ATTENDANCE TRACKING FAQ

When will my classes appear in Attendance Tracking?

Classes may appear in Attendance Tracking prior to the beginning of the semester so long as this option has been turned on by the Registrar's Office. The option to "Take Roll" will not be available and the "Take Roll" option will be labeled as "View Students" instead. The roster that is displayed will only show the student information and does not allow any updates to be made. Once it reaches the first day of the semester, the option to "Take Roll" will become available.

How do I mark a student present or absent?

Once logged into Attendance Tracking, you will select the class you want to take roll for so the student list will display. All scheduled days the class will be meeting for during the semester will be auto populated. You can either select a scheduled class meeting date that appears at the top of a column for the students or use the calendar tool at the top of the roster and select a date if it is not currently visible. (for example, a previous class meeting date) To mark a student *Present*, click once on the bubble for the corresponding day you want to enter attendance for. The bubble will display a green checkmark. To mark a student *Absent*, click on the bubble twice. The bubble will display a red minus sign.

If all my students typically show up to class, is there a quick and easy way for me to mark them all as attending in one step?

Yes. You may click on the date displayed at the top of the column you wish to update which will highlight that column. Select "Mark all Present" from the drop-down menu located on the upper left-hand corner of the roster. You may also use this option if you only have a few students who missed class. After marking all of the students as Present, you can go back and unmark students individually who were absent. This may be quicker than marking each student individually as present or absent.

What do each of the "Update All" options do?

Update Empty Records to Present changes only blank entries for the highlighted day to a green checkmark to signify all students were present. This will not change the record for any students who were already marked as absent. *Update Empty Records to Absent* changes only blank entries for the highlighted day to a red minus sign. This will not change the record for any students who were already marked as present. *Mark All Present* changes all of the entries for the highlighted day to being present. This will also change the records for any students who were already marked as present or absent. *Mark All Absent* changes all of the entries for the highlighted day to being absent. This will also change the records for any students who were already marked as present or absent.

Helpful Hint: If you have most of your students attending and only a few who are absent, you can mark the students who were absent as absent and then select "Update Empty Records to Present" and this will mark all of the remaining students as present.

What if I mark a student as Present and it was a mistake or I marked a student as Absent and it was a mistake?

On the roster in attendance tracking, simply click on the associated day for that student. If the student was marked as Present and should have marked as Absent, simply click on the bubble with the green checkmark until it changes to Absent. If the student was marked as Absent and was actually Present, click on the bubble until the bubble changes to Present.

Do I need to save the changes? I don't see a SAVE option.

There is no submit or save button. Simply marking attendance saves the changes.

Can I choose not to mark a student as absent or present and leave the circle blank?

You need to mark a student either absent or present (green or red). Do not leave a circle blank. Doing so will not only cause the total attendance percentage calculations for that student to be inaccurate, but the ARGOS report the Academic Success Center uses to monitor student absences will not reflect correct information. Students who are not marked as absent when they miss class and you leave the circle blank will not be reflected on the report as having been absent.

I fell behind with marking attendance within Attendance Tracking. Can I still mark students present or absent for a previous class meeting?

Yes. To update attendance for a previous class meeting, you can click on the calendar above the daily columns and select the class meeting date you wish to update attendance for and you can then perform your updates.

The Financial Aid Office informed me that I need to document attendance and the information needs to be in Banner (EdNet). If I mark attendance in "Attendance Tracking", will this information feed over into Banner (EdNet) automatically?

No. The dates will not feed over into EdNet automatically. After marking present or absent in a class for each of your students, you will need to select the blue "Class" button in the upper left-hand corner of the roster. Click on the drop-down arrow and select "Update CRN Last Date of Attendance". By doing this, the most recent dates you marked students as present will feed over into the date fields in the "Last Date of Attendance" column of your EdNet roster for that class. There will be no need for you to separately login to EdNet to document attendance for that class. Every time you select this option, the dates will be updated in EdNet. Therefore, if you have a student who has added your class after the first day, you may want to be sure you select the update CRN option in order to update EdNet.

I marked all of my students present or absent in a class, but the Financial Aid office (or a student) is telling me I have not documented attendance for the class. Why are they not seeing my attendance?

This would be due to not completing the step to update the CRN date. Please see directions in the answer for the question above. If you did do this step during the first week of the class and students added the class after you did this process, you will need to select "Update CRN Last Day of Attendance" again in order to pull over attendance records for any new students.

Is there an option to mark an excused absence?

There is the option of "Absence Notified" which works for excused absences. You highlight the student on the roster, mark them as absent, and then click on the "Student Details" tab. Then click the box "Absence Notified" so a check mark is inserted in the box and then add a note. (such as playing in an away Basketball game, field trip, etc.) Note: Even though you have marked the student absent, so long as the "Absence Notified" box is clicked, the student is recorded as not being absent for that day. Current settings will not include an Absence Notified absence in the attendance percentage calculations.

A student has informed me they will not be able to attend my class for an entire week due to having surgery (example). Can I make a note of this in Attendance Tracking?

Yes. You would highlight the student on the class list and open up the Student Details tab. Click on the "Extended Absence" button which will open up the extended absence window. You may enter the start and end dates, as well as additional comments. Click on the Save button.

Can I mark if a student was tardy or only attended a portion of the class?

Yes. You would mark the student as present and then you may enter the hour and minutes in the "Hours Attended" field in the Student Detail panel to indicate the time the student was in attendance. You may also enter additional information in the "Note" field if you would like.

What if I need to cancel a class meeting. Can I mark this in Attendance Tracking?

Yes, this can be noted in Attendance Tracking. To cancel a class meeting, select "Cancel this Class Meeting" from the drop-down menu within the blue Class button in the upper left-hand corner of the class roster. Once you do this, a note of "Class Canceled" is added to every student's record within Attendance Tracking. This action will not notify the students, so you will still need to follow up with emailing the students. Current settings do not include cancelled classes in the attendance percentage calculation.

What if I am teaching a class with no scheduled and set meeting days or times such as a fully online class, arranged class, or an individual instruction class? How do I document attendance for this class?

You will be unable to mark students present or absent for class sections that do not have regular meeting days or times. Instead, attendance would be documented in hours and minutes and the course will appear displaying every day within the semester beginning and end dates. You would select the date you want to enter time for, then select the student you want to update, and then input the expected time in hours and minutes for the assignment/activity you are using to document attendance for students. (It does not need to reflect the actual amount of time the student spent on the assignment) The hours and min will be updated and the total time will be reflected for that student and a green message bar will appear in the upper right stating attendance was updated successfully. You must enter hours AND minutes, even if either one is "00". To make sure this information feeds over into EdNet for the Financial Aid Office, select "Update CRN Last Date of Attendance" from the drop down under the blue Class button in the upper left-hand corner. When it feeds over into EdNet, the date you chose to update the hours and minutes in and the total hours will be reflected. Financial Aid will only need the date for their process, but the hours being reflected will not negatively impact anything.

Why can I not see any future meeting days?

Attendance Tracking is meant as a tool for documenting attendance during a class meeting or after the class has met. Students are not eligible to be marked as present or absent for a class meeting that has not happened yet.

How often are the rosters updated?

Rosters are real-time and updated once a change has been made. If a student drops your class or adds your class, the student will disappear or appear on your roster in attendance tracking immediately.

What happens if a student withdraws from one of my classes?

When a student withdraws from your class with a grade of "W", that student will still appear on the roster. The student will appear at the end of the roster and will have "Withdrawn" in red displayed underneath the student's name, as well as a red line through their photo (if available). Their attendance is no longer updatable, but their attendance records will remain viewable.

What if there is no Internet in a classroom or I do not have a laptop?

Attendance Tracking is an Internet based service, so you will need Internet access to use it. You may always choose to have a sign in sheet in class or take attendance on paper and enter your attendance later through Attendance Tracking.

Can students see their attendance in their EdNet account?

This is not available at this time, but we hope to be able to have this option for students in the near future.

What does the displayed attendance percentage signify?

The attendance percentage displayed in the "Attendance" column is calculated based on marking the students as present or absent or hours and minutes entered. The high threshold of attendance is auto set at 70% or above, and the low attendance threshold is auto set at 40% or below. If you regularly update Attendance Tracking for each class meeting, the attendance percentage will display an accurate representation of your student's attendance for the class.

In addition to the attendance percentage, can I see the number of days a student was absent or present for a class?

Yes. Select the student you want to see this information for and instead of selecting the Student Detail tab, select the Attendance tab in the side panel. You should be able to see counts for meetings recorded, meetings present and meetings absent.

I am teaching a cross-listed course. Can I mark attendance just one time?

Unfortunately, no. You will have to mark attendance for both sections of the class because there will be different students registered in each section.

Is it possible to combine both rosters for one of my cross-listed classes?

No. Unfortunately, this is not an option.

I am a co-instructor for a class. Do I have access to mark attendance in Attendance Tracking?

Yes. Both the primary instructor and the co-instructor for a course will have access to mark attendance within Attendance Tracking. The co-instructor does not have access to the class in EdNet and therefore, will be unable to document attendance through EdNet.

Why is one of my classes showing up twice in Attendance Tracking in my class list?

If you are teaching a class with a separate support section or lab with scheduled days and times, the class will appear twice because there are different CRNs for the lecture section and support/lab section and students register for both of them. Also, if you have a class which meets at a particular time on Monday and Wednesday but at a different time on Friday, even though it is the same class, the class will appear twice. This is because the scheduled class meetings are not at the same times during the week.

NOTE: Because a lab for a science class does not carry any credit hours, you technically only need to mark attendance in the lecture class list for financial aid purposes. In order to keep accurate attendance records for all of your students, you will want to mark attendance in both the lecture and lab. For classes which meet at different times during a week, again, you will only need to document one of the class lists for financial aid purposes, but will want to mark both if you would like to have accurate attendance records for your students in that class.