



Positive Attendance

Instructor-led Attendance Tracking

User Guide

This guide will help instructors enter daily attendance hours and provide details on how to submit and certify hours and grades.

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Overview

The new Positive Attendance module is made up of two separate applications depending on what type of attendance collection is needed.

- **Instructor-led Attendance Tracking (This guide)**
 - ✓ Classes that have a fixed start and end time.
 - ✓ Attendance tracking for instructors teaching positive attendance classes using the *Collect Attendance* screen in SIS. The *Collect Attendance* screen is accessed by faculty through their *Current Schedule* screen.
 - ✓ Faculty records attendance on a daily basis or when the class meets.
- **Service Center Attendance Tracking System**
 - ✓ Tutored or other similar classes that do not have a fixed schedule.
 - ✓ Attendance tracking for student self-service check in. Accommodates classes like tutoring or other instruction requiring the use of the library or a designated service center. The service center attendance tracking system is a self-service web application that will allow authorized users to set up courses and sections that belong to a designated room or center within each college, and is accessible by authorized staff or faculty in MySite.
 - ✓ Faculty do not need to be present when attendance is recorded. Students simply check in through the service center attendance tracking interface.

This guide is intended for users teaching instructor-led classes. The focus of this guide will be on daily attendance tracking using the new *Attendance* screen and the relevant updates to the *Grades Submission* process.

What's New

1. A new link in *Current Schedule* called *Positive Attendance* to access the new Positive Attendance screen called *Attendance*.
2. The *Attendance* screen to enter actual attendance hours.
3. The *Grades Submission* screen to:
 - View tabulated *Cumulative Hours*,
 - Review *Max Reportable* hours,
 - Enter external hours (if any), from systems like Canvas,
 - Certify grades and hours electronically.
4. Positive Attendance reports.

What is Positive Attendance

For faculty teaching positive attendance classes it is necessary, based on audit requirements, to report actual attendance hour totals on a daily basis and cumulatively at the end of the semester. Traditionally, attendance hours were collected and submitted to Admissions and Records using manual methods of recording and tabulation on a daily basis, with semester-end summary reporting of these records. The new *Attendance* screen in SIS will allow instructors to enter daily hours for positive attendance classes via a computer or mobile device, with total hours automatically tabulated for grades and positive attendance hours processing, submission,

and certification at the end of the semester. Entering attendance hours daily and allowing SIS to automatically keep track of daily and cumulative attendance hours eliminates the need to keep daily attendance on paper, and the need to submit tabulated attendance hours from these daily records at the end of the semester. Reports are available and restricted to the instructor(s) teaching the class and A&R assigned staff only.


Changes to Grade Certification

You will be able to certify grades with positive attendance hours electronically. If any grade is marked incomplete, then faculty will not be able to certify grades electronically. A signed certification sheet with positive attendance hours will have to be submitted to Admissions and Records.

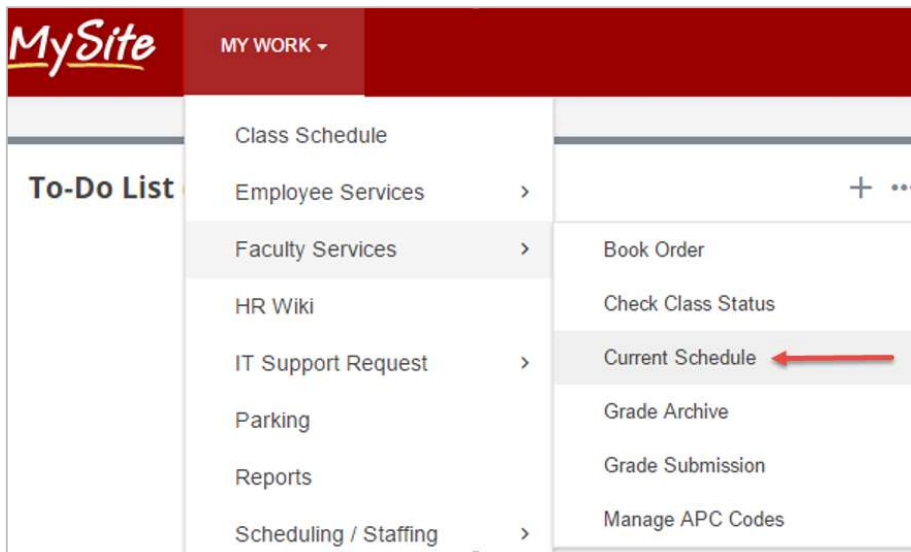
Steps

Entering Actual Attendance Hours

- 1 Allow pop-ups in your Chrome, IE, or Edge Browser to see important messages.

By default, most web browsers block pop-ups from automatically showing up on your screen. When a pop-up is blocked, the address bar will be marked Pop-up blocked . To turn off pop-up blocking, go to your web browser and type in the key words: Chrome pop-up blocker, Internet Explorer pop-up blocker, or Edge pop-up blocker, depending on which browser you are using. If you are using the Chrome web browser, then you will type in *Chrome pop-up blocker*. The search will result in the latest instructions on how to turn off your pop-up blocker.

- 2 Login to MySite → Faculty Services → Current Schedule



- Click [Positive Attendance](#) in your Current Schedule page under the **Manage** column, which will take you to the Attendance page. The Attendance page displays your roster of students and allows you to enter daily attendance for your positive attendance class.

Note: You will not see [Positive Attendance](#) in your Current Schedule page if you are not teaching a positive attendance class.

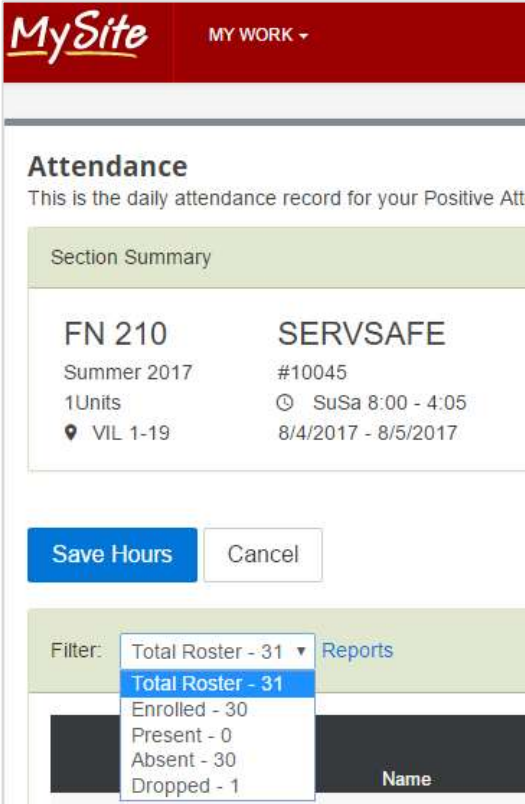
Roster	Manage
Download Drop	Progress Report Waitlist Website
Download Drop	Progress Report Waitlist Website Positive Attendance



- Filter your roster (optional) on the Attendance page. The default filter is your total roster including the number of students in your class. For example, if you have 31 students in your class, you will see Total Roster – 31 in the Filter dropdown field. All filter choices have the number of students for each option. Let's say you have a single dropped student, then you will see a filter option called Dropped – 1.

The list of options include:

- Total Roster - # (Default),
- Enrolled - #,
- Present - #,
- Absent - #,
- Dropped - #.



MySite MY WORK ▾

Attendance

This is the daily attendance record for your Positive Att

Section Summary

FN 210	SERVSAFE
Summer 2017	#10045
1Units	🕒 SuSa 8:00 - 4:05
📍 VIL 1-19	📅 8/4/2017 - 8/5/2017

[Save Hours](#) [Cancel](#)

Filter: Total Roster - 31 ▾ [Reports](#)

- Total Roster - 31
- Enrolled - 30
- Present - 0
- Absent - 30
- Dropped - 1

Name

- 5 Enter the day for which you are collecting attendance (optional). The **Enter Attendance For Week Of** field will default to the current day and show the entire week. If you are entering attendance for the current day, you do not have to change the date. However, if you need to enter attendance for a previous day within the class's term, then you can change the date provided that it is within the range of dates the class is being taught.

Class Did Not Meet: Sun (3/3) Mon (3/4) Tue (3/5) Wed (3/6) Thu (3/7) Fri (3/8) Sat (3/9)

Default Hours: Enter Attendance For Week Of:

Total Hours are updated when you **Save Hours**

Sun (3/3)	Mon (3/4)	Tue (3/5)	Wed (3/6)	Thu (3/7)	Fri (3/8)	Sat (3/9)	TOTAL HOURS as of (3/9)	
<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	Cumulative	Max Reportable
<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0	0	0
<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0	0	0
<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0	0	0
<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0	<input type="checkbox"/> 0	0	0

- 6 Take attendance. Your positive attendance class will either have 1) Fixed day(s) and time(s) or, TBA day(s) and/or time(s).

Fixed day(s) and time(s):

Click the *ATTENDED Select All* box to select all of the students in your roster. You may also click each box individually under the *ATTENDED* column for each student. This will automatically fill the **Hours** field with the correct student contact hour for each class meeting time. For example, a 50 minute class will be populated with 1 hour in the **Hours** field. You can override this value due to absence or other reason by typing in a new value in the **Hours** field.

ATTENDED	
<input checked="" type="checkbox"/> Select All	Hours
<input checked="" type="checkbox"/>	<input type="text" value="1.0"/>
<input checked="" type="checkbox"/>	<input type="text" value="1.0"/>

TBA day(s) or time(s).

Enter the correct student contact hour in the **Default Hours** field.

Click the *ATTENDED Select All* box to select all of the students in your roster. You may also click each box individually under the *ATTENDED* column for each student. The value you entered in the **Default Hours** field will automatically be filled in the **Hours** field after clicking the *ATTENDED* box. You can override the value in the **Hours** field due to absence

or other reason by typing a new value. If no students were absent and you have completed entering hours, click the *Save Hours* button.

The screenshot shows a form with a green header bar containing 'Default Hours: 2.3'. Below this is a dark grey bar with 'ATTENDED' and a checked 'Select All' checkbox. A table follows with two columns: a checkbox column and an 'Hours' column. The first row has a checked checkbox and '2.3'. The second row has a checked checkbox and '2.3'. A red arrow points from the '2.3' in the first row to the 'Default Hours: 2.3' field.

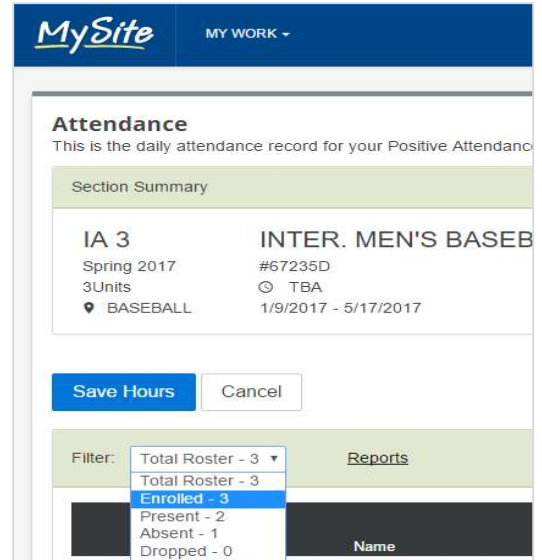
- 7 Class did not meet. If class was not in session during any one of your scheduled meeting times (including a holiday), then you will need to mark the *Class Did Not Meet* box for the day the class did not meet.

The screenshot shows a form with a green header bar. A red box highlights the 'Class Did Not Meet:' section, which contains checkboxes for 'Sun (3/3)', 'Mon (3/4)', 'Tue (3/5)', 'Wed (3/6)', 'Thu (3/7)', 'Fri (3/8)', and 'Sat (3/9)'. Below this, the 'Default Hours:' field contains '3' and the 'Enter Attendance For Week Of:' field contains '03/04/2019' with a calendar icon.

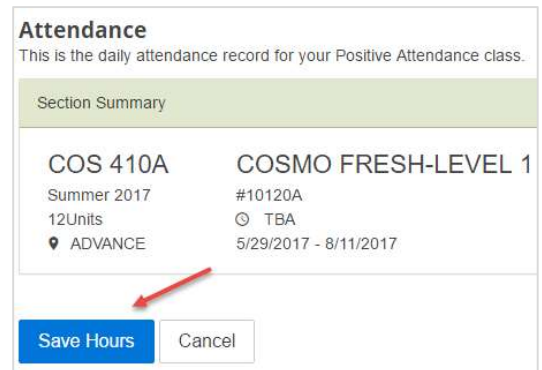
- 8 Mark a student absent by unchecking the box in the *ATTENDED* column. The number zero "0" will automatically populate the Hours field. Make sure to click the "Save Hours" button if you make changes.

The screenshot shows a form with a dark grey header bar containing 'ATTENDED' and a checked 'Select All' checkbox. A table follows with two columns: a checkbox column and an 'Hours' column. The first row has a checked checkbox and '2.3'. The second row has an unchecked checkbox and '0'. A red double-headed arrow points from the unchecked checkbox to the '0' in the 'Hours' column.

- 9 View dropped students – The Attendance page will automatically appear on the screen with a relevant drop date. You cannot drop a student from the Attendance page. You can filter out dropped students by selecting *Enrolled* from the Filter drop-down field.



- 10 Save Hours. Before exiting the screen, you must click the **Save Hours** button to save your work if you have not done so already. If you leave the screen prior to clicking the **Save Hours** button, then you will lose all of the entries made to the screen.



- 11 Access reports (optional). You can view attendance related information by accessing reports from the Attendance page. Click the Reports link.



The reports listed on the *Positive Attendance Reports* page can be accessed only by you or instructors co-teaching the class. Admissions and records will have access to these reports through the MySite reports portal.

- 12 Perform grade submission – You can submit grades and attendance hours together now in MySite. Go to MySite → My Work → Faculty Services and click **Grade Submission**. Make sure the Semester field is set to the term for which grades need to be submitted and click the **Ready** text in the *Grade Status* column. This will take you to the *Grade Submission and Certification* page.

Section ID	Course ID	Title	Day/Time	Grade Status
10120A	COS 410A	COSMO FRESH-LEVEL 1	TBA	Unavailable
10160A	COS 410A	COSMO FRESH-LEVEL 1	TBA	Unavailable
10235A	COS 410A	COSMO FRESH-LEVEL 1	TBA	Unavailable
10120D	COS 410B	COSMO INTERMED-LEVEL 2	TBA	Unavailable
10160D	COS 410B	COSMO INTERMED-LEVEL 2	TBA	Unavailable
10235D	COS 410B	COSMO INTERMED-LEVEL 2	TBA	Ready

12.1 Enter grades and review total attendance hours. If applicable, record units for your class.

Grade Submission and Certification

Term: Summer 2017
Section ID: 10235D COS 410B - COSMO INTERMED-LEVEL 2
Room: SBBEAUTY
Instructor: N. [REDACTED] E

Units: 12.00
Hours/Wk: 33.34
Days: TBA
Time: 12:00 AM

Important:
 Review all grades for accuracy before submitting.
 Changes cannot be made electronically once the grades have been submitted.
 (Changes after grades submission require a Grade Change Form.)
 On the next page, you will be asked to certify that the grades are correct and that you have dropped all "No Show" students.

Action:

This class tracks hours using an external system (not including SARS Track)

Grade Submission and Certification Include Drops/Withdrawals

Name	No.	BlackboardID	Grade	INC	Drop Date	Cumulative Hours	Max Reportable Hours	Total PA Hours (Max: 400.06)	Units
1 [REDACTED]	1000001	[REDACTED]	A B C D F			53.00	53.00	53.00	5.00
2 [REDACTED]	1000002	[REDACTED]	A B C D F			52.50	52.50	52.50	5.00
3 [REDACTED]	1000003	[REDACTED]	A B C D F			53.00	53.00	53.00	5.00
4 [REDACTED]	1000004	[REDACTED]	A B C D F			52.00	52.00	52.00	5.00
5 [REDACTED]	1000005	[REDACTED]	A B C D F			53.00	53.00	53.00	5.00
6 [REDACTED]	1000006	[REDACTED]	A B C D F			53.00	53.00	53.00	5.00

Note: The attendance hours listed in the **Total PA Hours** column will be the hours that get submitted and certified when you submit grades, and is either a total of cumulative hours you entered daily from the *Attendance* page or the max reportable hours allowed for the class per student, whichever is less.

12.2 Edit attendance hours (optional) on the *Grade Submission* page or on the *Attendance* page where you enter daily attendance just prior to submitting grades.

12.3 Add external hours (optional) on the Grade Submission and Certification page by clicking the checkbox called: *This class tracks hours using an external system (not including SARS Track)*.

Grade Submission and Certification

Term: Summer 2017
Section ID: 10235D COS 410B - COSMO INTERMED-LEVEL 2
Room: SBBEAUTY
Instructor: N. [REDACTED] E

Important:
 Review all grades for accuracy before submitting.
 Changes cannot be made electronically once the grades have been submitted.
 (Changes after grades submission require a Grade Change Form.)
 On the next page, you will be asked to certify that the grades are correct and the

Action:

This class tracks hours using an external system (not including SARS Track)

A new column will appear for you to enter hours from another system like Canvas called **External Hours**. Any hours entered in the **External Hours** field will be added to the *Total PA Hours* field up to the max reportable hours allowed for the class.

Action:

This class tracks hours using an external system (not including SARS Track)

Grade Submission and Certification

Name	No.	BlackboardID	Grade	INC	Drop Date	External Hours	Cumu
1	1044494		<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> F	<input type="checkbox"/>		<input type="text" value="0.00"/>	53.00
2	1025565	m	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> F	<input type="checkbox"/>		<input type="text" value="0.00"/>	52.50
3	1063281	sf	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> F	<input type="checkbox"/>		<input type="text" value="0.00"/>	53.00
4	1026951		<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> F	<input type="checkbox"/>		<input type="text" value="0.00"/>	52.00
5	1051379	n	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> F	<input type="checkbox"/>		<input type="text" value="0.00"/>	53.00
6	566113		<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> F	<input type="checkbox"/>		<input type="text" value="0.00"/>	53.00

12.4 Submit grades and attendance hours by clicking the **Go** button.

13 Certify grades and attendance hours by clicking the **I Certify** button located on the *Grade Submission and Certification* page.

Grade Submission and Certification

Important Messages for [Name]

- You are almost done! There is one more step to complete. Press the Certify button below to complete the grade submission process.

Term: Summer 2017 **Units:** 12.00
Section ID: 10235D COS 410B - COSMO INTERMED-LEVEL 2 **Hours/Wk:** 33.34
Room: SBBEAUTY **Days:** TBA
Instructor: [Name] **Time:** 12:00 AM

This class tracks hours using an external system (not including SARS Track)

Certification

I certify, as the instructor of record that these grades are true and correct.
 I certify, as the instructor of record that I have dropped all "No Show" students in compliance with Title 5 regulations.

[Name], 7/10/2017