

## ATTENDANCE TRACKING FAQs

- **Why do I need to participate in Attendance Tracking?**

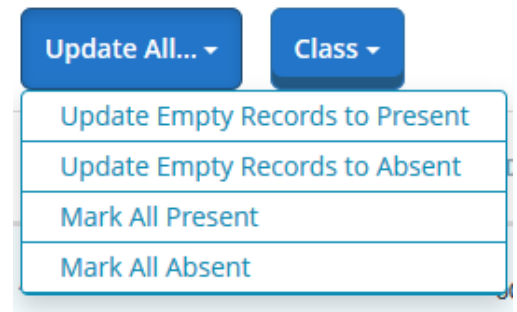
The University is required to verify that students receiving federal financial aid are attending classes for which they have registered. If the University cannot verify that a student has attended classes, that student will lose financial aid for the term.

- **How do I determine if a particular student is attending my class?**

Instructors can take roll on any day during the first two weeks of class. You can determine if a student is attending by checking for submitted assignments or exams. We are trying to determine participation in class and are not concerned with an occasional absence. We want to identify those students who have never attended/participated or stopped attending/participating. If a student has been attending and participating in class, but happens to be absent on the day you mark attendance, please mark the student present.

- **How do I quickly and accurately mark attendance for a very large section?**

You can use the Update All button to quickly mark a large number of students absent or present. Mark absences first, then click on "Update Empty Records to Present" to assign the rest of the class as present.



- **My class is a multi-line section. Do I mark attendance for every line?**

You do not need to mark attendance for every meeting time on a multi-line section. If your class has multiple meeting times, such as lecture, lab, and discussion, you only need to mark attendance using one of the meeting times. For example, most instructors mark only the lecture line.

- **Can my secondary instructor or GAs help mark attendance?**

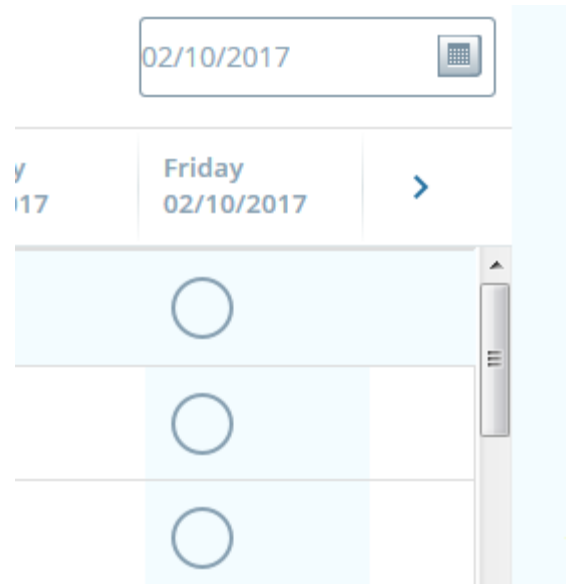
Yes. Any instructor assigned to the course can mark attendance, this includes GAs.

- **How do I mark the withdrawn students in my section?**

Financial Aid requires that withdrawn students be marked present or absent for the time in which they were registered for the course. Withdrawn students are always at the end of the class roll. Here's how to find and mark a withdrawn student:

You can use the arrow on the left side of the day/date column headers to scroll backwards through the term. This will allow you to find radio buttons for the withdrawn student. Once you find the buttons, you can double click on the column header for that day. The column header day/date must match the date in the little calendar (just like in the screen shot at right) before you can mark present or absent for the student.

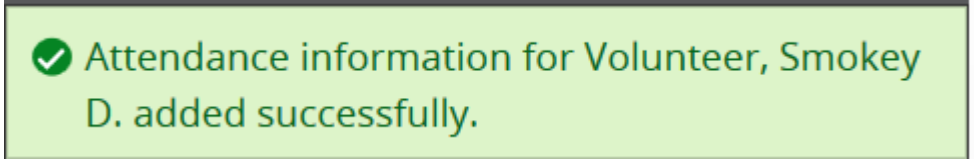
You can always scroll back to the first day of the term to mark withdrawn students.



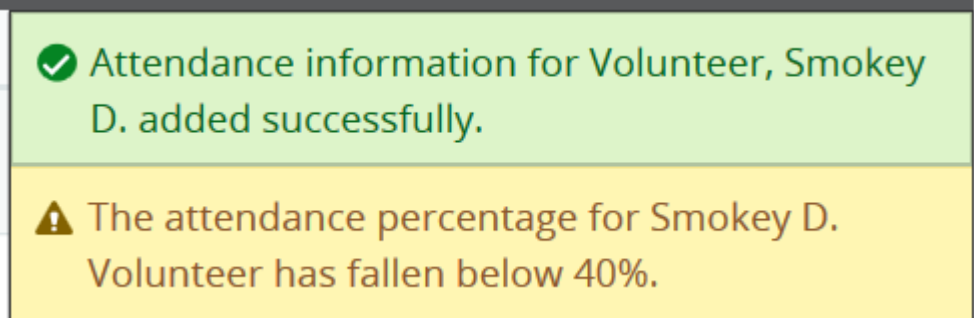
- **I can't find the submit button. Where is it?**

There is no submit button in Attendance Tracking. By marking a student present or absent, you submit the data. Look for the notification in the upper right portion of the screen after you mark attendance for a student.

Message when marked present:



Message when marked absent:



- **Do I need to mark attendance for the same day for all students?**

No. You can mark any day in which the class meets. For example, you may mark half the class as present one day and mark the rest another day. As long as every student is marked once, you have fulfilled the requirement. You can also change your mark if needed up until the last day of class.

- **I can't click on the radio button. What's wrong?**

Make sure that the column you are trying to mark is highlighted in light blue and that the day/date in the column header matches the date in the little calendar located in the upper part of the screen, just like in the example at right:

