CHAPTER 5

Attendance Tracking
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Attendance tracking may be used to keep track of student attendance. However, this is a local administrative decision. Using this option in PeopleSoft is not required by the system office.

Tracking Attendance by Student

After the class meeting rosters have been created, attendance may be recorded by student. Follow the instructions below to record attendance on a student-by-student basis.

Recording Last Date of Attendance for R2T4

The last day of attendance may be recorded for a student. This will assist colleges in their efforts to address Return to Title IV funds.
Attendance Tracking

Attendance tracking may be used to keep track of student attendance. However, this is a local administrative decision. Using this option in PeopleSoft is not required by the system office.

Before you can utilize this functionality, someone from the student records office must designate that the feature will be used on the individual class. This is done by checking the Generate Class Meeting checkbox within the Establish Courses, Schedule of Classes component.

**To track attendance for a class, follow these steps:**

1. From the **Home** page, select **Curriculum Management**.

2. Select **Attendance Roster by Class** under the **Attendance Roster** folder.

3. Enter the appropriate **Term** and **Class Nbr** and click the **Search** button. *If you
do not know the class number, you may use the other search fields to search for the class. After entering the search information, click the Search button and select the class from the resulting list.

4. Complete the Attendance Tracking page as follows:

- Click the appropriate radio button for creating the attendance rosters. Each class will have one roster for each time that the class meets.
  - Click the Create Attendance radio button to create the attendance rosters the first time or replace an old one.
  - Click the Update Attendance/All Students to add but not delete students from a roster. New students will be added to the roster but will only be marked Present for the class sessions which occur after their add dates. Students who have dropped will be made inactive by having the Present flag default to off.
  - Click the Update Attendance/Active Only radio button when you want to add and delete students from the roster based on their enrollment status in the class. The add and drop dates on the STDNT_ENRL table determine how rosters are updated. Use this option if you do not want students that have dropped the class to appear on the attendance rosters.

If the radio buttons mentioned above are not visible, the Generate Class Meeting Attendance checkbox on the Basic Data page of the Schedule of Classes component has not been checked. Contact the appropriate person or office on your campus to have this functionality turned on for the class section.

- The Populate from Student Enroll checkbox will default as checked. Do NOT change.
- The Generate Class Mtg Attendance checkbox should be grayed out.
- The Attendance From Date and the Attendance To Date fields will populate based upon the dates set on the Basic Data page of the
Schedule of Classes. You may change those dates if they do not match the start and end dates for the class.

- Click the **Generate** button to generate an attendance sheet for each class meeting scheduled in the date range specified.

5. Click the **View** icon on the row of the class meeting for which you wish to record attendance.

6. Complete the **Class Attendance** page according to these instructions:

   - Click the **Present, Tardy**, or **Left Early** check box as appropriate for each student. *If the student was not present at the class meeting, do not check any of the boxes. Uncheck boxes if necessary.*

   - Select a reason in the **Reason** field to record the **Tardy** or **Left Early** reason as necessary.

   - Enter the appropriate times for tardy students or those who left early in...
the **From Time/To Time** fields as necessary.

7. When finished recording class attendance, click on the **Save and Return** button to save this information.

8. Click on the **Print** icon on the row to print attendance records for that class meeting date.

   ![Image of Attendance Roster By Class](image)

   *If you wish to re-create the roster for a particular row, click on the **Create** icon for each individual row for only that particular class meeting. You MUST check the **Override** checkbox for the row to generate a new roster based upon current enrollment data.*

9. Click the **Home** link when finished to return to the **Home** page.
Tracking Attendance by Student

After the class meeting rosters have been created, attendance may also be recorded by student. Follow the instructions below to record attendance on a student-by-student basis.

**To track attendance by student, follow these steps:**

1. From the **Home** page, select **Curriculum Management**.

2. Select **Attendance Roster by Student** under the **Attendance Roster** folder.

3. Enter the student’s **EmplID**, the **Term**, and click the **Search** button. *If no term is entered and a list results, select the correct term from the resulting list.*
4. Click on the desired Class Number.

5. Complete the Student Attendance page as follows:

   - Locate the correct Class Meeting by looking for the date in the Attendance Date column.

   - Click the Present, Tardy, or Left Early check box as appropriate. **If the student was not present at the class meeting, uncheck boxes as necessary.**

   - Enter a reason into the Reason field to record the Tardy, Left Early or absent reason as necessary.

   - Enter the appropriate times for tardy students or those who left early in the From Time and To Time fields as necessary.
6. Click on the **Save** icon or press **ALT + 1** and then the **Enter** key to save the data.

7. Click the **Home** link when finished to return to the **Home** page.
Recording Last Date of Attendance for R2T4

The last day of attendance may be recorded for a student. This will assist colleges in their efforts to address Return to Title IV funds.

**To record the last day of attendance for a student, follow these steps:**

1. From the **Home** page, select **Curriculum Management**.

2. Select **Attendance Roster by Class** under the **Attendance Roster** folder.

3. Enter the appropriate **Term** and **Class Nbr** and click the **Search** button. *If you do not know the class number, you may use the other search fields to search for the class. After entering the search information, click the **Search** button and select the class from the resulting list.*
4. Complete the Attendance Tracking page as follows:

- If the attendance roster has already been created, skip to step 5.

- If the attendance roster has not been created, click the Create Attendance radio button and then click the Generate button.

- If the attendance roster was created before the student was added to the class, select the Update Attendance/All Students and click the Generate button to add but not delete students from a roster.

If the radio buttons mentioned above are not visible, the Generate Class Meeting Attendance checkbox on the Basic Data page of the Schedule of Classes component has not been checked. Contact the appropriate person or office on your campus to have this functionality turned on for the class section.

5. Click the View button on the row with the date you wish to record the last date of attendance. Click the View All link if all rows are not visible.
6. Complete the **Class Attendance** page according to these instructions:

   - Click the **View All** link if not all students are visible.
   - Locate the preferred student and select **Last Day** from the **Reason** drop down box.
   - Repeat the above for any other students necessary.

   **If the student is not listed, the roster may have been created before the student was added to the class. Click the Return button (or the Save and Return button if you have made changes to other students on this page) to return to the Attendance Roster page. Recreate the roster by selecting the Update Attendance/All Students radio button and click the Generate button. This will add but not delete students from the roster.**

7. When finished, click on the **Save and Return** button to save this information.
8. Click the **Home** link when finished to return to the **Home** page.

☞ You may also record the last date of attendance by individual student. Navigate to **Curriculum Management, Attendance Roster, Attendance Roster by Student**. Search for the student, then select the appropriate class number. Locate the preferred date in the list, select **Last Day** from the reason column, and click **Save**.