



Self-Service Guide | Attendance and Census

Seated or Online Synchronous Courses

This guide will walk you through recording attendance and census information in Self-Service for **seated** or **online synchronous** 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:

Section	Times	Locations	Availability ⓘ	Books
Spring 2023				
BUS-115-L11: Business Law I	TBD 1/25/2023 - 5/5/2023	Distance, DIST Classroom Hours	0 / 30 / 30 / 0	
Fall 2022				
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 dropdown to choose the class date for which you are recording attendance.

DEN-101-L01: Preclinical Procedures

Fall 2022
Lee Main Campus

M/W 8:00 AM - 9:50 AM
8/15/2022 - 12/12/2022
Keller Health Science, 0222 Classroom Hours

M/W 10:00 AM - 12:50 PM
8/15/2022 - 12/12/2022
Keller Health Science, 0222 Lab/Shop Hours

Seats Available ⓘ 1 / 17 / 18 / 0

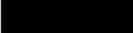
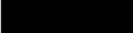
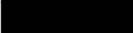
[Deadline Dates](#)

Waitlisted 0

Roster **Attendance** Census Grading Permissions Waiver

Update All ▾

Select Date 8/22/2022 (Monday) ▾

Student	8:00 AM	10:00 AM	Last Attendance Recorded	P	A	E	L
	Present ▾ 	Present ▾ 	12/7/2022	50	6	0	0
	Present ▾ 	Present ▾ 	12/7/2022	54	2	0	0
	Present ▾ 	Present ▾ 	12/7/2022	56	0	0	0
	Present ▾ 	Present ▾ 	12/7/2022	54	2	0	0

This example has two columns because the course contains a classroom and lab component. If your course only has a class component, you will see one column.

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Step 4. Record attendance for each student 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**.**

DEN-101-L01: Preclinical Procedures
Fall 2022
Lee Main Campus
M/W 8:00 AM - 9:50 AM
8/15/2022 - 12/12/2022
Keller Health Science, 0222 Classroom Hours
M/W 10:00 AM - 12:50 PM
8/15/2022 - 12/12/2022
Keller Health Science, 0222 Lab/Shop Hours
Seats Available 1 / 17 / 18 / 0
[Deadline Dates](#)
Waitlisted 0

Roster Attendance Census Grading Permissions Waitlist

Update All

Student	8:00 AM	10:00 AM	Last Attendance Recorded	P	A	E	L
[Redacted]	Select Attendance	Select Attendance	12/7/2022	50	6	0	0
[Redacted]	Select Attendance	Select Attendance	12/7/2022	54	2	0	0
[Redacted]	Select Attendance	Select Attendance	12/7/2022	56	0	0	0
[Redacted]	Select Attendance	Select Attendance	12/7/2022	54	2	0	0

These columns keep a count of how many times you have marked a student Present, Absent, or Late. The "E" column should always say 0 since CCCC does not have an excused absence policy.

QUICK TIP: Try this to speed up your attendance recording!

Mark any student who did not submit work as **Absent, No Excuse**. Then select the dropdown "Update All" and choose "Update Empty Fields to Present." If you missed an Absent student, you can always go back and update that individual student's attendance entry.

**Note: this does not work for hybrid/blended courses OR courses with a lab component (i.e. the example above) which have multiple attendance columns on the same roster (i.e. a seated component and an online component).*

Seats Available 9 / 16 / 25 / 0
[Deadline Dates](#)
Waitlisted 0

Roster Attendance Census Grading Permissions Waitlist

Student Name or ID

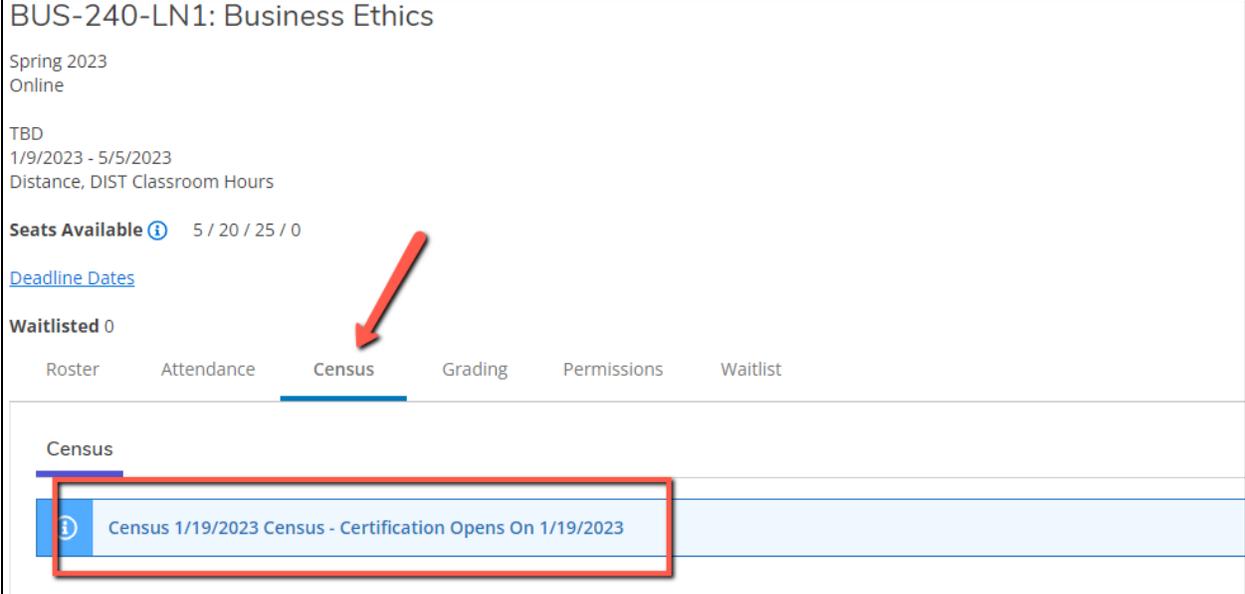
Update All

Update All
Update Empty Records to Present
Update Empty Records to Absent

Student	Date	Last Attendance Recorded
[Redacted]	Absent, no excuse	10/7/2022
[Redacted]	Select Attendance	10/7/2022
[Redacted]	Select Attendance	10/7/2022

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:



BUS-240-LN1: Business Ethics

Spring 2023
Online

TBD
1/9/2023 - 5/5/2023
Distance, DIST Classroom Hours

Seats Available ⓘ 5 / 20 / 25 / 0

[Deadline Dates](#)

Waitlisted 0

Roster Attendance **Census** Grading Permissions Waitlist

Census

ⓘ Census 1/19/2023 Census - Certification Opens On 1/19/2023

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 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 attend a class. Remember to block these students in Blackboard (if applicable).
- b. **Last Date of Attendance:** This column is **only** used in attendance taking for students who have dropped the course, but attended a class prior to the census date. If you have a student(s) who dropped the course prior to the census date, but attended a class prior to dropping it, enter their last date of attendance in this column. Remember to block these students in Blackboard (if applicable).

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Seated or Online Synchronous Courses

BUS-240-LN1: Business Ethics

Spring 2023
Online

TBD
1/9/2023 - 5/5/2023
Distance, DIST Classroom Hours

Seats Available 6 / 19 / 25 / 0

[Deadline Dates](#)

Waitlisted 0

Roster Attendance Census **Grading** Permissions Waitlist

Overview **Final Grade**

Check the "Never Attended" box for students who did not submit any work or attend class by the census date. This includes any students who dropped the course before the census date and did not complete work/attend class.

Enter the Last Date of Attendance ONLY for students who dropped the course prior to the census date, but submitted work OR attended class prior to dropping the course.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[REDACTED]	[REDACTED]	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	Sophomore Associate	3
[REDACTED]	[REDACTED]	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	Freshman Associate	3
[REDACTED]	[REDACTED]	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	Sophomore Associate	3
[REDACTED]	[REDACTED]	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	Sophomore Associate	3

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.**

BUS-240-LN1: Business Ethics

Spring 2023
Online

TBD
1/9/2023 - 5/5/2023
Distance, DIST Classroom Hours

Seats Available 6 / 19 / 25 / 0

[Deadline Dates](#)

Waitlisted 0

Roster Attendance **Census** Grading Permissions Waitlist

Census

Census 1/19/2023 Census - Certification Opens On 1/19/2023

This button will turn blue the day after your course's Census Date.

Certify

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
[REDACTED]	[REDACTED]	<input type="checkbox"/>	M/d/yyyy	Sophomore Associate	3
[REDACTED]	[REDACTED]	<input type="checkbox"/>	M/d/yyyy	Freshman Associate	3
[REDACTED]	[REDACTED]	<input type="checkbox"/>	M/d/yyyy	Sophomore Associate	3

IMPORTANT REMINDER: After the census date has passed, any student marked as **Never Attended** must be **blocked from the course in Blackboard and must not be allowed to attend class**. 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.

Frequently Asked Questions

What button do I press to submit attendance after marking students as Present or Absent?

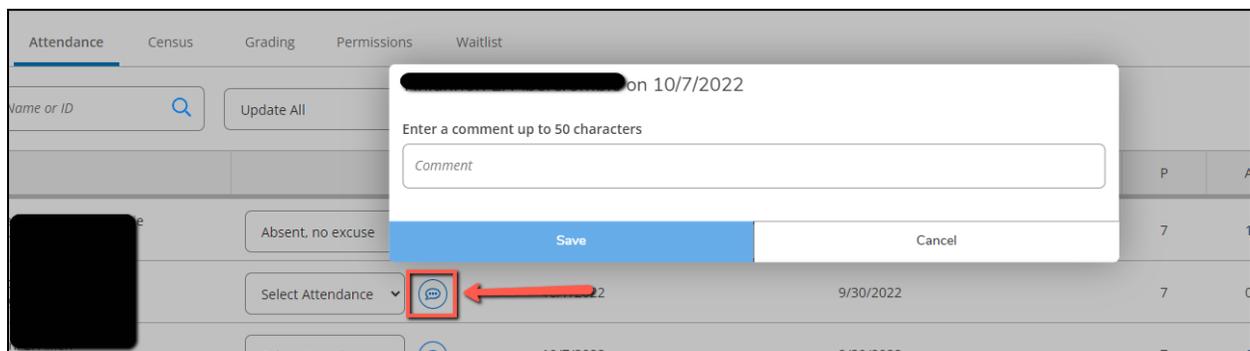
There is no button! Self-Service autosaves.

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.