WEBATTENDANCE: USER'S MANUAL

Pitt Community College

Contents
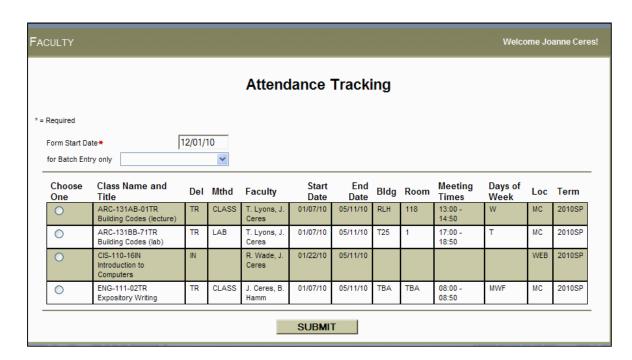
Attendance Tracking Entry by Faculty in myPittCC

To track student attendance in myPittCC, faculty should execute the following steps in the order noted below:

1. Login to myPittCC and go to the PCC Services area
2. Track student attendance by clicking the **Attendance Tracking** link on the Faculty Menu in WebAdvisor.
3. Enter attendance information and Submit to save the data.

Attendance Tracking

Faculty complete the following steps to select course section meetings or contact hour sections for tracking attendance:

Step 1. Click on the Attendance Tracking link on the Faculty Menu in myPittCC.

| FACULTY | | | | | | | | | | | Welcome Joanne Ceres! |

Attendance Tracking

* = Required

Form Start Date*   `12/01/10`
for Batch Entry only   `[_____v]`

Choose One	Class Name and Title	Del	Mthd	Faculty	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
○	ARC-131AB-01TR Building Codes (lecture)	TR	CLASS	T. Lyons, J. Ceres	01/07/10	05/11/10	RLH	118	13:00 – 14:50	W	MC	2010SP
○	ARC-131BB-71TR Building Codes (lab)	TR	LAB	T. Lyons, J. Ceres	01/07/10	05/11/10	T25	1	17:00 – 18:50	T	MC	2010SP
○	CIS-110-16IN Introduction to Computers	IN		R. Wade, J. Ceres	01/22/10	05/11/10					WEB	2010SP
○	ENG-111-02TR Expository Writing	TR	CLASS	J. Ceres, B. Hamm	01/07/10	05/11/10	TBA	TBA	08:00 – 08:50	MWF	MC	2010SP

SUBMIT

Step 2. Form Start Date - Required: Enter a date to start attendance tracking. **(The default will always be today's date)** An error will be displayed if the date entered is not within the section start and end dates or if the date is in the future**.**

Step 3. Required: Select section by clicking the radio button in the 'Choose One' field.

Step 4. Click the **Submit** button. An error will be displayed if the user does not select a section. The form will be redisplayed to allow the user to correct the invalid data.

After clicking on the **Submit** button, the **Attendance Entry** web form will be displayed. (If the user does not wish to track student attendance at this time, they can click **Faculty Menu** to return to the menu.)

Entering Attendance for your class

Instructors are required to record initial entry for each student by the census date of each class. **Thereafter, attendance must be entered weekly by 5pm on Friday**. Although weekly attendance is mandatory, faculty are encouraged to enter attendance on a daily basis. *You must access your attendance roster weekly, even if you have no absences to report, in order for your FTE hours to record properly.*

The form will display the student names, status/ date (links to the student profile), no show status, seat total (number of days in attendance), **10 scheduled meeting dates** starting from the attendance start date entered on the Web Attendance Tracking web form, and the last date of attendance.

Attendance Entry

Class Name	ENG-111-02TR Expository Writing
Meeting	2010SP 01/07/10-05/11/10 08:00 - 08:50 MWF CLASS
Location	Main Campus
Census Date	01/20/10
Form Start Date/Attendance Method	01/07/10 Scheduled Membership

Instructors

Joanne T. Ceres
Billy M. Hamm, Jr.

Membership   A = Absent, E = Students first day, EL = Students first and last day, ET = Student entered first day tardy, L = Last day student attended, T = Tardy, TL = Tardy last day.

Contact Hours   Enter the number of hours attended in increments of quarter hours.

    ***No changes are allowed. Final attendance roster submitted on 08/03/10 by Ceres, Joanne T..

Student	Status	No Show	Days	0108	0111	0113	0115	0120	0122	0125	0127	0129	0201	Last Date
Battle, Tonya	New 12/07/09	☐												
Brown, Tequeila	New 11/16/09	☑												
Carter, John	New 11/18/09	☐	10	E									L	02/01/10
Chakra, Sary	New 11/17/09	☐	1			EL								01/13/10
Clark, Tramon	New 11/17/09	☐	10	E									L	02/01/10
Clay	New	☐	10	E									L	02/01/10

(Note that the dates appear as they occur. If a date has not happened yet, it will not appear until that date.)

An attendance status **must** be entered for each class meeting date **UNLESS** the student is present (and it is not the first time entering). **BLANK ENTRIES INDICATE THAT THE STUDENT IS PRESENT**. Other allowable entries are:

    a.   **E** – entry (only used for the first time student comes to class)
    b.   **A** – Absent
    c.   **L** – Last day attended (used for students who have been officially or unofficially withdrawn)
    d.   **EL** – Entry and Last Day attended on same day
    e.   **T** – Tardy (optional)

Enter an attendance type of E or EL to indicate the first day of attendance.   All students in your class must have either an E or EL entry or be checked off as a No Show.

> *EL is used to indicate that the student entered the class the first day, but never returned.*

Web Attendance does not allow you to enter any attendance codes **prior to** the 'E' or 'EL' codes.

No-Shows: A No-show check box should be checked for any students not in attendance by the census date of the course. Do not check this box until the census date has occurred. **Be careful** entering a check in this field as it writes to the student's course record in Colleague.

> **Once the no-show has been processed by the Registrar's Office the student's Status will change to 'Withdrawn' and the date the no-show was processed by the Registrar's Office will appear in the Status field as well. A final grade of "NA" (Never Attended) will be issued and will appear on your final grading roster.**

Drops: Students who have dropped the course during the drop/add period will be **removed** from the Web Attendance roster.

Unofficial Withdrawals: Codes of EL and L are used to indicate the last day of attendance in a course. Faculty may enter one of these codes for students who violate their attendance policy.

- EL is used when the student entered class the 1st day but never returned.
- L is used to indicate the student's Last Date of attendance once they've violated
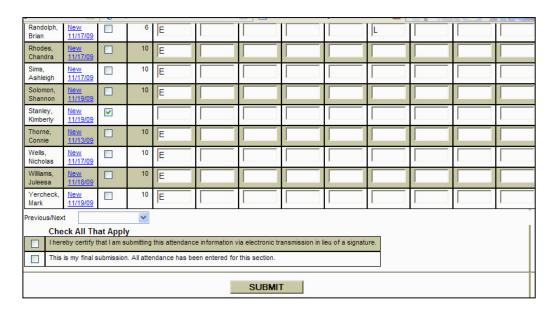
your attendance policy.

Registrar's office will withdraw all students for whom you issue an "L" on your attendance roster. Their status will then change to "Withdrawn" and a final grade of 'W' (Unofficial Withdrawal) will be issued and will appear on your final grading roster.

Official Withdrawals: Students who Officially Withdraw at the Registrar's office will also show a status of Withdrawn with the date the withdrawal was processed. You will need to enter an "L" on the last date these students attended. There are several options for you in entering the "L" for these students:

- If you know a student has Officially Withdrawn and see the status of "Withdrawn", go ahead and enter the "L" on the last date they attended
- Several times during the semester, all faculty will be sent a report showing which students in their classes have officially withdrawn. You will then be asked to enter the "L" on the appropriate date for each of these students
- On your final grade roster you will be forced to enter a Last Date of Attendance for any student with a grade of OW and a missing LDA.

Code	Description	Comments
A	Absent	
E	Entry	First day student entered class
EL	First, last day attended	First and last day student entered class, for withdrawals
L	Last date of attendance	For withdrawals (Official and Unofficial)

Note: You will also see codes of ET = Student entered first day tardy, T = Tardy, TL = Tardy last day. It is not necessary to use any of these codes since we do not track student tardiness at PCC.

Previous/Next: This field will recalculate the Form Start Date and redisplay the form with a new list of dates. You must check the first electronic signature box when going from previous/next pages or an error message requesting you check the electronic signature box will appear.

Electronic Signature: The first check box serves as a signature confirming the attendance information. This is required if data was added or changed. This includes blank dates after E attendance type. This also includes navigating the Previous/Next drop down menu as well. The second check box serves as a **final submission** indicating all attendance has been entered for the semester.

> **Do not check the final submission box until you have finalized all attendance for the semester.** Once final submission has occurred, faculty **may not** make any changes to their web attendance roster. If final signature is clicked before end of term, faculty member must contact Registrar's office to unlock roster

Click the **Submit** button. An error will be displayed if the user does not enter valid attendance type codes or if data is entered for dates that occur in the future. The form will be redisplayed to allow the user to correct the invalid data.

After clicking on the **Submit** button, the menu will be displayed.

If the user does not wish to track student attendance at this time, they can click **Faculty Menu** to return to the menu.

Reinstating students who have been withdrawn

If an instructor wishes to reinstate a student previously reported as Never Attended or Stopped Attending ("L" has been entered) he or she must contact the Registrar's office to reinstate . For No-Shows, instructor will then be required to enter an "E" on the appropriate date. **Simply removing the "L" or unchecking "No-Show" will not make the student active on your roster.**

Exporting your attendance tracking to Microsoft Excel

Click on the Attendance Tracking Export link on the Faculty Menu in myPittCC.

Attendance Tracking Export

* = Required

Term* [Spring 2010]

Subject [English]   Course No [111]   Section Number [02TR]

Locations [   ]

Note: The only Required field is Term, but you may want to enter criteria listed below to narrow your search.

Term - Required: Select the Term to view attendance from the dropdown box.

Subject: Select a Subject from the dropdown box. All Subjects will be included in the selection if this field is left blank.

Course No.: Enter a Course Number. All Course Numbers will be included in the selection if this field is left blank.

Section Number: Enter a Section Number. All Section Numbers will be included in the selection if this field is left blank.

Locations: Select a Location from the dropdown box. All Locations will be included in the selection if this field is left blank.

Academic Level: Select an Academic Level from the dropdown box. All Academic Levels will be included in the selection if this field is left blank.
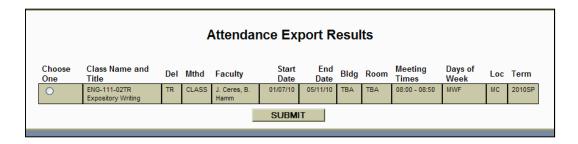
Instructor's Last Name: Enter the last name of the instructor. All instructors will be included in the selection if this field is left blank.

Click the **Submit** button to initiate the search.

After clicking on the **Submit** button, the **Attendance Export Results** web form will be displayed.

If the user does not wish to export attendance at this time, they can click **Faculty Menu** to return to the menu.

Attendance Export Results

Attendance Export Results

Choose One	Class Name and Title	Del	Mthd	Faculty	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
○	ENG-111-02TR Expository Writing	TR	CLASS	J. Ceres, B. Hamm	01/07/10	05/11/10	TBA	TBA	08:00 - 08:50	MWF	MC	2010SP

SUBMIT

Choose One - Required: Select a single section or section meeting from this column.

Click the **Submit** button.

After clicking on the **Submit** button, the **Export Results** web form will be displayed. If the user does not wish to export attendance at this time, they can click **Faculty Menu** to return to the menu.
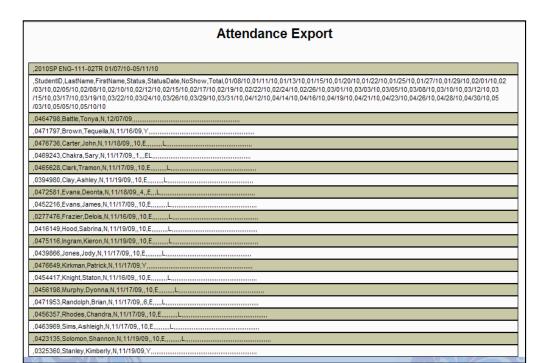
Attendance Export

,2010SP ENG-111-02TR 01/07/10-05/11/10
,StudentID,LastName,FirstName,Status,StatusDate,NoShow,Total,01/08/10,01/11/10,01/13/10,01/15/10,01/20/10,01/22/10,01/25/10,01/27/10,01/29/10,02/01/10,02/03/10,02/05/10,02/08/10,02/10/10,02/12/10,02/15/10,02/17/10,02/19/10,02/22/10,02/24/10,02/26/10,03/01/10,03/03/10,03/05/10,03/08/10,03/10/10,03/12/10,03/15/10,03/17/10,03/19/10,03/22/10,03/24/10,03/26/10,03/29/10,03/31/10,04/12/10,04/14/10,04/16/10,04/19/10,04/21/10,04/23/10,04/26/10,04/28/10,04/30/10,05/03/10,05/05/10,05/10/10
,0464798,Battle,Tonya,N,12/07/09,,,
,0471797,Brown,Tequeila,N,11/16/09,,Y,,,
,0476736,Carter,John,N,11/18/09,,10,E,,,,,,,L,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
,0469243,Chakra,Sary,N,11/17/09,,1,,,EL,,,
,0465628,Clark,Tramon,N,11/17/09,,10,E,,,,,,,L,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
,0394980,Clay,Ashley,N,11/19/09,,10,E,,,,,,,L,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
,0472581,Evans,Deonta,N,11/18/09,,4,,E,,,L,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
,0452216,Evans,James,N,11/17/09,,10,E,,,,,,L,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
,0277476,Frazier,Delois,N,11/16/09,,10,E,,,,,,,L,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
,0416149,Hood,Sabrina,N,11/19/09,,10,E,,,,,,,L,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
,0475116,Ingram,Kieron,N,11/19/09,,10,E,,,,,,,L,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
,0439866,Jones,Jody,N,11/17/09,,10,E,,,,,,,L,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
,0476649,Kirkman,Patrick,N,11/17/09,,Y,,
,0454417,Knight,Staton,N,11/16/09,,10,E,,,,,,,L,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
,0456198,Murphy,Dyonna,N,11/17/09,,10,E,,,,,,,L,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
,0471953,Randolph,Brian,N,11/17/09,,6,E,,,,,L,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
,0456357,Rhodes,Chandra,N,11/17/09,,10,E,,,,,,,L,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
,0463969,Sims,Ashleigh,N,11/17/09,,10,E,,,,,,,L,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
,0423135,Solomon,Shannon,N,11/19/09,,10,E,,,,,,,L,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
,0325360,Stanley,Kimberly,N,11/19/09,,Y,,

The form will display student attendance data in a comma-delimited format that can be exported into other applications. The first line of data is header information associated with the attendance types/hours.
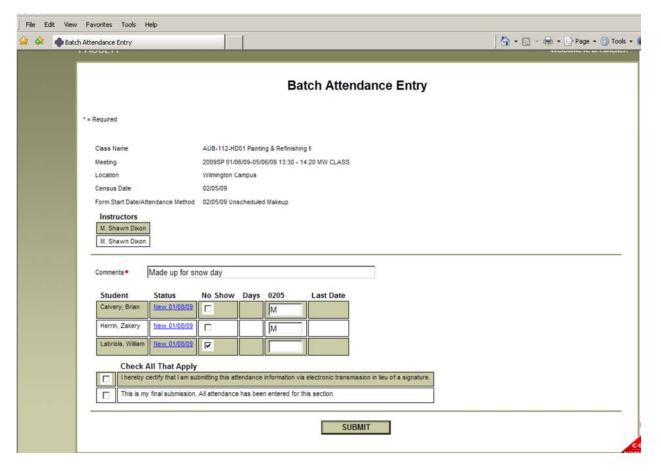
Step 1. To export the data to Microsoft Excel, highlight the data or right-click on the web screen and choose Select All from the popup menu.

Step 2. Right-click on the web screen again, and choose Copy from the popup menu.

Step 3. Open a blank Excel worksheet and select Paste Special from either the Edit menu or the Paste Options icon. Select either Unicode text or text and click OK.

Step 4. Select the Paste Options icon and choose the Use Text Import Wizard. (If using Excel 2003, highlight the entire **A** column. Select **Data** from the menu. Then select **Text** to Columns.)

Step 5. Choose the Original Data Type of Delimited and the comma as the delimiter.

Batch Attendance Tracking – Unscheduled Membership (Make-up Days)
Faculty complete the following steps to enter and maintain student attendance after selecting the **Unscheduled Makeup** Attendance Entry Method and **Form Start Date** on the **Attendance Tracking** web form and clicking the **Submit** button. With the **Unscheduled Makeup** option, the 'Form Start Date' **needs to be the date of the make-up**. In the example below, 020509 is the make-up date. (****Contact hour courses will not use this feature.*)

The form will display the student names, status/status date (links to the student profile), no show status, seat total, Form Start Date entered on the Web Attendance Tracking web form, and the last date of attendance.

Step 1. Comments - Required: The user must enter free form comments in this field explaining the reason or method for the make-up date. This will be used **in lieu of** completing the paper Contact Hour Make-Up Schedule form PCC has used in the past.

Step 2. Student Status: Clicking the **Status** beside the student name will link to the Student Profile web form where you can obtain additional information on the student.

Step 3. No Show: A **grade of NA must be entered** on the **Grading Roster** for the course in myPittCC, **first**. Check the never attended box on the grading roster to indicate a student never attended class. Once a student has been given an NA grade and the never attended box checked in the grading roster and saved, the never attended check box on your web attendance roster will also show as checked.

Step 4. Attendance Type: The entries in this field default to the **M – Makeup** attendance type code. Space out any 'M' codes that populate for withdrawn students prior to submitting the makeup attendance. ****Note: If a student has withdrawn from your class, you must space out the 'M' for that particular student. Otherwise you may get an error message and not be able to complete your batch entry.**

Step 5. Electronic Signature: The first check box serves as a signature confirming the attendance information. This is required if data was added or changed. This also includes navigating the Previous/Next drop down menu as well. The second check box serves as a **final submission** indicating all attendance has been entered for the semester. **Do not check the final submission box until you have finalized all attendance for the semester.** Once final submission has occurred, faculty **may not** make any changes to their web attendance roster.

Step 6. Click the **Submit** button. An error will be displayed if the user does not enter quarter hour increments for contact hours or **if data is entered for dates that occur in the future**. The form will be redisplayed to allow the user to correct the invalid data.
After clicking on the **Submit** button, the menu will be displayed.
If the user does not wish to track student attendance at this time, they can click **Faculty Menu** to return to the menu.

Batch Attendance Entry – Class Cancelled
Faculty or Designated Staff Members complete the following steps to enter and maintain student attendance after selecting the **Class Cancelled** Attendance Entry Method and **Form Start Date** on the **Attendance Tracking** web form and clicking the **Submit** button. With the **Class Cancelled** option, the 'Form Start Date' **needs to be the date of the cancelled class**. In the example below, 020409 is the cancelled class date. (****Contact hour courses will not use this feature.*)

The form will display the student names, status/status date (links to the student profile), no show status, seat total, Form Start Date entered on the Web Attendance Tracking web form, and the last date of attendance.

Step 1. Comments - Required: The user must enter free form comments in this field explaining the reason or method for the make-up date. This will be used **in lieu of** completing the paper Contact Hour Make-Up Schedule form PCC has used in the past.

Step 2. Student Status: Clicking the **Status** beside the student name will link to the Student Profile web form where you can obtain additional information on the student.

Step 3. No Show: A **grade of NA must be entered** on the **Grading Roster** for the course in myPittCC, **first**. Check the never attended box on the grading roster to indicate a student never attended class. Once a student has been given an NA grade and the never attended box checked in the grading roster and saved, the never attended check box on your web attendance roster will also show as checked.

Step 4. Attendance Type: The entries in this field default to the **C – Cancelled** attendance type code. **Note: If a student has withdrawn from your class, you must space out the 'C' for that particular student. Otherwise you may get an error message and not be able to complete your batch entry.
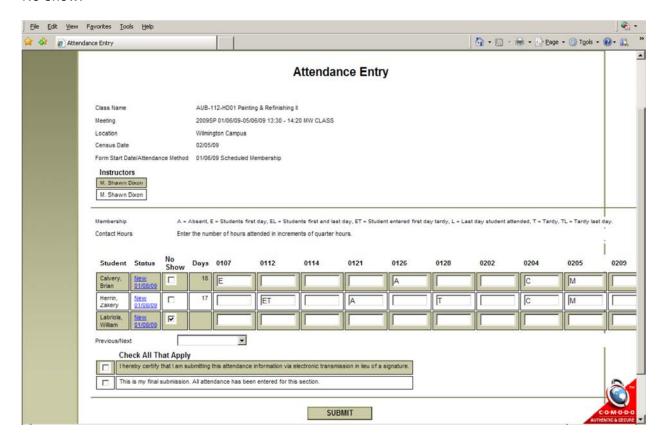
Step 5. Electronic Signature: The first check box serves as a signature confirming the attendance information. This is required if data was added or changed. This also includes navigating the Previous/Next drop down menu as well. The second check box serves as a **final submission** indicating all attendance has been entered for the semester. **Do not check the final submission box until you have finalized all attendance for the semester.** Once final submission has occurred, faculty **may not** make any changes to their web attendance roster.

Step 6. Click the **Submit** button. An error will be displayed if the user does not enter quarter hour increments for contact hours or **if data is entered for dates that occur in the future**. The form will be redisplayed to allow the user to correct the invalid data

After clicking on the **Submit** button, the menu will be displayed.
If the user does not wish to track student attendance at this time, they can click **Faculty Menu** to return to the menu.

Example of How Cancelled and Make-up Classes appear in Web Attendance
Note how the batch entry places the 'C' and 'M' attendance codes on each student who has ever been in attendance in the class. These codes will not appear on students who have been marked a No-Show.

How to Submit Final Web Attendance Roster
At the end of each semester faculty must submit their final web attendance roster electronically. In order to make sure that all dates are transmitted for auditing purposes, the following instructions must be followed. If you have been maintaining attendance all semester, every class period, you should not have any issues. However, if you are submitting an online class roster or have not been keeping up with your web attendance as required, you must follow this process.

From the Attendance Tracking screen enter the start date of the term in the Form Start Date box, select the course you want to do a final submission on and scroll to the bottom of the page and click the Submit button. Once inside the roster, scroll to the bottom of the page and select Next Page in the Previous/Next drop down box and click submit. **If it takes you to the next page you know all days have been submitted for that page. Continue to page through the entire roster until you reach the end of the roster.**

If you get a red error message showing that all attendance has not been recorded with dates listed, **follow the instructions** by scrolling to the bottom of the page and check the top signature box and submit.

Sample Error Message:

Attendance Entry

Not all attendance was recorded for dates 0118,0119,0120,0121,0122,0123,0124.

To include these dates and submit this attendance information, electronic signature is required.

Check the box for the statement to certify submission of attendance information via electronic transmission.

This will take you to the next page of the roster. **Continue to page through the roster, checking the top signature box until you reach the last page of the roster.**

Once you reach the last page of the roster, scroll to the bottom of the page, check both the top and bottom signature boxes and submit. Your roster has now been submitted for verification and auditing purposes and is locked from any further editing. If you need to make a correction before the established end-of-term deadlines, contact the PCC Registrar to unlock your roster so you can make any necessary adjustments.

Always go back into your roster to check for final submission confirmation. A statement stating no changes are allowed with the final submission date will appear on the roster confirming final submission.