SELF-SERVICE WEB ATTENDANCE GUIDE

VERSION 3.0   **JANUARY 2024**

DURHAM TECH

1 CONTENTS

2 INTRODUCTION

This Guide provides a comprehensive overview of Self-Service (SS) web attendance tracking, grading and census certification. Self-Service is the official attendance tracking and grading method used at Durham Tech. Faculty must have access to the Faculty link in Self-Service to enter student attendance and grades. Attendance documentation, such as sign-in sheets, roll books, spreadsheets, electronic sign-in sheets, and Canvas activity, is used as the primary source for attendance tracking in Self-Service.

3 LOGGING IN TO SELF-SERVICE

Find access to Self-Service on the Durham Tech webpage. The path is Employees →Instructional →Self-Service. Use your username and password to log into Self-Service. Select the Faculty tab to begin attendance tracking, grading and census certification.

Faculty
Here you can view your active classes and submit grades and waivers for students.
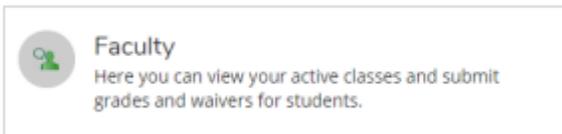
4 THE SECTION

Sections are grouped by Term. **Section Details** are visible once a section is selected. Faculty assigned to a section have access to all attendance fields for the section.

Manage your courses by selecting a section below

Spring 2021

Section	Times	Locations
CHM-151-4838: General Chemistry I	W 2:00 PM - 4:50 PM 12/1/2020 - 5/11/2021 12/1/2020 - 5/11/2021 12/1/2020 - 5/11/2021	RT1, 309 Lab/Shop Hours Online, ONLINE Classroom Hours Online, ONLINE Lab/Shop Hours
HUM-121-1201: The Nature of America	T 12:30 PM - 1:42 PM 12/1/2020 - 5/11/2021 12/1/2020 - 5/11/2021	NE-Building E, 370 Classroom Hours Online, ONLINE Classroom Hours

4.1 Section Details

The section meeting information (meeting times and days, locations, delivery method, and method of instructions) is listed in the Section Details. Navigate to the section Roster, Attendance, Census and Grading tabs from the Section Detail page.

AUT-114-001: Safety and Emissions

Spring 2021
Main Campus

W 8:00 AM - 8:50 AM
1/11/2021 - 5/8/2021
Newton (Building 4), 162 Classroom Hours

W 9:00 AM - 10:40 AM
1/11/2021 - 5/8/2021
Newton (Building 4), 170 Lab/Shop Hours

Note: Methods of Instruction for AUT 114 include Class and Lab. Class is scheduled at 8 on Wednesday. Lab is scheduled at 9 on Wednesday. Faculty team teaching AUT 114 would have access to both the Class and Lab for attendance tracking. **IMPORTANT: Track attendance according to Faculty Assignment.**

track attendance

Class	Lab
8:00 AM	9:00 AM
Select Attendance ⌄	Select Attendance ⌄

4.2 Section Roster, Attendance, Census, and Grading Tabs

The **Roster** tab is a list of students registered in the section. There is an option to print, email, or export the roster into an Excel format.

Roster	Attendance	Census	Grading	Books	Permissions

Student Name	Student ID	Class Level	Preferred Email

The **Attendance** tab is where attendance is entered for active students. Withdrawn or dropped students will not appear on the Attendance tab.

Roster	Attendance	Census	Grading	Books	Permissions

The **Census** tab is where attendance and grades are certified. <mark>New in Spring 2024, on the **Census** tab, record students as Never Attended (commonly referred to as no-show) and certify the attendance for students who attended the section through the census period (generally the first day through the 10% point) and did not drop. Refer to Faculty Important dates for no-show submission dates.</mark>

| Roster | Attendance | **Census** | Grading | Books | Permissions |

10/19/2023 Census

ⓘ   10/19/2023 Census

Certify

Student Name	Student ID	Never Attended	Class Level	Credits	
👤		☐		9.60 CEUs	
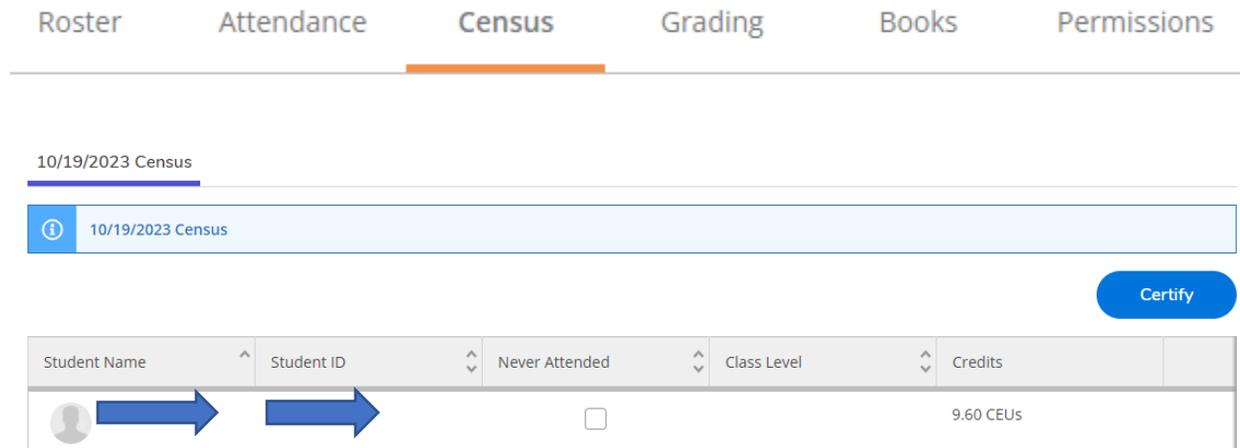
The **Grading** tab is where grades and last date of attendance are entered. Withdrawn or dropped students will not appear on the Grading tab.

| Roster | Attendance | Census | **Grading** | Books | Permissions |

5   ATTENDANCE TRACKING TYPES:

Attendance Tracking Types control how attendance is recorded in Self-Service. Membership hour (M) and Contact hour (C) are the two Funding Methods that govern how student instructional hours are reported for state funding. The Attendance Tracking Types and the Funding Method function together in Self-Service to enable date selection, attendance statuses and contact hour entry. Sections must have the correct Attendance Tracking Type associated with the correct Funding Method otherwise the Attendance roster will not allow attendance tracking.

5.1 ATTENDANCE TRACKING TYPE OVERVIEW

Attendance Tracking Type	Funding Acctg Method	Self-Service
P Present/absent	**M** Membership Hour Course	Scheduled
S Section meeting positive attendance	**C** Contact Hour/Multi-Entry	Scheduled
A Nonscheduled positive attendance	**C** Contact Hour/Multi-Entry	Nonscheduled
N Nonscheduled present/absent	**M** Membership Hour Course	Nonscheduled

5.1.1   Scheduled/Synchronous **Membership Hour** – P

This Attendance Tracking Type has a select date field. Only the days scheduled to meet can be chosen from the Select Date field for attendance tracking.


5.1.2   Scheduled/Synchronous **Contact Hour** – S

This Attendance Tracking Type has a select date field. Only the days scheduled to meet can be chosen from the Select Date field for attendance tracking.

5.1.3   Nonscheduled/Asynchronous **Contact Hour** – A

This Attendance Tracking Type has a calendar. Any date from the first day of class until the last day of class can be chosen for attendance tracking.
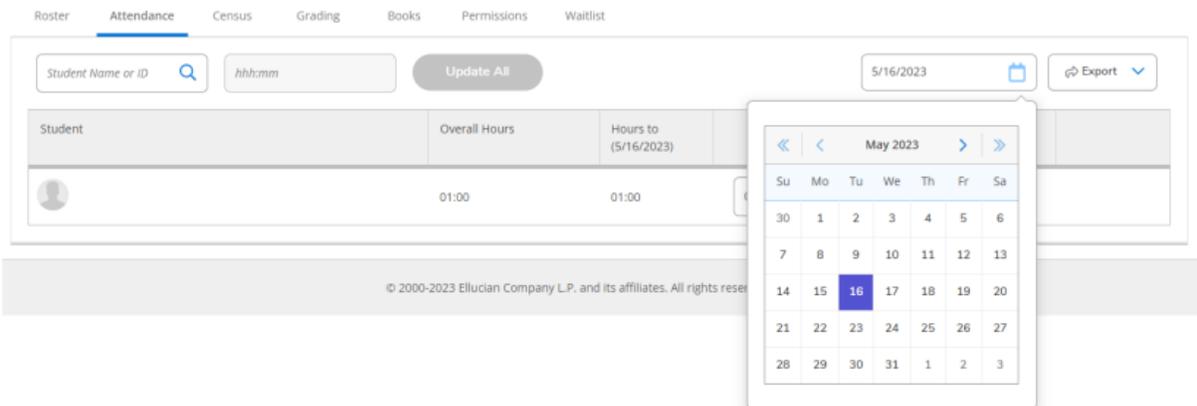
5.1.4   Nonscheduled/Asynchronous **Membership Hour** – N

This Attendance Tracking Type has a Calendar. Any date from the first day of class until the last day of class can be chosen for attendance tracking.
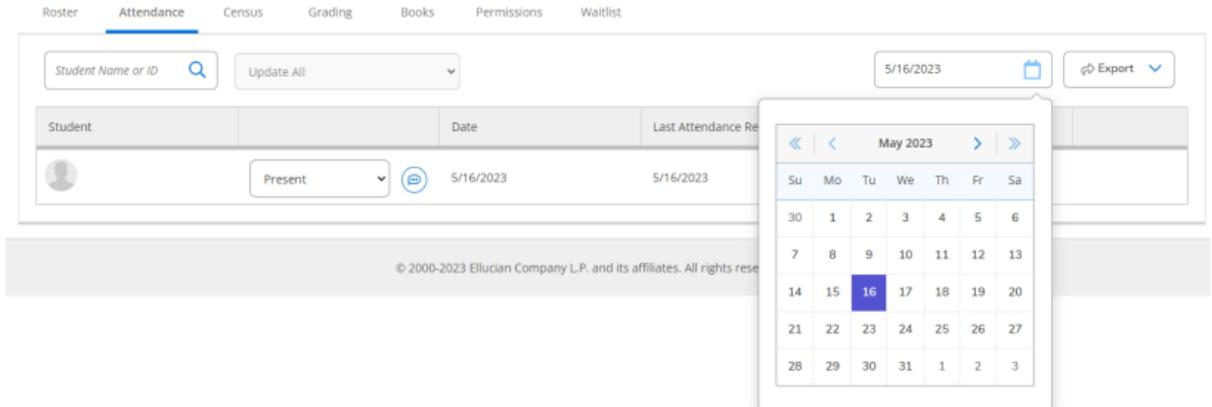
6   ATTENDANCE TRACKING

For Membership Hour sections, attendance tracking statuses are used to enter students on the Attendance roster. For Contact Hour sections, hours and minutes are used to enter students on the Attendance roster.

6.1 Choosing the Date for Attendance Entry

Use the Select Date field or the Calendar to choose the correct date **before** entering attendance statuses and contact hours. The select date field defaults to the current date. Once a date is selected to record attendance, choose the correct attendance status or enter the actual hours/minutes for CU sections or the quarter hour for CE sections.
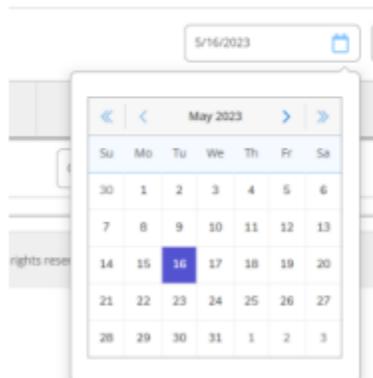
6.2 Membership Hour Sections and Attendance Statuses
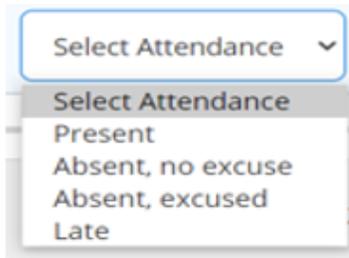
- Use P for present
- Absent
  - Use Absent, no excuse for unexcused absences; Unexcused absences show as A on the web roster
  - Use Absent, excused when there is an Excused Absence Form on file ([refer to policy](#)); Excused absences show as E on the web roster

- Use L for late (even on the first day a student attended); a Late student is a Present student

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6.3 CONTACT HOUR SECTIONS AND HOURS/MINUTES ENTRY

Self-Service will accept actual hours and minutes and quarter-hours for contact hour sections. It is recommended to use actual hours and minutes for CU sections and quarter hours for CE sections.

Note: In this example, the student came to class at 7:00 and left at 8:30, the student's hours are 1:30

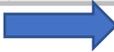## 6.4 ATTENDANCE ENTRY

The table below provides attendance entry guidance for Membership Hour Sections. Attendance should be entered daily (P-present, L-late, or A-absent) in each column for each student during the census period (the first day until the census date) for Membership Hour sections. After the census period, record A-absent for students who do not attend. There is no census period for Contact Hour Sections. Based on the length of the section, it is recommended that contact hours be entered daily or weekly.

Delivery Method	Attendance Entry
Traditional	Enter P or L on the first day that the student is physically present
Online Asynchronous	For the "Time not Specified" column, Enter P on the date that the student completes the Canvas entry quiz assignment
Online Synchronous (online with required virtual meeting times)	Enter P or L on the first day that the student is virtually present.
Hybrid and Blended	For the "Time not Specified" column, enter P on the date the student completed the Canvas entry quiz assignment. For the traditional "timed" column, enter P or L on the first day that the student was physically present.

For online asynchronous sections, faculty must post the entry quiz in Canvas during the census period (the start date through census date) of the section. The date the student submits the entry quiz is the date entered on the Attendance roster in Self-Service. For online synchronous sections, the date the student first attends an online scheduled class meeting is the date entered on the Attendance roster in Self-Service. Additional guidance for online and hybrid/blended sections is found here.

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6.5 LOCATING THE CENSUS DATE

The census date is located on the Faculty Overview page.

Fall 2023					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
CJC-111-001A: Intro to Criminal Justice	TBD 8/14/2023 - 10/9/2023	Online, ONLINE Classroom Hours	2 / 25 / 0		8/18/2023 Census

7 GRADING

All students active in a section past the census date require a grade in Self-Service. Grades should be entered immediately following the last day of class. Grades cannot be changed in Self-Service once verified. Click the Grading tab →Final Grade to begin entering grades. See the Grade policy here.

Roster	Attendance	Census	**Grading**	Books	Permissions

Overview   **Final Grade**

Student Name	Student ID	Last Date of Attendance	Final Grade
		M/d/yyyy	Select Grad ▼

7.1 LAST DATE OF ATTENDANCE

To maintain compliance with internal and external policy regulations, all withdrawn students and students who stop attending class must have a Last of Date of Attendance (LDA) entered on the Final Grade roster. Refer to Class Attendance – Credit-Bearing Courses for LDA policy information. Student who are officially withdrawn from a section after the census date will not appear on the Final Grade roster and access to update this information in Self-Service will not be available.

Faculty entering attendance on the last of class for membership hour sections should use the appropriate attendance statuses (P-present, L-late, or A-absent). The LDA should **ONLY** be entered when a student attended on the last day of class and is receiving the F or F2 grade. **For contact hour sections, faculty should not use the LDA. The LDA will override the hours.**

8   CLASS ROSTER VERIFICATION AGREEMENT

Attendance and grades must be certified by the instructor or lead instructor as true and accurate. In addition to the Census roster certification that is completed at the census point of the section, the Class Roster Verification Agreement (Agreement) is also required. Only one Agreement is available in a term. The Agreement certifies attendance and grades for each section taught in a term. The Agreement should not be accepted before instructional hours are provided to students.

For credit sections, the Agreement should be signed when attendance and grades are due. For Continuing Education, ESL, and CCR sections, if teaching multiple sections, the Agreement should be signed on the last day of the academic term (May 15, August 14, December 31). If you are teaching one section in a term, sign the Agreement when you submit grades for that section.

Academic Term Reporting Period	
Spring Term	(Period 1): January 1 - May 15
Summer Term	(Period 2): May 16 - August 14
Fall Term	(Period 3): August 15 - December 31

Never sign the Agreement when scheduled to teach another section later in the term. See here for detailed information and instructions for census roster certification, class roster verification, and maintaining compliance.