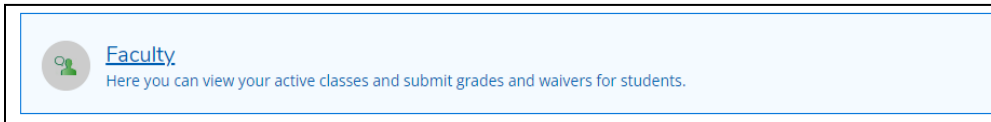



This guide provides a summary of how to record attendance and census information for all course formats.

Part 1: Recording Attendance in Self-Service

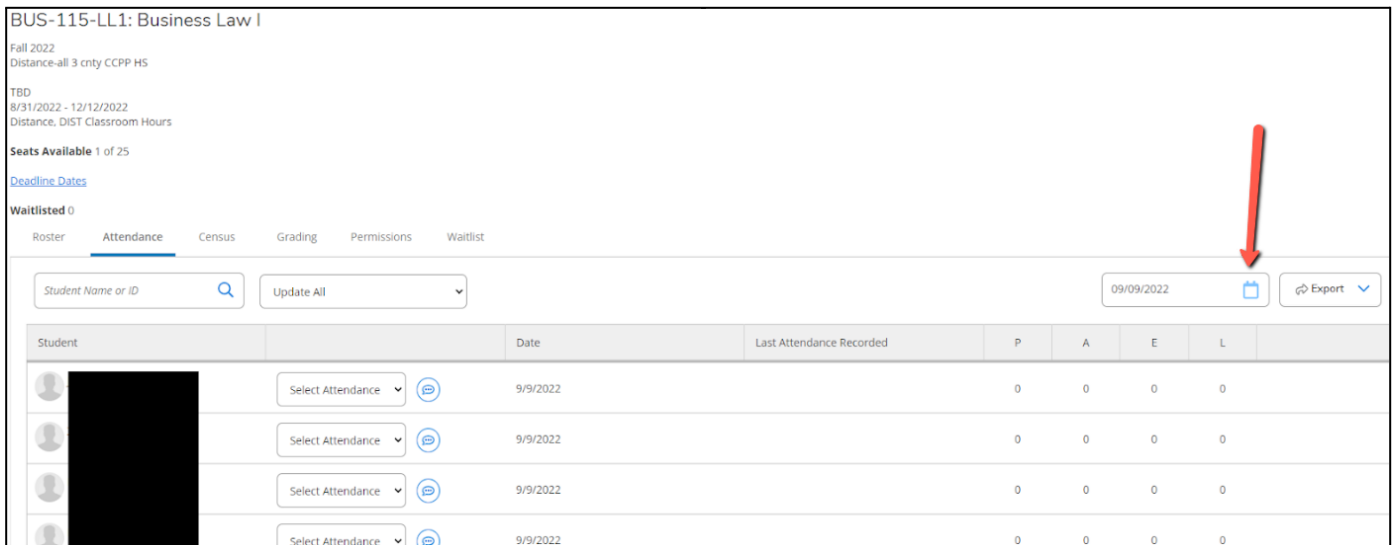
1. Log in to [Self-Service](#) and choose the Faculty icon.







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

3. Click the **Attendance** button. The attendance page will default to the current date. Click the calendar button on the right side to select the **class date** or **assignment due date** to record attendance (see *Entry Dates for Online Courses on page 3 for instructions on recording attendance for online courses prior to the Census date*).



Student	Date	Last Attendance Recorded	P	A	E	L
 [Redacted]	9/9/2022		0	0	0	0
 [Redacted]	9/9/2022		0	0	0	0
 [Redacted]	9/9/2022		0	0	0	0
 [Redacted]	9/9/2022		0	0	0	0

Self-Service Guide | Attendance and Census

All Course Formats Summary

4. The columns that appear for the date selected depend on the type of course. Record student attendance in the appropriate column as follows:
 - a. **100% online asynchronous courses** will *always* show an attendance column since there are no scheduled meeting dates, **but this column will not appear until the second day of the term.** (Example A)
 - b. **Online synchronous, seated courses, or courses with seated portions** (including labs) **will only show an attendance column on dates the class is scheduled to meet.** These attendance columns will be labeled with the time the course meets (ex. 8:00 a.m.). (Example B)
 - c. **Hybrid, blended, Collaborate, or any course with an online portion** will show a column titled *"Time Not Specified"* for the online portion. All other portions will show attendance columns only on the dates they are scheduled to meet. (Example B)

BUS-115-LL1: Business Law I

Fall 2022
Distance-all 3 cnty CCP HS
TBD
8/31/2022 - 12/12/2022
Distance, DIST Classroom Hours
Seats Available 1 of 25
[Deadline Dates](#)
Waitlisted 0

Example A:
100% online asynchronous course

Roster Attendance Census Grading Permissions Waitlist

Student Name or ID Update All 09/09/2022

Student	Date	Last Attendance Recorded	P	A	E	L
	Select Attendance <input type="button" value="🗨️"/>	9/9/2022	0	0	0	0
	Select Attendance <input type="button" value="🗨️"/>	9/9/2022	0	0	0	0
	Select Attendance <input type="button" value="🗨️"/>	9/9/2022	0	0	0	0
	Select Attendance <input type="button" value="🗨️"/>	9/9/2022	0	0	0	0
	Select Attendance <input type="button" value="🗨️"/>	9/9/2022	0	0	0	0

BPT-111-LB1: Broadcast Law & Ethics

Fall 2022
See Main Campus
T/Th 1:00 PM - 1:50 PM
8/15/2022 - 12/12/2022
Wilkinson Hall, 0200 Classroom Hours
TBD
8/15/2022 - 12/12/2022
Distance, DIST Classroom Hours
Seats Available 7 of 20
[Deadline Dates](#)
Waitlisted 0

Example B:
Hybrid/Blended course

Traditional Seated or Online Synchronous Courses will only show the column with a specific time.

Roster Attendance Census Grading Permissions Waitlist

Update All Select Date 8/18/2022 (Thursday)

Online

Seated

Student	Time not specified	1:00 PM	Last Attendance Recorded	P	A	E	L
	Select Attendance <input type="button" value="🗨️"/>	Present <input type="button" value="🗨️"/>	8/18/2022	2	0	0	0
	Select Attendance <input type="button" value="🗨️"/>	Present <input type="button" value="🗨️"/>	8/18/2022	2	0	0	0
	Select Attendance <input type="button" value="🗨️"/>	Present <input type="button" value="🗨️"/>	8/18/2022	2	0	0	0
	Select Attendance <input type="button" value="🗨️"/>	Select Attendance <input type="button" value="🗨️"/>		0	0	0	0
	Select Attendance <input type="button" value="🗨️"/>	Select Attendance <input type="button" value="🗨️"/>		0	0	0	0

5. Select “Present”, “Absent, no excuse” or “Late” (if applicable) for each student for each date the class meets OR the date an assignment is due, whichever is applicable. For classes with only one component, you can select “Update All” and choose “Update empty fields to Present” once you have marked any student absent who did not attend/submit work. ***The College does not have an excused absence policy, so please do not use “Absent, excused”.***

a. **Entry Dates for online courses/portions:** Mark the student as “Present” on the first date they submitted work online (this is the equivalent to entering the “E” in WebAdvisor on the first date they submitted work online). After the census date, you will only take attendance on the date online assignments are due.

BUS-115-LL1: Business Law I

Fall 2022
Distance-all 3 cnty CCPP HS

TBD
8/31/2022 - 12/12/2022
Distance, DIST Classroom Hours




Seats Available ⓘ 8 / 17 / 25 / 0

[Deadline Dates](#)

Waitlisted 0

Roster Attendance Census Grading Permissions Waitlist

Student Name or ID Update All

Student	Date	Last Attendance Recorded
	12/12/2022	12/12/2022
	12/12/2022	12/12/2022
	12/12/2022	12/12/2022

Note: A red arrow points to the comment icon next to the first row.

6. You have the option to enter a comment for students if needed by choosing the comment icon located beside the attendance type for each student. This comment is only available for the instructor. Students are not able to view comments.


Seats Available 20 of 36


[Deadline Dates](#)

Roster Attendance Census Grading Permissions

Student Name or ID Update All

Student

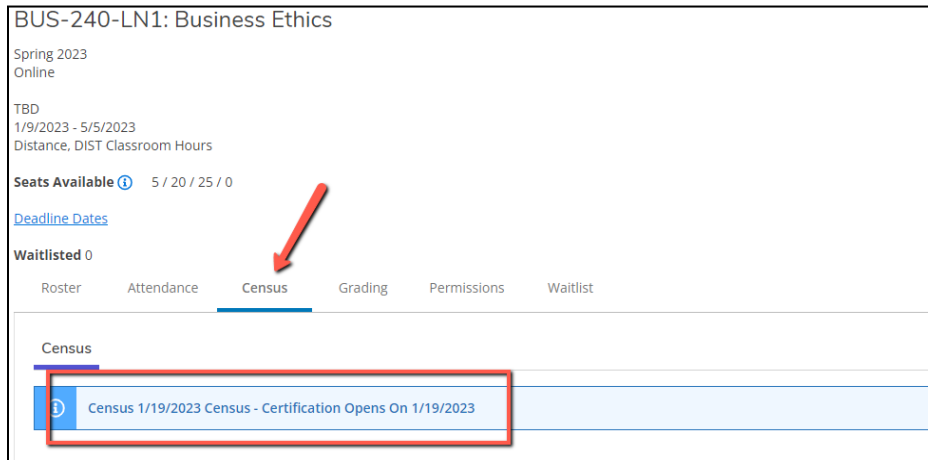




Note: A red arrow points to the comment icon next to the first row.

Part 2: Certifying Census Information

This section will guide you through recording never attended (“no show”) students, dropped students, and how to certify your census report. 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 attend class or complete assignments for the course 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 coursework. 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 attended class or completed online coursework 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.

Self-Service Guide | Attendance and Census

All Course Formats Summary

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**

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

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.

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

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

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

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.