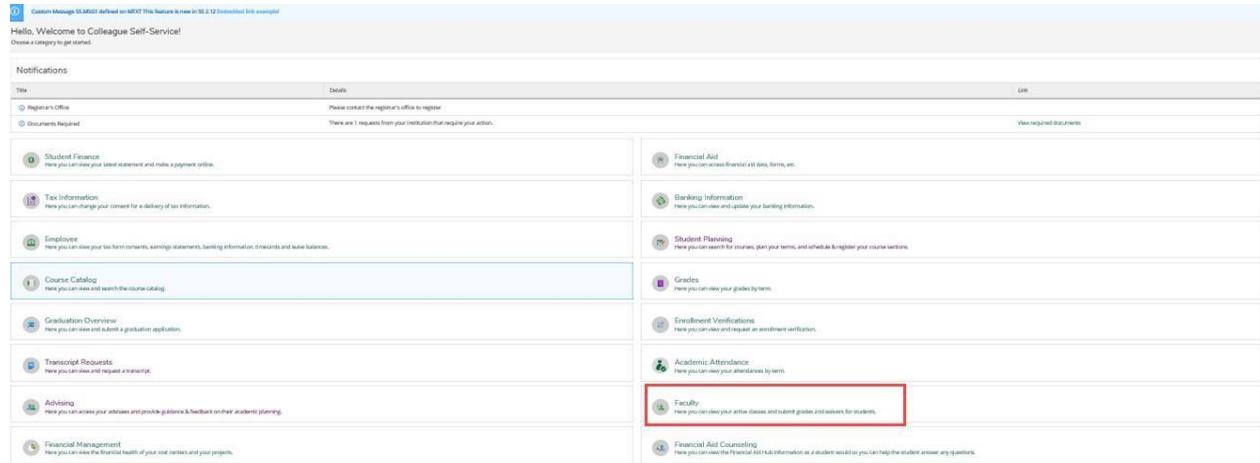


# Attendance

1. Login to Self-Service
2. Select **Faculty** from your home screen. Can also be found under **Daily Work** in the left-hand tool bar.



Custom Message SS.M001 defined on NEXT. This feature is new in SS 2.12 (Included with enrollment).

Hello, Welcome to College Self-Service!

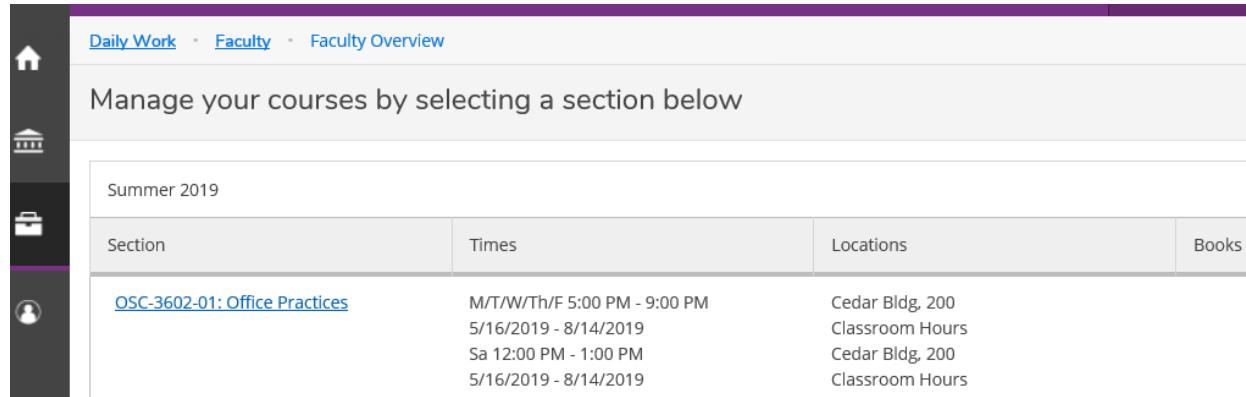
Choose a category to get started.

Notifications	
Title	Details
① Registrar's Office	Please contact the registrar's office to register.
② Documents Required	There are 1 requests from your institution that require your action.

③ Student Finance	Here you can view your tuition statement and make a payment online.
④ Tax Information	Here you can change your consent for a delivery of tax information.
⑤ Employee	Here you can view your pay statements, earnings statements, banking information, timesheets and leave balances.
⑥ Course Catalog	Here you can view and search the course catalog.
⑦ Graduation Overview	Here you can view and submit a graduation application.
⑧ Transcript Requests	Here you can view and request a transcript.
⑨ Advising	Here you can access your advisor and provide guidance & feedback on their academic planning.
⑩ Financial Management	Here you can view the financial health of your institution and your projects.
⑪ Financial Aid	Here you can view financial aid data, forms, etc.
⑫ Banking Information	Here you can view and update your banking information.
⑬ Student Planning	Here you can search for courses, plan your terms, and schedule & register your course sections.
⑭ Grades	Here you can view your grades by term.
⑮ Enrollment Verifications	Here you can view and request an enrollment verification.
⑯ Academic Attendance	Here you can view your attendance by term.
⑰ Faculty	Here you can view your active classes and submit grades and waivers for students.
⑱ Financial Aid Counseling	Here you can view the Financial Aid Hub information as a student so as you can help the student answer any questions.

3. Select the appropriate course section



Daily Work > Faculty > Faculty Overview

Manage your courses by selecting a section below

Summer 2019			
Section	Times	Locations	Books
<a href="#">OSC-3602-01: Office Practices</a>	M/T/W/Th/F 5:00 PM - 9:00 PM 5/16/2019 - 8/14/2019 Sa 12:00 PM - 1:00 PM 5/16/2019 - 8/14/2019	Cedar Bldg, 200 Classroom Hours Cedar Bldg, 200 Classroom Hours	

4. Select the **Attendance** tab



Section Details

[Back to Courses](#)

**OSC-3602-01: Office Practices**

Summer 2019  
Main Campus

M/T/W/Th/F 5:00 PM - 9:00 PM  
5/16/2019 - 8/14/2019  
Cedar Bldg, 200 Classroom Hours

Sa 12:00 PM - 1:00 PM  
5/16/2019 - 8/14/2019  
Cedar Bldg, 200 Classroom Hours

**Seats Available** Unlimited

Roster Attendance Grading Books Permissions

5. Select Date: Ensure that the appropriate date is selected to record attendance
6. Use the drop-down arrow to select attendance for each student

P – Present

A – Absent, No Excuse

E – Absent, Excused. Only to be used when the campus is closed. This is the designation to be used for inclement weather.

L – Late

**There is no longer an E used at the beginning of each class. You will just start taking attendance.**

The P's for online attendance roster should match the course entry quiz dates.

Attendance will need to be taken every day a class meets and at least once per week for online courses.

Section Details

< Back to Courses

FIP-3811-01: Fire Instructor I

Summer 2020  
Off Campus  
MW 8:00 AM - 3:00 PM  
7/1/2020 - 8/14/2020  
Shady Pines, 115 Classroom Hours

Seats Available Unlimited

Deadline Dates

Roster Attendance Grading Books Permissions Waitlist

Student	8:00 AM	Last Attendance Recorded	P	A	E	L
One S. Massey 0076497	Absent, no excuse	8/12/2020	8	4	0	1
Rosalene Massey 0075644	Late	8/12/2020	8	3	1	1
Joyce N. Valentine 0075585	Present	8/12/2020	8	3	1	1

Select Date 07/13/2020 (Wednesday)

Select Attendance

3/3/2021	7	2	0	0	
Present	3/3/2021	7	2	0	0
Absent, no excuse	3/3/2021	9	0	0	0
Absent, excused					
Late					

7. On the left there is a drop-down box that will allow you to populate all students for the same attendance for that date. You can update all students to present or all students to absent.

Another option is to individually mark only the students on your roster that are absent, absent then use this drop-down box to mark all the rest of the students in the class to present. This should reduce the amount of time it takes to mark attendance.

**Do not use the E – Excused Absence unless the campus is closed due to inclement weather.**

Roster      Attendance      Grading      Books      Permissions

Update All

Update All

Update Empty Records to Present      not specified      3/3

Update Empty Records to Absent

Select Attendance      3/3

Select Attendance      3/3

Select Attendance      3/3

8. If you'd like to add a comment about a student's attendance you can do so by clicking the comment bubble beside their name. Please be aware that students will be able to see their attendance comments.

Section Details  
< Back to Courses

FIP-3811-01: Fire Instructor I

Summer 2020  
Off Campus

M/W 8:00 AM - 3:00 PM  
7/1/2020 - 8/14/2020  
Shady Pines, 115 Classroom Hours

Seats Available Unlimited

Deadline Dates

Roster Attendance Grading Books Permissions Waitlist

Update All Select Date 8/12/2020 (Wednesday)

Student	8:00 AM	Last Attendance Recorded	P	A	E	L
	Absent, no excuse	8/12/2020	8	4	0	1
	Late	8/12/2020	8	3	1	1
	Present	8/12/2020	8	3	1	1

3/3/2021 7 2 0 0

Time not specified on 3/9/2021

Enter a comment up to 50 characters

Comment

Save Cancel

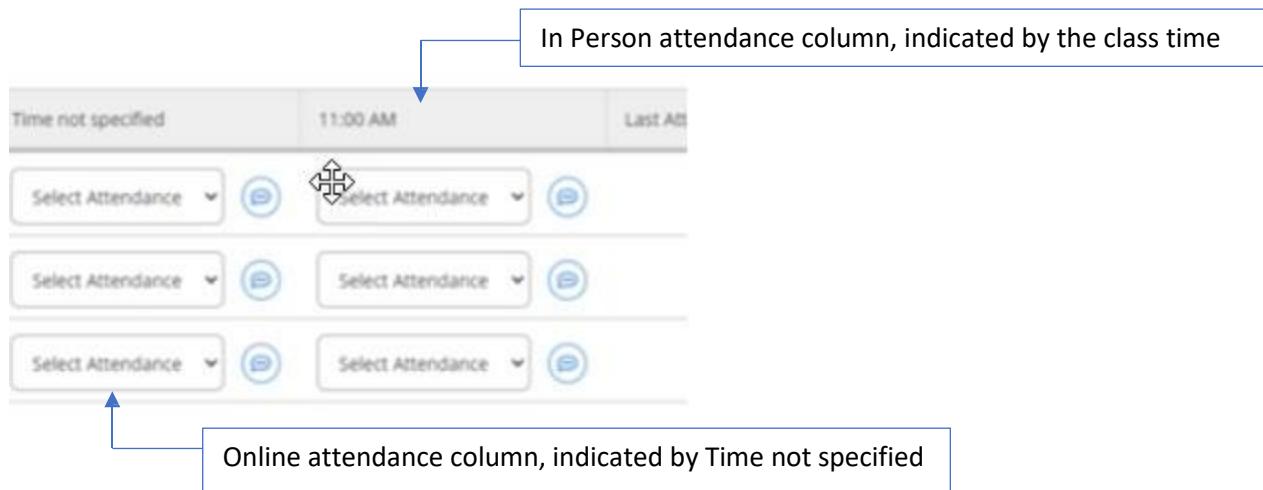
Self Service also allows you to see the last date you took attendance and keeps a count of each option for each student.

In a future update, faculty will be able to export their attendance to an excel spreadsheet. (this feature is not currently available).

Last Attendance Recorded	P	A	E	L
3/3/2021	7	2	0	0

## Hybrid Classes – Attendance

For classes that have both an in person and online portion for the class, you will see both attendance options for the day.



The screenshot shows a table for hybrid class attendance. The columns are labeled: 'Time not specified', '11:00 AM', and 'Last Att'. Each row contains three 'Select Attendance' dropdowns. The first dropdown in each row is associated with the '11:00 AM' column, indicated by a blue arrow and a callout box labeled 'In Person attendance column, indicated by the class time'. The second dropdown in each row is associated with the 'Time not specified' column, indicated by a blue arrow and a callout box labeled 'Online attendance column, indicated by Time not specified'.

## Inclement Weather (Campus Closures)

1. Select the appropriate course for attendance
2. Select the date of the campus closure
3. Change the attendance for each student to **Absent, Excused**.  
This is the **E** option on your attendance summary

