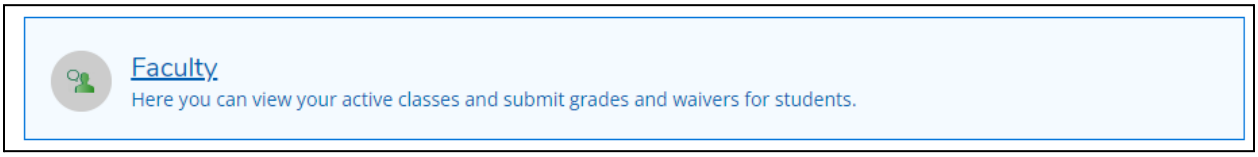
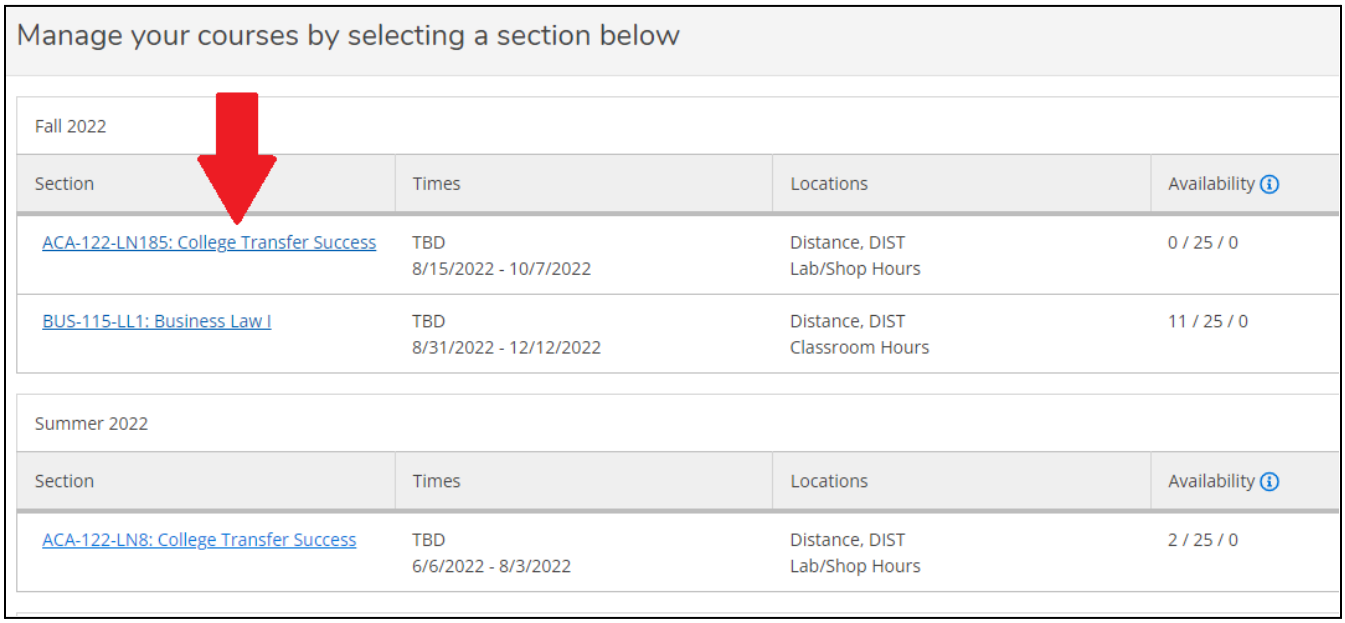
Self-Service Guide | *Attendance and Census*

How to do Attendance and Census Reporting

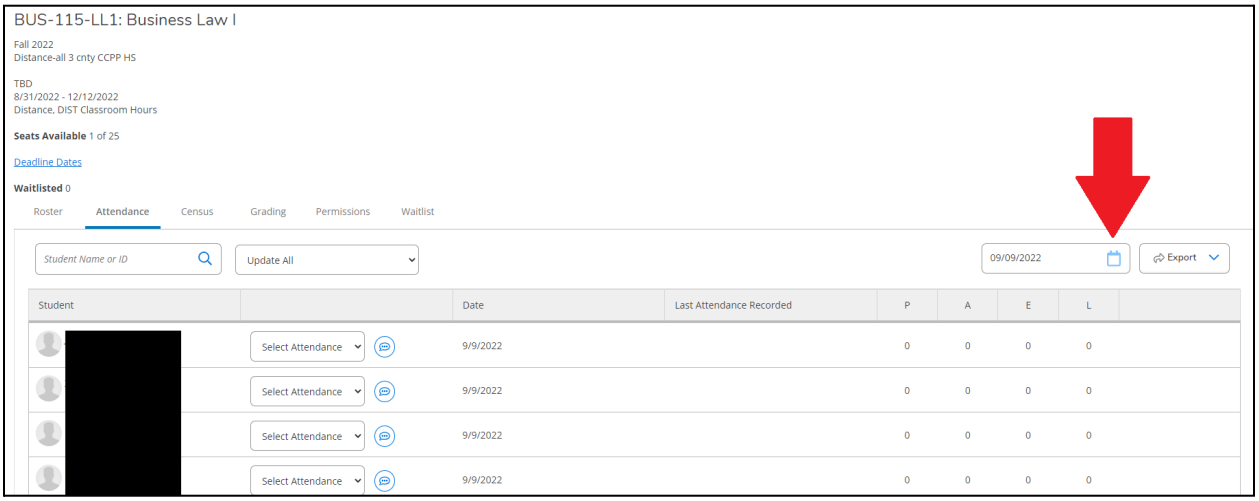
1. Once logged in to Self-Service, choose the Faculty icon.



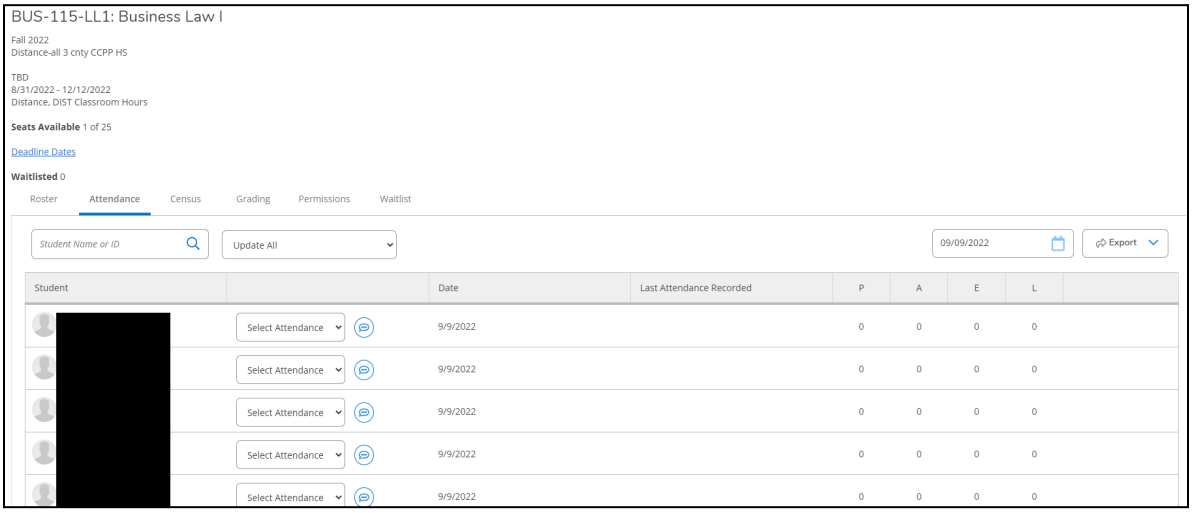
2. Select the class section to record attendance (or grades):



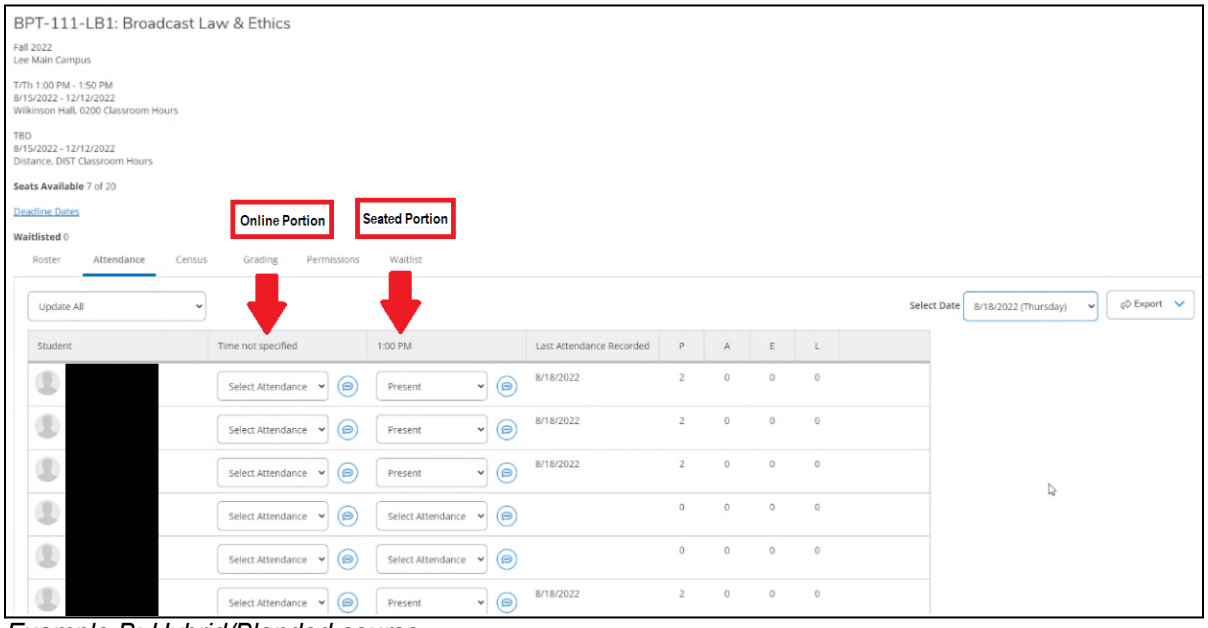
3. Click the **Attendance** button. The attendance page will default to the current date. Click the calendar button on the right side to select the class date or assignment due date to record attendance.



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)

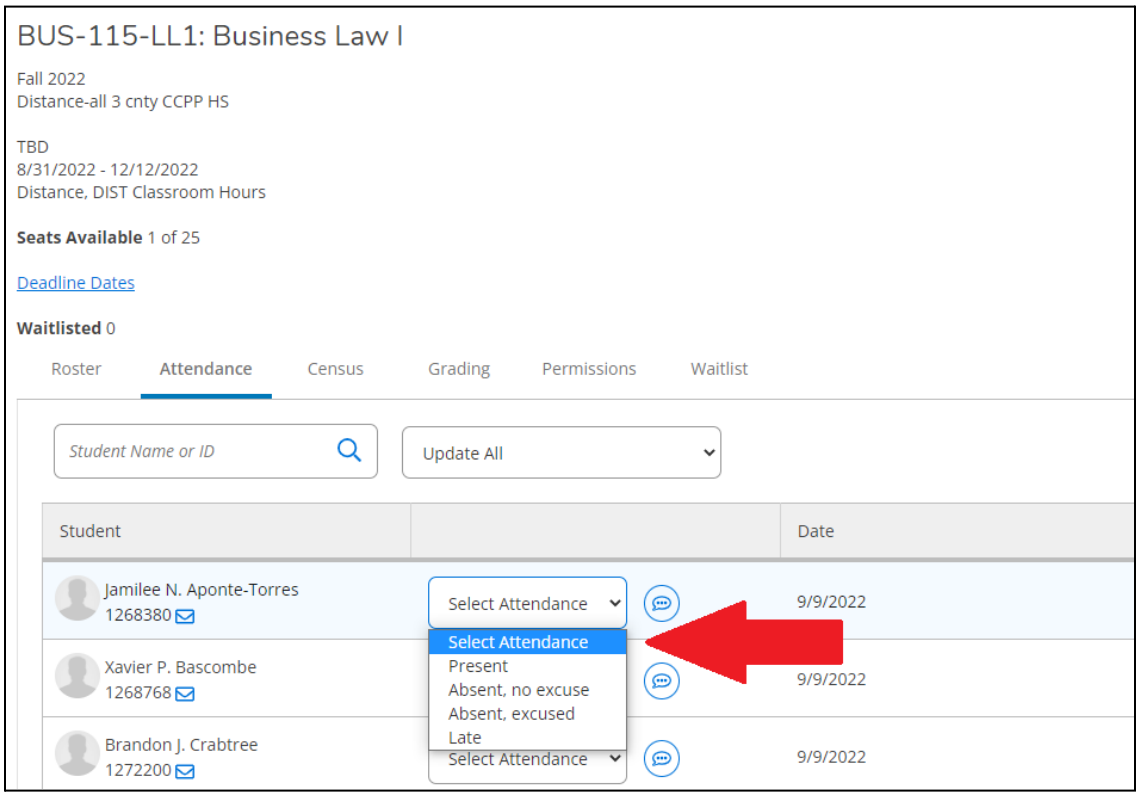


Example A: Fully online asynchronous course

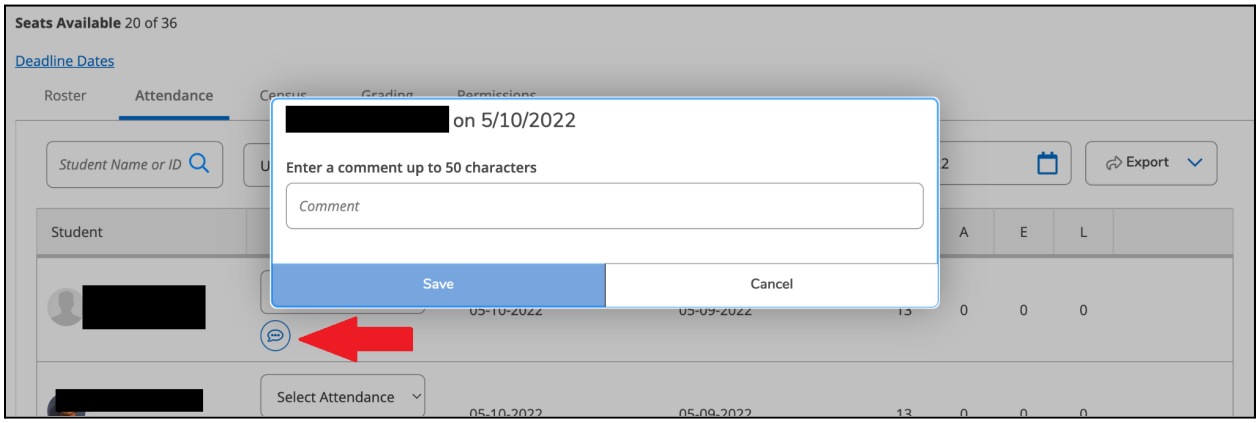


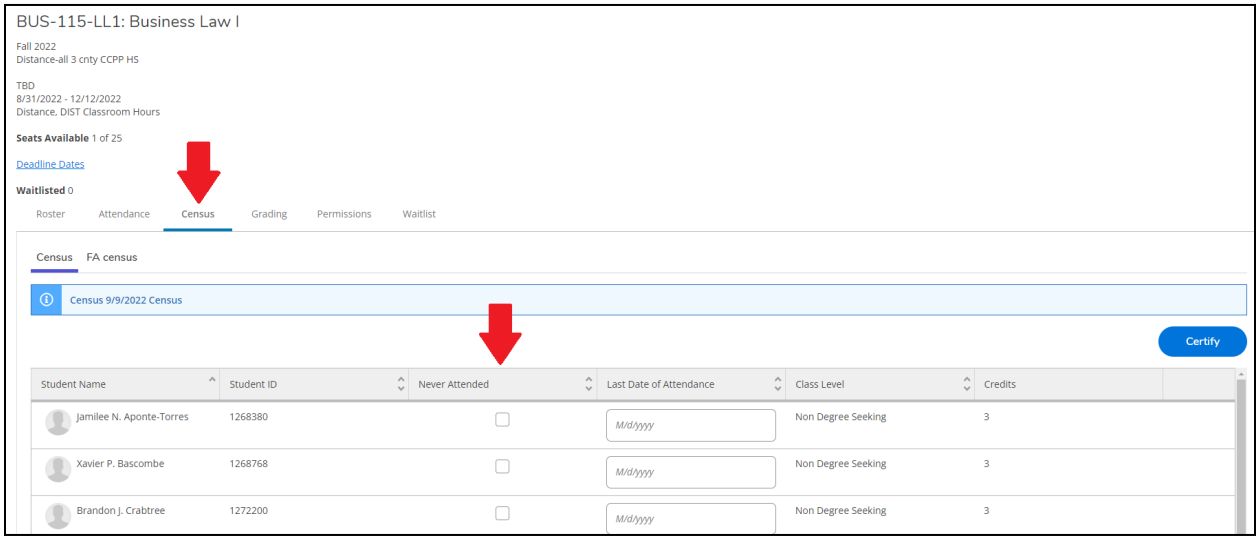
Example B: Hybrid/Blended course

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*).



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.



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.