

Documenting Attendance in EdNet

Instructors are required to document their students as attending/participating in their classes on or before the Monday of the second week of each semester or term. Financial aid will not be applied to a student's account if they have not been documented as attending. Financial aid is applied to student accounts during the second week of classes for each semester or term.

Entering Attendance

You will enter a date of attendance in the "Last Attendance Date" column in either the mid-term grade or final grade sheet for each class. To access a grade sheet, after logging into EdNet you will select "Faculty & Advisors" and then select "Mid Term Grades" or "Final Grades". (It does not matter which grade sheet you use) It will prompt you to select the term from a drop-down menu and a course from the drop-down menu. **The format of the date must be MM/DD/YYYY (08/22/2024 or 08222024).** You can enter the date with or without forward slashes but must enter the year with **all four digits**. Not using the correct format will result in the dates not being saved on the roster. (When you hit submit everything will look okay, but they actually were not saved)

It is recommended you double check the dates were saved successfully by exiting the grade sheet and then reviewing the grade sheet again. If you enter the dates in the wrong format they will disappear after you exit the roster, but you will not realize this unless you access the roster again and see that they are not there. Unfortunately, there is no error message to alert you the dates were not entered in the correct format.

You must enter a date which falls within the semester beginning and ending dates. If you attempt to enter a date outside the semester date range, it will be rejected. Do not remove the dates once you have entered them. Removing the dates will create issues with a student's second disbursement of financial aid. The only instance you should remove a date is if you erroneously entered a date for a student who has never attended/participated. If this happens, please notify financial aid immediately.

Online Classes

In a distance education context, documenting that a student has logged into an online class is not sufficient to demonstrate academic attendance. The student must have been engaged in an academically related activity. Examples of acceptable evidence of academic attendance include:

- Submission of an academic assignment, quiz, exam
- Post in a discussion forum
- Documented participation in an interactive tutorial or computer-assisted instruction
- Participation in an online study group for the class
- An email or other documentation showing that the student initiated contact with the instructor to ask a question about the academic subject studied in the class

Students Being Added to Classes Late

Students are able to add or drop classes during the scheduled drop/add period in each semester or term as designated on the academic calendar. In addition, we allow students to register late and after classes for a semester or term has started. Either scenario may result in a student not being in attendance until the second week of classes. You will need to make sure you enter an attendance date for a student who is added to your class roster late, even if you have already documented attendance for the rest of the class. Access to enter attendance is never “cut off” and entering a date late will not negatively impact the student.

If a student is documented as attending some classes, but not all of their classes, financial aid will be prorated accordingly. The financial aid process does not look at what actual date has been entered. It simply checks to see there is a date entered. Therefore, it is not as important as to what date is entered, but that there is a date entered. The date for attendance will be critical if a student stops attending a face-to-face class or is no longer actively participating in an online class. More information concerning this situation is available in the *Administrative Withdrawal* section of the university catalog.

When documenting attendance for financial aid, you only need to enter a date for each student one time. There is no need to enter a date every time class meets. It will not hurt anything if you do, but it is not necessary or required.

No Show Students

DO NOT enter a date if the student is a No Show and has never attended a face-to-face class or has never participated in an online class. Leave the date blank. For online courses, **DO NOT** document attendance for students if they have not participated in a discussion post or assignment.

Second Session Classes

Second Session classes begin the second half of the semester or term. Their start date is typically a date in October, March or June. If you are teaching a second session course, **DO NOT** document attendance for that class at the beginning of the semester. You will document attendance after that class begins and if the student is attending/participating.

Classes with No Set Meeting Days or Times

You will need to document attendance for arranged courses, work experience, internship, practicum, and teacher education residency courses. Because there are no set days and times these classes meet, you will document attendance based on the following criteria: 1) you have met with the student and worked on course material; 2) you have confirmation the student has secured a work experience/internship/practicum placement; (3) the student is submitting coursework via email or Brightspace; (4) the student has been placed in a secondary school for residency and you have confirmed they are in attendance. Do not document attendance for students who do not meet these criteria.