

ATTENDANCE TRACKING FAQ

When will my classes appear in Attendance Tracking?

Classes may appear in Attendance Tracking prior to the beginning of the semester so long as this option has

Do I need to **option.**

There is no submit or save button. Simply marking attendance saves the changes.

Can I choose not to mark a student as absent or present and leave the circle blank?

You need to mark a student either absent or present (green or red). Do not leave a circle blank. Doing so will not only cause the total attendance percentage calculations for that student to be inaccurate, but the ARGOS report the Academic Success Center uses to monitor student absences will not reflect correct information. Students who are not marked as absent when they miss class and you leave the circle blank will not be reflected on the report as having been absent.

I fell behind with marking attendance within Attendance Tracking. Can I still mark students present or absent for a previous class meeting?

Yes. To update attendance for a previous class meeting, you can click on the calendar above the daily columns and select the class meeting date you wish to update attendance for and you can then perform your updates.

A student has informed me they will not be able to attend my class for an entire week due to having surgery (example). Can I make a note of this in Attendance Tracking?

Yes. You would highlight the student on the class list and open up the Student Details tab. Click on the dates, as well as additional comments. Click on the Save button.

Can I mark if a student was tardy or only attended a portion of the class?

in the Student Detail panel to indicate the time the student was in attendance. You may also

What if I need to cancel a class meeting. Can I mark this in Attendance Tracking?

Yes, this can be noted in Attendance Tracking. To cancel a class meeting from the drop-down menu within the blue Class button in the upper left-hand corner of the class roster. Once e within Attendance Tracking. This action will not notify the st

Why is one of my classes showing up twice in Attendance Tracking in my class list?

If you are teaching a class with a separate support section or lab with scheduled days and times, the class will appear twice because there are different CRNs for the lecture section and support/lab section and students register for both of them. Also, if you have a class which meets at a particular time on Monday and Wednesday but at a different time on Friday, even though it is the same class, the class will appear twice. This is because the scheduled class meetings are not at the same times during the week.

NOTE: Because a lab for a science class does not carry any credit hours, you technically only need to mark attendance in the lecture class list for financial aid purposes. In order to keep accurate attendance records for all of your students, you will want to mark attendance in both the lecture and lab. For classes which meet at different times during a week, again, you will only need to document one of the class lists for financial aid purposes, but will want to mark both if you would like to have accurate attendance records for your students in that class.