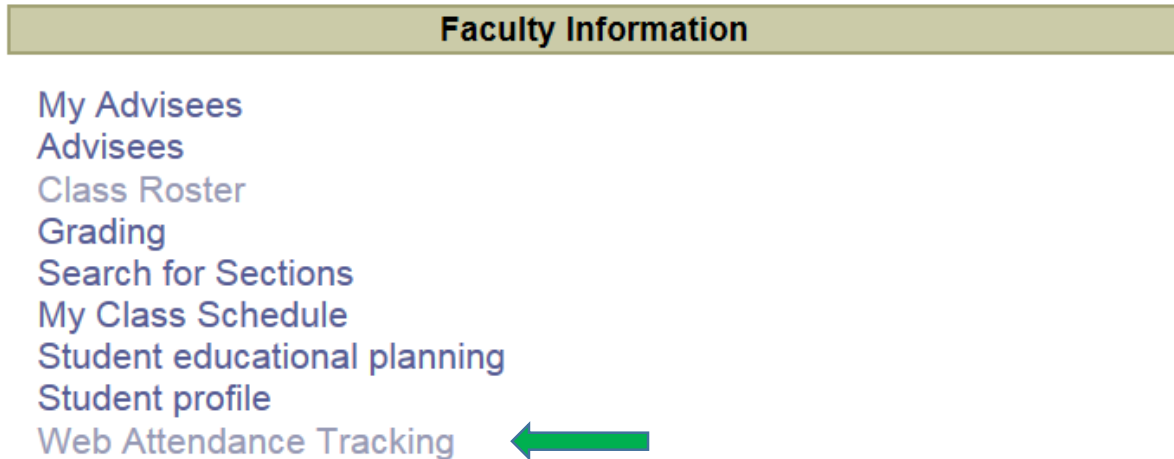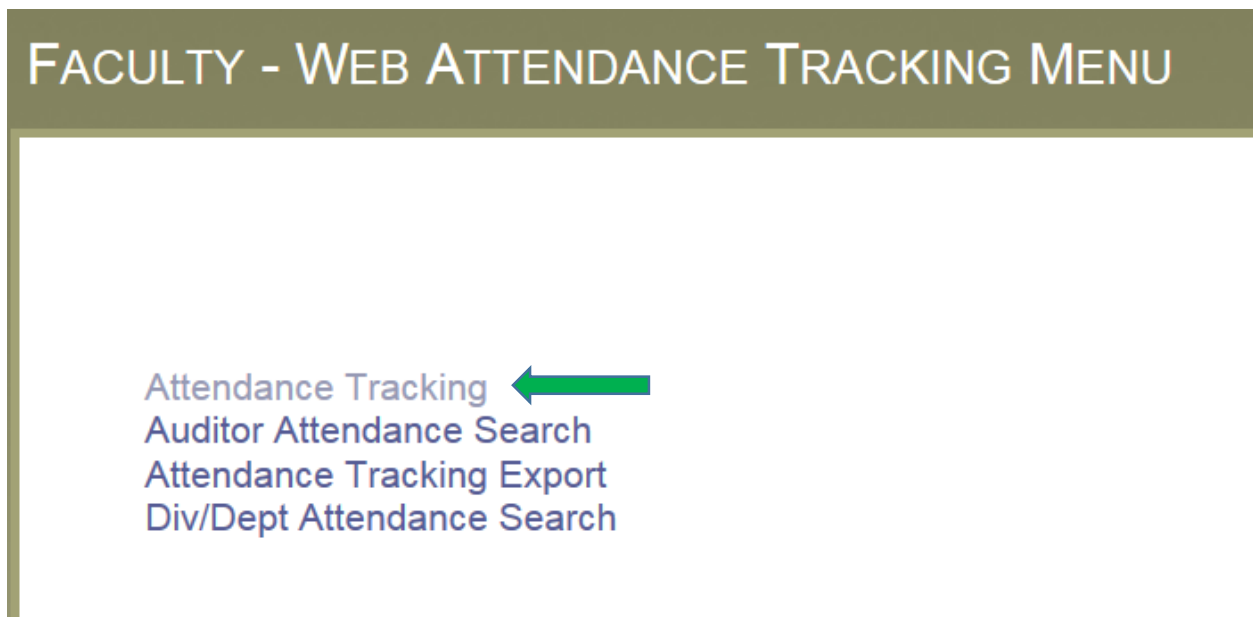# Web Attendance Guide

Summer 2016

Step 1 – Log into WebAdvisor and select Faculty portal.

_____

Step 2 – Click on the **Web Attendance Tracking** link on the Faculty Menu in WebAdvisor.

_____

Step 3 – Click on the **Attendance Tracking** link in WebAdvisor.

Step 4 – Form Start Date – Required:

- Enter a date to start attendance tracking or the date to globally update all active students for batch entry methods of unscheduled makeup or class cancelled. Batch entry instructions are included at the end of guide.
- After the first 10 days of class, change the Form Start Date weekly to update your attendance.
- 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.

Attendance Tracking

* = Required

Form Start Date*   05/17/16

Step 5 – Roster Selection Required: Select the section you want to update.

- An error will be displayed if the user does not select a section.

Choose One	Class Name and Title	Del	Mthd
⦿	DMA-065-0A Algebra for Precalculus	TR	CLASS

Step 6 – Click the **SUBMIT** button.

SUBMIT

After clicking **SUBMIT**, the Attendance Entry web form will be displayed.
- The image below is from spring semester.
- Please note, the **Census Date** is listed for every course.

Attendance Entry

Class Name	DMA-065-0A Algebra for Precalculus
Meeting	2016SP 02/02/16-04/28/16 11:00AM - 12:30PM TTH CLASS
Location	Main Campus
Census Date	02/09/16
Form Start Date/Attendance Method	02/02/16 Scheduled Membership

Instructors

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.

Student	Status	No Show	Days	0202	0204	0209	0211	0216	0218	0223	0225	0301	0308	Last Date
	New 12/08/15	☐		E					T					
	Add 02/01/16	☐			ET									
	New 12/14/15	☐		E				A						

_____

Step 7 – Enter an **E, ET, or EL** to indicate the first day of attendance.

Student	Status	No Show	Days	0202	0204	0209	0211	0216
	New 12/08/15	☐		E				
	Add 02/01/16	☐			ET			
	New 12/14/15	☐		E				A

*An **E or ET** must be **entered** FIRST **before** an **A-absent or T-tardy** can be entered.

Attendance Code Types:

CODE	DESCRIPTION	COMMENTS
E	Entry	First day student entered class
ET	Date entered class, tardy	First day student entered class, but late
EL	First, last date attended	First and last day student entered class, for withdrawals
A	Absent	
T	Tardy	Late to class
L	Last date of attendance	For withdrawals
TL	Tardy, last date attended	For withdrawals

*Enter **L, EL, or TL** on the last date a student attended for a **drop/withdraw**.

NO SHOW
- Do not check the NO SHOW box until AFTER the census date of your course has passed.
- Students checked as NO SHOW must be listed as Never Attended (NA) students on the **Tracking Form (NEW)**.
- Once a student has been marked "NA" and saved, the field cannot be removed through Web Attendance process. A warning will appear but clicking the submit button twice will update the records as Never Attended.

Student	Status	No Show	Days	0202	0204	0209
	New 12/08/15	☐		E		
	Add 02/01/16	☑				
	New 12/14/15	☐		E		

Step 8 – Electronic Signature
- The **first check box** serves as a signature confirming **weekly** attendance information.
- Do NOT click the second check box until the end of your course and you have finished WebAdvisor grading. *Checking the second box indicates final submission of an official WebAttendance Roster for the ICR auditor to review.

Check All That Apply

☐	I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.
☐	This is my final submission. All attendance has been entered for this section.

Additional notes:
- Confirm the section, term, meeting dates; location, instructor, and census date are correct on your roster. If any of the information is incorrect, contact Delsey Brewington dbrewington@sampsoncc.edu
- The default census date is the 10 percent date. Check the Academic Calendar for this date.
- Attendance must be maintained weekly.
- Log in weekly and click/submit the first electronic signature check box, even if all students attend.
- Cancelled Class VERSUS Unscheduled Makeup
  - A cancelled class is when students have been instructed to not attend class. (Inclement weather, instructor absent, etc.)
  - An unscheduled makeup is when a nonscheduled class day is added to make up for a cancellation.

For Batch Entry only –
STEP 1 – Enter date and attendance type for **unscheduled makeup** OR **class cancelled** from the drop down list.

STEP 2 – Select the roster you want to apply the batch entry.

* = Required

Form Start Date*	02/02/16 ⬅
for Batch Entry only	Class Cancelled ⬅

Choose One	Class Name and Title	Del	
⬅ ◉	DMA-065-0A Algebra for Precalculus	TR	

STEP 3 – The comments field is required. The attendance type is M for makeup and C for cancelled.

Class Name	DMA-065-0A Algebra for Precalculus
Meeting	2016SP 02/02/16-04/28/16 11:00AM - 12:30PM TTH CLASS
Location	Main Campus
Census Date	02/09/16
Form Start Date/Attendance Method	02/02/16 Class Cancelled

Instructors

Comments* [ ] ⬅

> Comments are required.
> Please enter why the course is canceled.
> Inclement weather, instructor absent, etc.

Student	Status	No Show	Days	0202	Last Date
	New 12/08/15	☐		C	
	Add 02/01/16	☐		C	
	New 12/14/15	☐		C	