1) **Do I have to attend training?**
   a. No. If you feel comfortable with the guide, training is not necessary.
2) **I want to attend training, but neither session works with my schedule.**
   a. Please let Student Services know of a date and time that works for you, and we will arrange a time to view your Web Attendance in Student Services.
3) **I viewed my roster, but my census date is not August 24th. When do I complete the tracking form?**
   a. Depending on the delivery method of the course, the census date may vary. Please complete the tracking form immediately after your census date has passed.
4) **What is the purpose of the Tracking Form?**
   a. The tracking form is basically a replacement for verification rosters. This form lets us know who is not attending class, etc.
   b. Drop forms for "No Shows" should also be completed at this time. When completing the drop form, the last date of attendance should be "NA" with a grade of "NG".
5) **When do I check "NO SHOW"?**
   a. After your census date has passed, and you have submitted tracking and drop form(s) for NA – never attended.
6) **Do I have to submit the tracking and drop forms electronically?**
   a. Though electronic submission is preferred, hard copies may be dropped off at Student Services.
   b. Please submit electronic copies to registrar@sampsoncc.edu .
7) **Who receives drop forms?**
   a. For students who attend class and then drop or overcut, please submit drop forms to registrar@sampsoncc.edu .
   b. Please include the last date of attendance. If they drop before the 70 percent date, assign a grade of W. If the drop after the 70 percent date, assign a grade of F.
8) **How soon should I submit drop forms?**
   a. Drop forms for NO SHOWS should be submitted with the Tracking Form.
   b. Drop forms for students who request to withdraw from the course, overcut the course, etc., should be completed as soon as you are aware of the situation. Timely submission of drop forms is essential.
   c. When you submit a drop form, please mark an 'L' for the last day attended in WebAttendance.
9) **A student attends every day. How do I report their WebAttendance?**
   a. You will but an 'E' on the date they entered the course and all remaining cells will be left blank. Empty cells indicate the student was present. We only record entry date, absences, tardiness, and last day of attendance.
10) **How often do I need to submit attendance?**
   a. Weekly. Even if all students attend, you still want to check your attendance roster and submit weekly.
11) **Do I always use 08/15/16 as my start date?**
   a. No. Web Attendance allows you to view 10-day increments. Once ten days have passed, you must adjust the start date to begin the next ten days of attendance tracking.
12) **I only see today's date. What about the remaining days of the semester?**
   a. Days will populate as they occur. Tomorrow, you will see 5/18. However, you're only allowed to view 10-day increments.
13) **What does it mean to "enter the number of hours attended in increments of quarter hours"?**
   a. This does not apply to you. You are only entering A, E, EL, ET, L, T, or TL. ☺

14) How often do I need to submit the Tracking Form?
   a. Once per semester. After the census date has passed, submit a Tracking Form for each section.
   b. For example, *2016FA tracking forms are due by Friday, August 26.*

15) Do I have to keep attendance in Moodle?
   a. No.

16) Why do my hybrid and/or web assisted courses have two rosters?
   a. All contact hours must be accounted for on rosters.
   b. One roster accounts for face-to-face portion, and the other accounts for web portion.
   c. If you are teaching a hybrid or web assisted course and do not have two rosters, please search under Div/Dept Attendance Search.

   FACULTY - WEB ATTENDANCE TRACKING MENU

   Attendance Tracking
   Auditor Attendance Search
   Attendance Tracking Export
   Div/Dept Attendance Search ←

   d. *Online* and *Face-to-Face* sections only have one roster.