

## Attendance Q&A

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## Attendance in Courses

- **How do I take attendance?**

- A. Use Self Service to record and submit all attendance data.

- **How do I mark a student who never attended?**

- A. The student should be [marked as “Never Attended.”](#)

- **How often should attendance be taken?**

- Every day a class meets
  - At least once per week for online portions

- **How do I track attendance in a fully online course?**

- A. Use a minimum of one weekly assignment to serve as the attendance marker for that period. For standard course assignments, use the official due date as the attendance date for the entire class.

- Present: The student completed the assignment by the deadline.
  - Absent: The student did not complete the assignment.
  - Note: Unlike the Course Verification Quiz, attendance for these assignments is marked for all students on the same calendar day (the due date) to maintain a consistent weekly record.

- **How do I track attendance for a seated course?**

- A. Take attendance on the first day of class. The online entry verification must be taken in order to access any other information in the online portion of the course.

- **How should attendance be recorded for synchronous HyFlex sessions?**

- A. Attendance should be taken like a seated course, using the time stamp.

- **How should asynchronous HyFlex attendance be recorded?**

- A. Attendance is recorded when students complete the online assignment.

- **How should attendance be recorded for Highway classrooms?**

- A. If one campus is closed due to weather, continue instruction for open locations and provide a make-up assignment for students at the closed site (including high schools).

- Open Campus: Record attendance based on virtual or in-person participation.
  - Closed Campus: Record based on completion of the make-up activity and include a weather-related notation.
  - If a virtual meeting is scheduled in advance for campus closure, the virtual meeting may serve as the make-up activity.

- **How do I track attendance with meetings in Microsoft Teams?**

- A. [Download the "Attendance Report"](#) from the participants' pane during or after the meeting.

## Course Verification Quiz

- **What if a student fails or incorrectly answers the Course Verification Quiz?**

- A. If the student completes the quiz but the answers are incorrect, you should manually [grant them an override](#) to ensure they have access to the rest of the course.

- **What date do I use when taking attendance for the Course Verification Quiz?**

- A. Record the **exact date** the student completed the quiz. This is typically the only instance where attendance dates will vary significantly per student based on their specific completion time.

## Incident Weather

- **What do I do if the campus is closed due to weather?**

- A. Fill out the Campus Closure form. Mark the students as "Absent Excused" and ensure the form includes the details for the required make-up work.

- **How does campus closure impact online classes? Do I still need to fill out the form?**

- A. Yes. Even for online classes, mark students "Absent Excused" and complete the campus closure form if your class is impacted.

## Dropping & Incompletes

- **A student has missed a significant number of days/assignments. What is the next step?**

- A. Refer to your specific syllabus policy. Under the standard policy, a student may be dropped after missing 20% of the course. For online courses, this threshold is calculated as 20% of total assignments.

- **Should students be dropped at the end of the semester?**

- A. No. Students should be dropped as soon as possible after exceeding attendance limits.

- **How do I drop a student?**

- A. For students you need to drop later, you will complete the current instructor initiated drop form. This form is found in our ETrieve system. Do not post a grade when withdrawing students.

- **How do I enter an Incomplete for a student who needs more time to complete the course?**
  - A. 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 in order 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.