Self-Service Guide | *Attendance and Census*
Hybrid/Blended Courses

This guide will walk you through recording attendance and census information in Self-Service for **hybrid or blended** courses.

Part 1: Recording Attendance

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

> **Faculty**
> Here you can view your active classes and submit grades and waivers for students.

STEP 2. Select the class section to record attendance:

Spring 2023				
Section	Times	Locations	Availability ⓘ	Books
BUS-115-LL1: Business Law I	TBD 1/25/2023 - 5/5/2023	Distance, DIST Classroom Hours	0 / 30 / 30 / 0	

Fall 2022				
Section	Times	Locations	Availability ⓘ	Books
ACA-122-LN185: College Transfer Success	TBD 8/15/2022 - 10/7/2022	Distance, DIST Lab/Shop Hours	9 / 16 / 25 / 0	📗 ①

STEP 3. Click the **Attendance** button. Select the date of the class that you need to record attendance. Please note: for the seated or online synchronous portion of your course, an attendance column will only appear for dates your class is scheduled to meet. The online asynchronous component of your course will always show and is labeled "Time not specified".

COM-231-LBA: Public Speaking

Fall 2022
Lee Main Campus

M 6:00 PM - 7:40 PM
8/15/2022 - 12/12/2022
Powell Hall, 0815 Classroom Hours

TBD
8/15/2022 - 12/12/2022
Distance, DIST Classroom Hours

Seats Available ⓘ   9 / 16 / 25 / 0

Deadline Dates

Waitlisted 0

As you can see on the left, this class does not physically meet on Fridays. The date selected is a Friday, so the only column showing is for the online portion ("Time not specified").

Roster | Attendance | Census | Grading | Permissions | Waitlist

Select Date   12/9/2022 (Friday)

Update All

Student	Time not specified	Last Attendance Recorded	P	A	E	L
	Select Attendance 💬	12/12/2022	24	7	0	0
	Select Attendance 💬	12/12/2022	22	8	0	0
	Select Attendance 💬		0	0	0	0

NOTE: Courses which have an online component ==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. Record attendance for each component of your course.

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

- **Step 4b. Seated Component(s):** Attendance should be taken for each date the class is scheduled to meet. <mark>Prior to the census date, do not mark a student as absent until they have attended class for the first time.</mark> The College does not have an excused absence policy, so please do not use **Absent, excused.**

Part 2: Certifying Census Information

The census date marks the 10% point of the term, so this date varies based on the length of the course and the start date of your term. Your census date can be found on the Census tab in Self-Service:
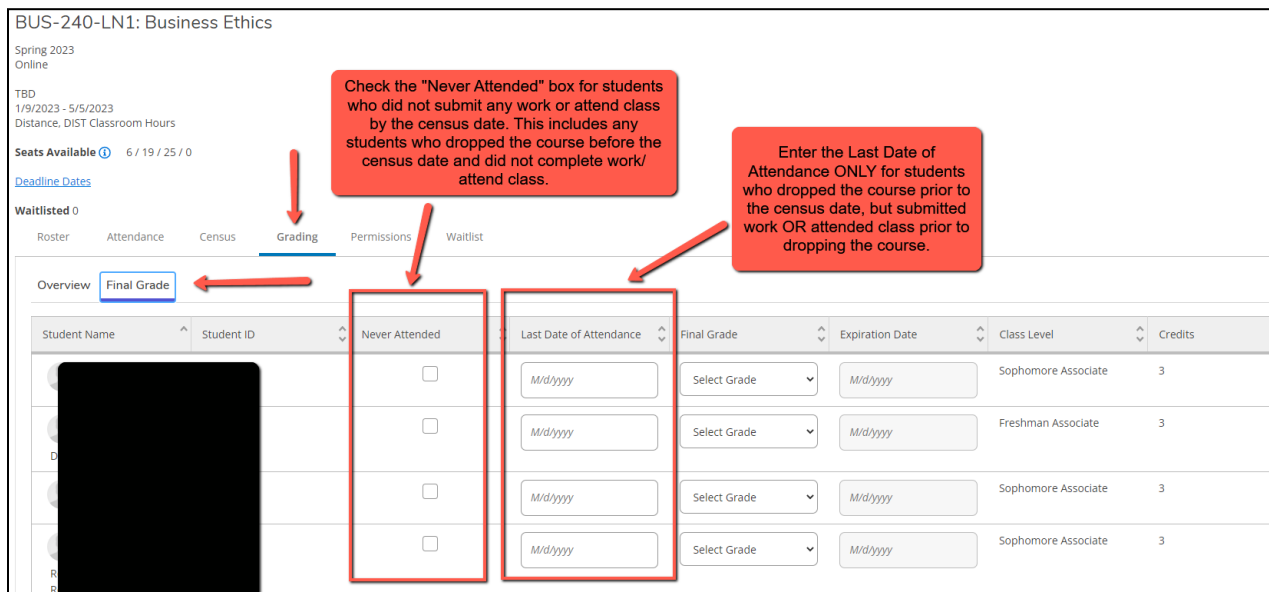
NEW INSTRUCTIONS FOR SPRING 2023

STEP 1: On the census *due date* for your course (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 online assignment OR attend class 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. This also applies to students who dropped the course and did not complete online coursework OR attend class. 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 OR attended a class prior to the census date. If you have a student(s) who dropped the course prior to the census date, but completed online coursework OR attended class 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 <mark>*blocked from the course in Blackboard and must not be allowed to attend class.*</mark> 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.

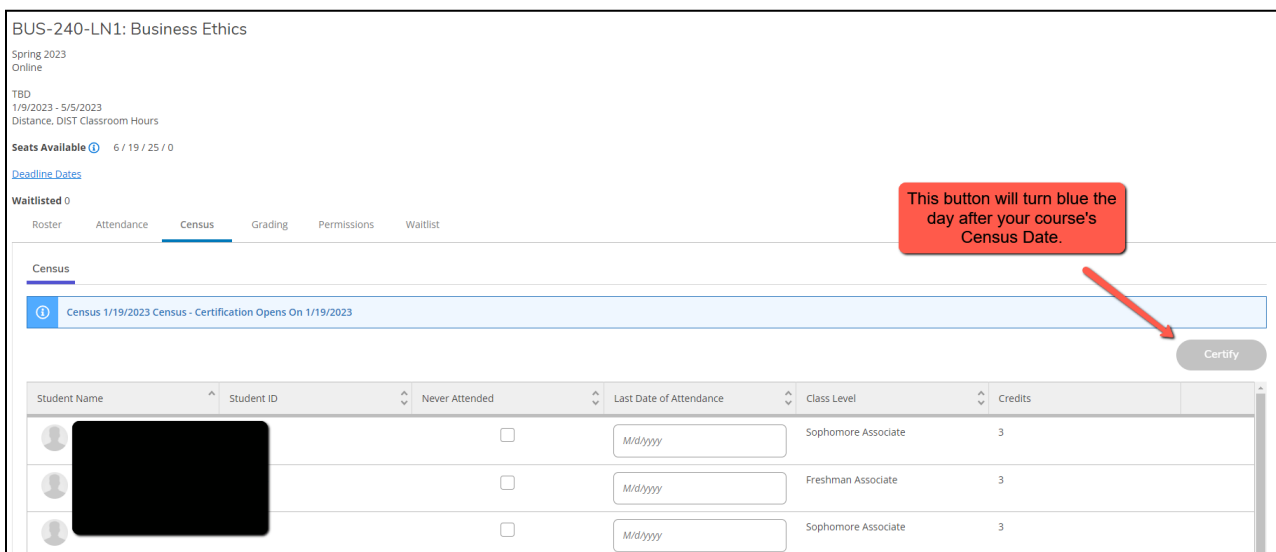## Part 3: Recording Attendance After the Census Date

Once you have certified your census information, you will only need to take attendance each time your class meets AND for each online assignment due date.

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.
- **Step 2a**. **Online Component:** Students who did not submit any online assignments by the assignment due date should be marked as **Absent, No Excuse**. Students who submitted online assignments by the 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).
- **Step 2b. Seated Component:** Record attendance for each student for every class meeting date by marking them as **Present**, **Absent, no excuse**, or **Late**.

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

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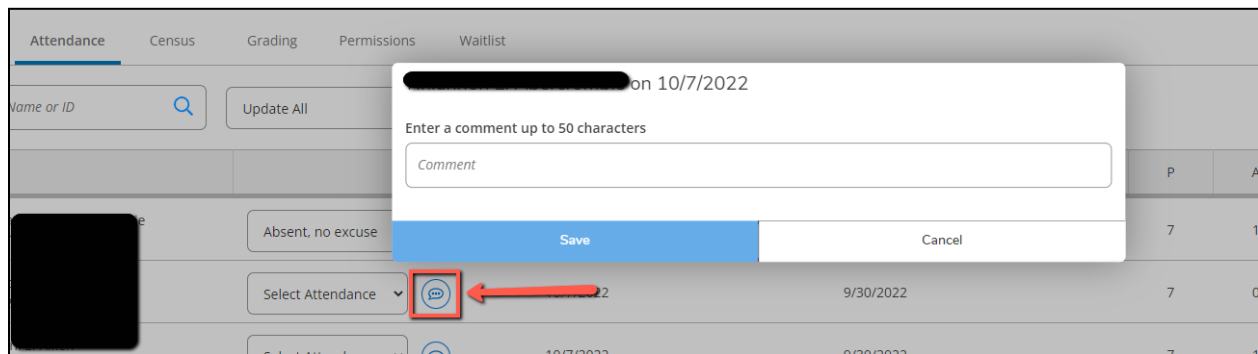
Who do I contact if my class is not showing in Self-Service?
Contact your Department Chair as this usually means you have not been assigned as the instructor in Colleague.

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.