

How to do Attendance and Census Reporting

1. Once logged in to [Self-Service](#), choose the Faculty icon.



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

2. Select the class section to record attendance (or grades):

Manage your courses by selecting a section below

Fall 2022			
Section	Times	Locations	Availability ⓘ
ACA-122-LN185: College Transfer Success	TBD 8/15/2022 - 10/7/2022	Distance, DIST Lab/Shop Hours	0 / 25 / 0
BUS-115-LL1: Business Law I	TBD 8/31/2022 - 12/12/2022	Distance, DIST Classroom Hours	11 / 25 / 0

Summer 2022			
Section	Times	Locations	Availability ⓘ
ACA-122-LN8: College Transfer Success	TBD 6/6/2022 - 8/3/2022	Distance, DIST Lab/Shop Hours	2 / 25 / 0

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.

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 1 of 25

[Deadline Dates](#)

Waitlisted 0

Roster **Attendance** Census Grading Permissions Waitlist

Student Name or ID 09/09/2022

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

4. The columns that appear for that date depend on the type of course. Record student attendance in the appropriate column:
 - a. **Fully online asynchronous courses** will always show an attendance column since there are no scheduled meeting dates, but this column will not show 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 course 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 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

Roster **Attendance** Census Grading Permissions Waitlist

Student Name or ID Update All 09/09/2022

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

Example A: Fully online asynchronous course

BPT-111-LB1: Broadcast Law & Ethics
Fall 2022
Lee 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

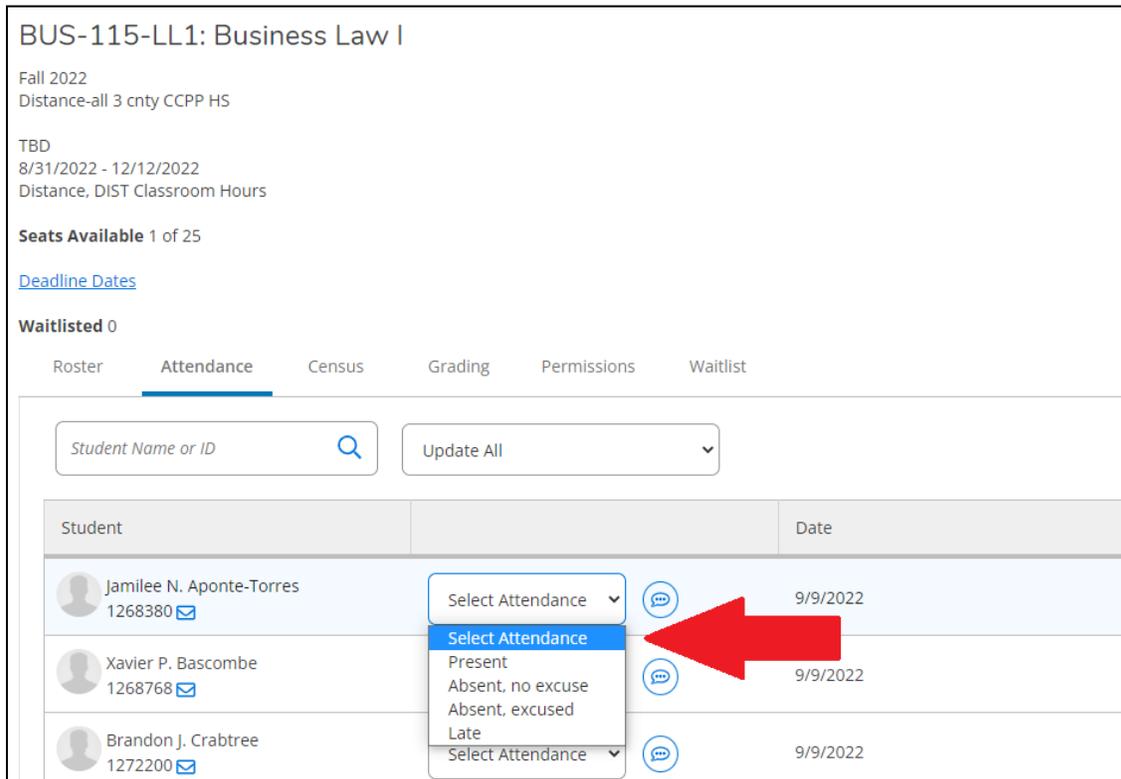
Roster **Attendance** Census Grading Permissions Waitlist

Update All Online Portion Seated Portion Select Date 8/18/2022 (Thursday)

Student	Time not specified	1:00 PM	Last Attendance Recorded	P	A	E	L
	Select Attendance	Present	8/18/2022	2	0	0	0
	Select Attendance	Present	8/18/2022	2	0	0	0
	Select Attendance	Present	8/18/2022	2	0	0	0
	Select Attendance	Select Attendance		0	0	0	0
	Select Attendance	Select Attendance		0	0	0	0
	Select Attendance	Present	8/18/2022	2	0	0	0

Example B: Hybrid/Blended course

5. Select “Present”, “Absent, no excuse” or “Late” for every student for each date the class meets or an assignment is due. 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*).



BUS-115-LL1: Business Law I

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TBD
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Distance, DIST Classroom Hours

Seats Available 1 of 25

[Deadline Dates](#)

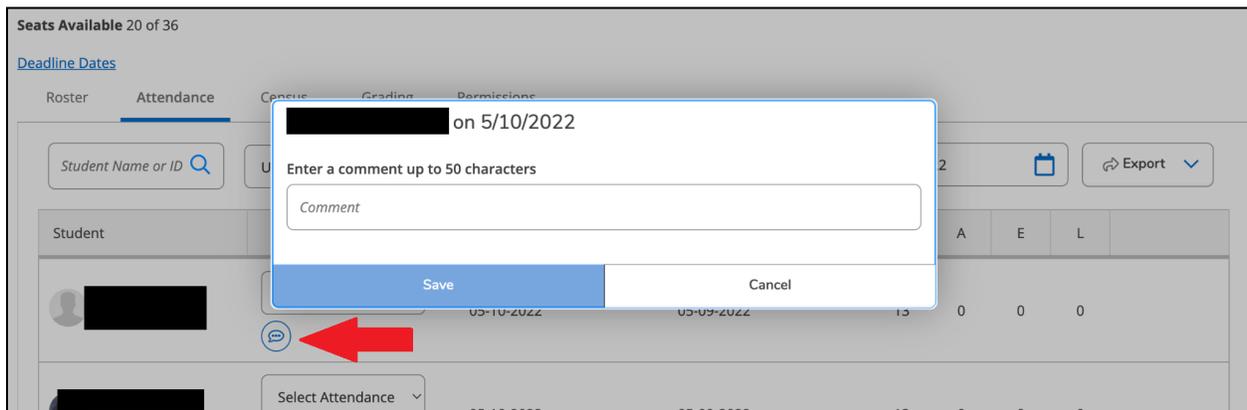
Waitlisted 0

Roster Attendance Census Grading Permissions Waitlist

Student Name or ID Update All

Student		Date
Jamilee N. Aponte-Torres 1268380	Select Attendance Present Absent, no excuse Absent, excused Late Select Attendance	9/9/2022
Xavier P. Bascombe 1268768		9/9/2022
Brandon J. Crabtree 1272200		9/9/2022

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 U

Student

Enter a comment up to 50 characters

Comment

Save Cancel

Census Reporting/Recording Never Attended (No Show) Students

1. Following the census date for your course, ensure all attendance has been recorded for all students on the **Attendance** tab.
2. Go to the **Census** tab (beside **Attendance**). Check the box under the **Never Attended** column for any student who did not attend class or complete assignments for the course by the census date. **Do NOT** enter any information in the “Last Date of Attendance” column.
 - a. **Please note:** if the FA Census tab is showing, please disregard. Only submit Never Attended information on the Census tab.
3. Click **Certify**.

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 Seats Available 1 of 25
[Deadline Dates](#)
 Waitlisted 0

Roster Attendance Census Grading Permissions Waitlist

Census FA census

Census 9/9/2022 Census Certify

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
Jamilee N. Aponte-Torres	1268380	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Non Degree Seeking	3
Xavier P. Bascombe	1268768	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Non Degree Seeking	3
Brandon J. Crabtree	1272200	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Non Degree Seeking	3