



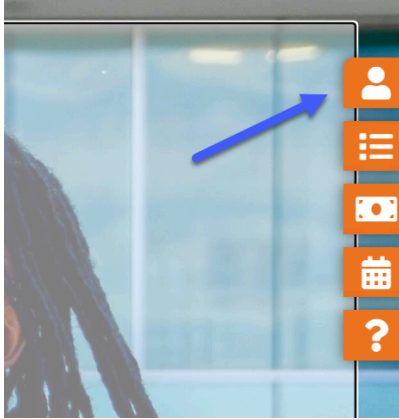
Caldwell • Watauga • Online

Self Service Attendance and Final Grades

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Logging in to Self Service

To access Self Service through our portal, [navigate to our website](http://www.cccti.edu) (www.cccti.edu). Click on MyCCCTI by accessing the floating icon on the right side of the page.



Sign in using the credentials you use when signing in to check your email.

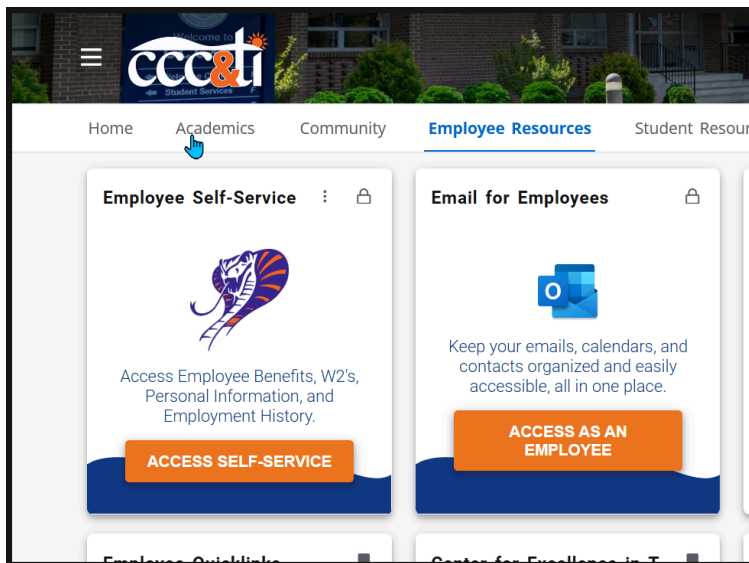


Login with your CCCTI account

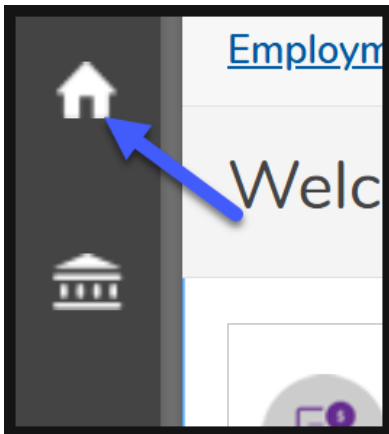
Sign in

[Forgotten Password \(Students\)](#)
[Forgotten Password \(Employees\)](#)
[Login Help](#)

Self Service can be found with our other cards under Employee Resources.

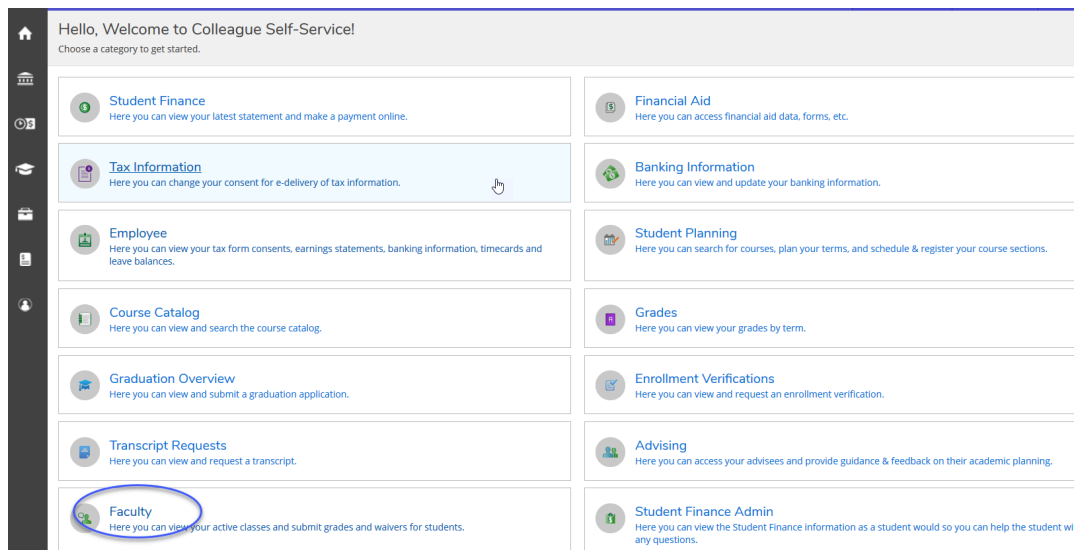


You will need to click on the home menu to access the faculty area.



Accessing Your Roster and Attendance

Once you've logged in to Self Service, you will see the complete menu. You should access the faculty link.



You will see your courses listed by semester.

Spring 2021		
Section	Times	Locations
MAT-043-620WR: Quantitative Literacy Support	M/T/W/Th/F/Sa/Su - 1/7/2021 - 5/5/2021	Online Co Online CI
Fall 2020		
Section	Times	Locations
HSC-110-050WA: Orientation to Health Careers	M/T 11:50 AM - 1:40 PM 8/17/2020 - 9/15/2020	WHS, WH Classroom

Once you access your course, you will see links for the roster, attendance, and census.

Section Details

[Back to Courses](#)

MAT-110-621: Math Measurement & Literacy

Summer 2025
On Line

M/T/W/Th/F/Sa/Su -
7/14/2025 - 8/14/2025
Totally Online Courses, ONLINE Online Class

Seats Available ⓘ 4 / 5 / 0

[Deadline Dates](#)

Waitlisted 0

[Roster](#)
[Attendance](#)
[Census](#)
[Grading](#)
[Books](#)
[Permissions](#)
[Waitlist](#)



There is no census to certify for the section

Census, Course Begin Date, and Course End Date

You will see the above-mentioned dates beside the name of your course in Self-Service.

Fall 2026					
Section	Times	Locations	Availability ^①	Books	Census Dates
MAT-143-621: Quantitative Literacy	M/T/W/Th/F/Sa/Su - 9/15/2026 - 12/15/2026	Totally Online Courses, ONLINE Online Class	25 / 30 / 0		Census 9/22/2026 Census - Certification Opens On 9/22/2026

Roster

Accessing the roster tab will give you a list of all of your students. From this screen, you will see a list of your students, their Student ID, their Class Level, and their email address. You can also print this page, email all the students, or export the roster to a spreadsheet from this page.

Waitlisted 0

Roster

Attendance

Grading

Books

Permissions

Waitlist

Print

Email All

Export

Student Name	Student ID	Class Level	Preferred Email
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Attendance

Notes About Attendance

There are four letters we will use to designate attendance. You must make an attendance selection for students still in your class. If you have dropped a student, and they are still on your roster, do not select any attendance.

Code	Description	Comments
P	Present	We no longer have E for Enter; the instructor simply records a P for Present on the first day.
A	Absent, no excuse	Used to record regular absences
E	Absent, excused	Campus Closures
L	Late	Student is late for class.

The first P's recorded for an online attendance roster should match the official course entry verification assignment dates. The dates need to match your attendance. Do NOT use "Update all" before the census date.

Attendance will need to be taken every day a class meets and at least once per week for online portions of courses. When taking online attendance, take attendance for all students on the same day. One suggestion would be to take attendance on the due date. **Do not take attendance as each student turns in an assignment.**

Synchronous sessions will be treated like seated portions of courses.

For contact hour section attendance (independent study or applied music sections), actual time should be entered.

Taking Basic Attendance

Select the attendance tab.

[Deadline Dates](#)

Roster	Attendance	Grading	Books	Permis
--------	-------------------	---------	-------	--------

Update All

▼

Student	Time not specified
---------	--------------------

Choose the date for which you are taking attendance from the drop-down menu on the right.

Select Date 3/9/2021 (Tuesday) ▼

	P	A	E	L	
	7	2	0	0	
	7	2	0	0	

On the left there is a drop down that will allow you to populate everyone for the same attendance. You can update everyone to present and then just change individual absent (A) students. **Do not use the “E” unless the campus is closed.**

******Update all will populate all attendance on the page. If you have a hybrid course, make sure you want both columns updated, if you are going to use update all.**

Select Date 7/5/2022 (Tuesday) ▼ ↶ Export ▼

	A	E	L	
	0	0	0	
	0	0	0	

You will see a drop-down menu beside each student name. The menu is labeled “select attendance”. You can access each option for attendance here. **Caution: E is for campus closures, not course entry. This is absent, excused. Do not use it any other time.**

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

There is a comment bubble beside each name. You can make comments for any student here. If you need to cancel your attendance simply choose “select attendance”. Students who may have been dropped but are still on the roster need to have this selected beside their names. Instructors are the only individuals who can see comments.

nce		3/3/2021	7	2	0	0
Time not specified on 3/9/2021 Enter a comment up to 50 characters Comment Save Cancel						
nce		3/3/2021	4	5	0	0

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

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

For contact hour sections, the view is slightly different. The process is the same. If you have more than one student in a section, you can enter the same hours for all students by using the “update all” option, or you may enter hours for each student. There is also a comment box in this view.

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

Register Attendance Grading Books Permissions

hh:mm Update All 6/11/2019 (Tuesday) ▼

	Overall Hours	Hours to (6/11/2019)	5:00 PM
	03:00	03:00	hh:mm 
	23:59	23:59	hh:mm 

For attendance for contact hour sections, Self-Service allows for actual time. It is not necessary to round. Check with your supervisor for policies about which time to record (rounded or actual).

Hyflex Attendance

Your view in Self-Service will be dependent upon how your course has been set up. The official definition of Hyflex is:

HyFlex Delivery Method: A multi-modal instructional delivery method where the college has the option to deliver the online portion of a curriculum course synchronously, asynchronously, or both as long as 100% of the instruction is offered face to face with the instructor in a physical classroom. Students may choose to attend the regularly scheduled in-person session or the online option on a session-by-session basis.

Hyflex with Asynchronous Component

Since Hyflex is offered face-to-face, but students can choose the face-to-face or an online option, there are options for the online delivery. If the instructor chooses asynchronous, they will see a drop-down box for the online component. The online attendance would only be taken for students who completed the online assignment instead of coming to class or joining synchronously.

Hyflex with Synchronous Component

If the instructor chooses a synchronous component, everyone is attending the course at the same time, just in different locations. There will be a time stamp in the Self-Service column, and the instructor would just take attendance as if the students were in class.

Hyflex with Synchronous and Asynchronous Components

The instructor will see multiple drop down menus. The instructor may see up to four drop-down options.

Since Hyflex must have the seated component, the best advice would be to take attendance for everyone on the same day. If the student comes to class or participates online in real time, mark the attendance with the time stamp. If the student does the online assignment instead, mark the side of the attendance with the “time not specified” listed.

Student	Time not specified	11:00 AM	Last Attendance Recorded	P	A	E	L
 Ms. Tyra Brown 0075608 	Select Attendance 	Select Attendance 		0	0	0	0

You can see the next example has multiple ways the class can meet.

HSE-110-600C: Intro to Human Services

Spring 2023
Caldwell

M 9:00 AM - 10:40 AM
4/17/2023 - 5/8/2023
Building - H, 322 Classroom Hours

W 9:00 AM - 10:40 AM
4/17/2023 - 5/8/2023
Building - H, 322 Lab/Shop Hours

M 9:00 AM - 10:40 AM
4/17/2023 - 5/8/2023
Online Courses, SYNCHRON Classroom Hours

W 9:00 AM - 10:40 AM
4/17/2023 - 5/8/2023
Online Courses, SYNCHRON Lab/Shop Hours

TBD
4/17/2023 - 5/8/2023
Online Courses, ONLINE Classroom Hours

TBD
4/17/2023 - 5/8/2023
Online Courses, ONLINE Lab/Shop Hours

There are seated options on Monday and Wednesday, but the student does not have to come to the class. They can participate online. In Self-Service, the class only has one drop-down on a

Wednesday. Your class may have a time, and it may not. If the students have to attend in some fashion at the specified time (physically), there will be a time listed. If the students can attend either physically or asynchronously, there will be no time listed.

Highway Room Attendance

Highway Room courses are delivered simultaneously to students at multiple campuses through live streaming. Because these courses involve more than one location, attendance procedures must account for campus closures and differing campus schedules.

General Guidance

When one location is closed due to weather or other circumstances, instructors should continue instruction for the **open campus when possible** and provide an appropriate **make-up activity** for students who cannot attend due to a campus closure.

High School Campus Participation

- If a **high school campus is involved** in the course and that location is closed, instructors should provide a **make-up assignment** for those students.
- **Attendance should be recorded based on completion of the make-up activity.**

Both Locations Are High Schools

- If **both course locations are high schools** and the **college campus is closed**, the class should be handled the same as any other **college weather closure**.

One Campus Closed / One Campus Open

When one campus is closed and another remains open:

- The **closed campus** should be recorded with a **weather closure notation**.

- Students at the **open campus may still meet with the instructor** if the instructor is able to conduct the class.
- If the class does not meet in person, the **open campus students should receive a make-up assignment**, and attendance should be recorded based on completion of that assignment.

Watauga and Caldwell Campus Situations

When a course is streamed between **Watauga and Caldwell** and one campus closes:

- The **closed campus** should be marked with a **weather closure notation**.
- The **open campus should not automatically be cancelled**.
- The instructor may:
 - Meet with students at the **open campus**, or
 - Provide a **make-up assignment** and record attendance based on completion.

Pre-Arranged Virtual Meetings

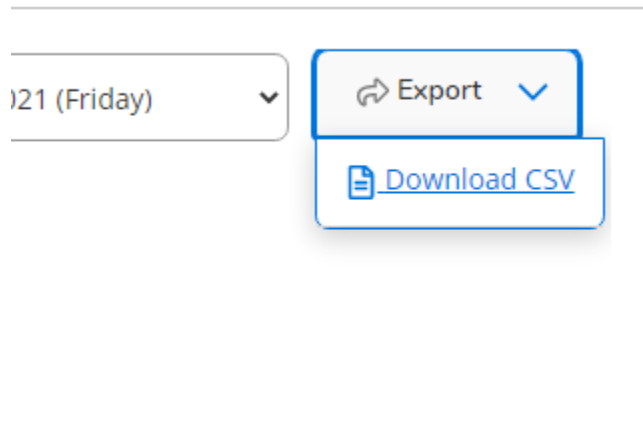
Some instructors arrange **virtual meetings in advance** for situations when a campus is closed.

- When this occurs, the **virtual meeting may serve as the make-up activity**.

Attendance should be recorded based on **participation in the virtual session for the open campus, and weather related notation made for the closed campus**.

Exporting Attendance

Attendance may be exported to an Excel document. You will now see an export button beside your date. This will download the entire attendance for the course on one page.



On days when you have a seated class meeting, and the class also has an online portion, you will see both options when you pull up the day. You do not necessarily have to record attendance for the online portion on that date, but it is an option. You can take attendance on either the seated, online, or both on that day. The screenshot below is that of a hybrid course that met on Monday and Wednesday. A Wednesday is pulled up, and you can see both options. If a Tuesday is accessed, you would only see the online option.

Section Details

Back to Courses

MAT-172-680WA: Precalculus Trigonometry

Spring 2021
Watauga

M/W 11:00 AM - 11:50 AM
1/7/2021 - 5/5/2021
W372, 119 Classroom Hours

M/T/WTh/F/Sa/Su -
1/7/2021 - 5/5/2021
Online Courses, ONLINE Lab/Shop Hours

Seats Available 11 of 30

Deadline Dates

Roster Attendance Grading Books Permissions Waitlist

Update All Select Date 4/21/2021 (Wednesday)

Student	Time not specified	11:00 AM	Last Attendance Recorded	P	A	E	L
[Student Name]	Select Attendance	Present	5/5/2021	45	3	1	0
[Student Name]	Select Attendance	Present	5/5/2021	48	0	1	0
[Student Name]	Select Attendance	Present	5/5/2021	45	3	1	0
[Student Name]	Select Attendance	Present	5/5/2021	48	0	1	0

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Inclement Weather (Campus Closures)

Select the appropriate course for attendance.

Change the attendance for each student to Absent, excused. This is the "E" option.

G.

Select Attendance

Select Attendance

Present

Absent, no excuse

Absent, excused

Late

A link to document the closure will be sent out by email after each closure in the semester. If you are impacted, you will receive the link. [An example \(don't use this one\) can be found here. \(https://forms.office.com/r/3btETQDUg9\)](https://forms.office.com/r/3btETQDUg9)

Student Drops

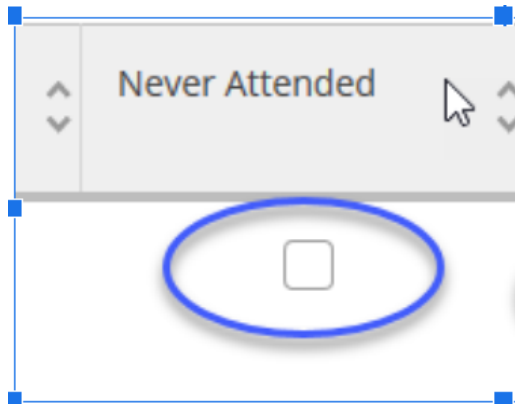
The official policy regarding drops may be found in the policy and procedures manual on our website. Academic departments establish their own class attendance policies; however, in most cases, students are dropped after missing 20 percent of class. There are some things to keep in mind.

- Some department policies use less than 20 percent for the criteria. Check with your supervisor.
- Your attendance (including drops) should be explained in detail in your syllabus.
- Never attends should be dropped within 48 hours of your census date.
- Students who exceed the absences (based on your policy) should be dropped as soon as possible.
- Students should not be dropped at the end of the semester. They should be dropped well before the end of the semester.
- Students should be dropped who miss several consecutive classes. You should have a defined policy.
- Every effort should be made to contact a student before absences become a problem.
- It is not an option to drop students on the last day of the semester. Check with your supervisor if you have questions.
- Do not put the last date of attendance in Self-Service.

To process “never attends”, access the census tab, listed beside the attendance tab. Other drops should be submitted via the instructor initiated drop form found in Etrieve, linked in the employee portal..

Never Attended	Class Level	Credits
☐		3

Click on the box under Never Attended.



Do NOT enter the last date of attendance (LDA). If you enter the LDA at the end of the semester, this will drop ALL of your students.

Census Certification

After your census date has passed, you have 48 hours to certify your census in Self-Service. To do this, click on the "Census" tab beside your "Attendance" tab. Review the roster carefully to ensure that any students who never attended—whether in person or online—are marked correctly. Check the box next to any student who did not attend. Once you have confirmed the list is accurate, click the blue "Certify" button on the right of the page. Do NOT populate the last date of attendance. Our funding is dependent on the accuracy of our census certifications.

For students who do not attend classes by the census date, you will check the “never attended” box. ***For students you need to drop later, you will complete the current [instructor initiated drop form](#). This form is found in our ETrieve system.***

You will need to log in using your email credentials to access the form.

Students who drop before the census should be processed through student services.

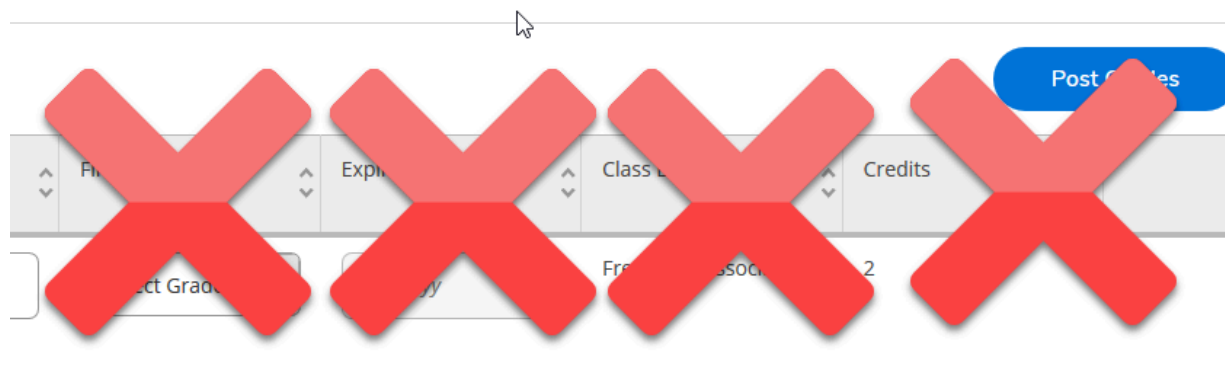
As other forms become available through Etrieve, [they will be found here](#).
(<https://ccctcentral.etrieve.cloud/#/form>).

Forms available for instructor:

- Course Repetition
- Course Substitution
- Grade Change
- Independent Study
- Instructor Readmission
- Instructor Initiated Drop

Do **not** post a grade when withdrawing students.

Do not use **any** (including “post grades”) of the other options behind the final grading tab for attendance. You will revisit this tab to post final grades.



Note: If you make a mistake in dropping a student or in the “no show” box, you will need to contact Dennis Seagle to have your attendance reset. Contact information can always be found in our directory, linked on our website.

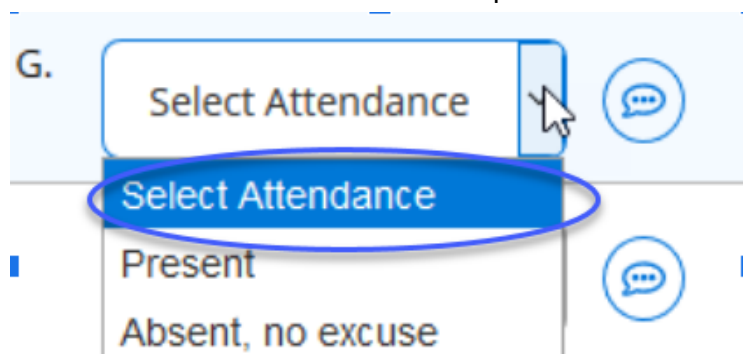
This is a work in progress. Changes will be communicated through email. [Up-to-date instructions are located here](#) (opens in new window).

<https://drive.google.com/file/d/1dJgAJChwAtuC8YyaEB9tlnKWg1gASNgm/view?usp=sharing>

Correcting Attendance

Mistakes can be fixed. If you count someone present or absent and you need to change it, just change it. The change occurs in real time. Use the export button to check your attendance.

After a student has been dropped, you should no longer record attendance for that student. Sometimes it takes a day or two for a drop to be processed. If you accidentally count attendance for a student who is still on the roster, but they have been dropped, simply erase the attendance for that student. Erasing attendance is as easy as simply choosing “Select Attendance” from the drop down menu. They will automatically be withdrawn from the LMS. Call Susan Proietti if the withdrawal is not processed within 24 hours.

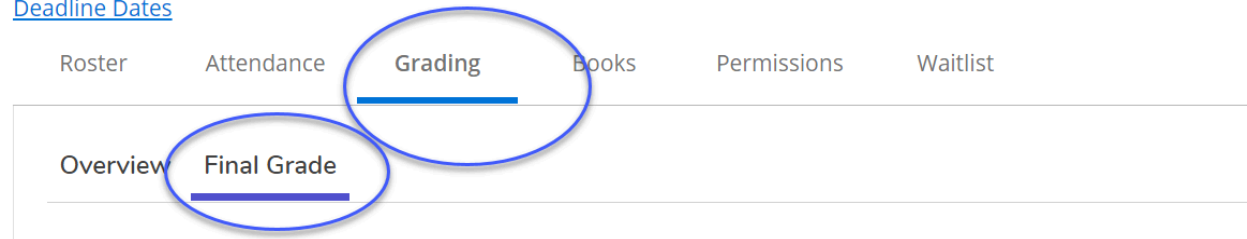


Posting Final Grades

Click on “grading” at the top and then “final grade”.

Seats Available 8 of 15

[Deadline Dates](#)



Roster Attendance **Grading** Books Permissions Waitlist

Overview **Final Grade**

Select the final grade for each student in the drop-down menu. You do not need to fill in the other fields.

led	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
	M/d/yyyy	Select ▼	M/d/yyyy	Freshman Associate	2
	M/d/yyyy	Select ▼	M/d/yyyy	Sophomore Associate	2

Click the blue “post grades” button in the upper right corner.

Post Grades

Expiration Date	Class Level	Credits
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Entering a Grade of Incomplete

Refer to your faculty guidelines for criteria for issuing incompletes. To enter an incomplete, select the “I” in the final grade column. Enter the expiration date. Student Services will alert instructors of the expiration date to use to comply with College policy. Faculty may enter an expiration date that occurs prior to the date indicated by Student Services. Contact Susan Proietti (sproietti@cccti.edu) if you need to issue an incomplete. Students will not be able to see Moodle if she is not contacted.

led	Last Date of Attendance	Final Grade	Expiration Date	Class Level	C
	M/d/yyyy	Select ▼	M/d/yyyy	Freshman Associate	2
	M/d/yyyy	Select ▼	M/d/yyyy	Sophomore Associate	2

Click the blue “post grades” button in the upper right corner.

Post Grades

Expiration	Class Level	Credits
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For questions, contact Stacy Reagan (sreagan@cccti.edu).