Hours: Enter the number of hours attended in increments of quarter hours.

Student	Status	No Show	Days	0107	0112	0114	0121	0126	0128	0202	0204	0205	0209
Calvery, Brian	New 01/06/09	<input type="checkbox"/>	18	E				A			C	M	
Herrin, Zakery	New 01/08/09	<input type="checkbox"/>	17		ET		A		T		C	M	
Labriola, William	New 01/06/09	<input checked="" type="checkbox"/>											

Previous/Next:

Check All That Apply

I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.
 This is my final submission. All attendance has been entered for this section.

SUBMIT

C-O-M-O-D-O AUTHENTIC & SECURE

How to Submit Final Web Attendance Roster

At the end of each semester faculty must submit their final web attendance roster electronically. In order to make sure that all dates are transmitted for auditing purposes, the following instructions must be followed. If you have been maintaining attendance all semester, every class period, you should not have any issues. However, if you are submitting an online class roster or have not been keeping up with your web attendance as required, you must follow this process.

From the Attendance Tracking screen enter the start date of the term in the Form Start Date box, select the course you want to do a final submission on and scroll to the bottom of the page and click the Submit button. Once inside the roster, scroll to the bottom of the page and select Next Page in the Previous/Next drop down box and click submit. **If it takes you to the next page you know all days have been submitted for that page. Continue to page through the entire roster until you reach the end of the roster.**

If you get a red error message showing that all attendance has not been recorded with dates listed, **follow the instructions** by scrolling to the bottom of the page and check the top signature box and submit.

Sample Error Message:

Attendance Entry

Not all attendance was recorded for dates 0118, 0119, 0120, 0121, 0122, 0123, 0124.

To include these dates and submit this attendance information, electronic signature is required.

Check the box for the statement to certify submission of attendance information via electronic transmission.

This will take you to the next page of the roster. **Continue to page through the roster, checking the top signature box until you reach the last page of the roster.**

Once you reach the last page of the roster, scroll to the bottom of the page, check both the top and bottom signature boxes and submit. Your roster has now been submitted for verification and auditing purposes and is locked from any further editing. If you need to make a correction before the established end-of-term deadlines, contact the PCC Registrar to unlock your roster so you can make any necessary adjustments.

Always go back into your roster to check for final submission confirmation. A statement stating no changes are allowed with the final submission date will appear on the roster confirming final submission.