Attendance Guidance for Synchronous Online Classes

Classes that are scheduled to meet synchronously online at specific days/times will take attendance for *officially scheduled synchronous online meetings* the same way that is done for seated, in-person (traditional) classes – by taking roll in the class meeting and keeping a record of who attended.

- As with traditional classes, instructors will need to maintain their own records of who attended and did not attend each scheduled online class meeting.
- These records may be kept on paper or digitally (for example, in a spreadsheet).
- If you record the meeting on BigBlueButton, attendance statistics will be available in Canvas beside the meeting recording.
- Instructors will enter information on attendance into Self-Service Attendance as they do for seated classes.
- For details on attendance processes, see:
    - [Self-Service Web Attendance (pdf)](#)
    - [Attendance FAQs (pdf)](#)

If you have questions about attendance processes, please contact Terra Bikah, Assistant Director Curriculum Support, bikaht@durhamtech.edu

Required Course Entry Quiz in Canvas

Classes that meet synchronously online are also required to use the Course Entry Quiz in their courses on Canvas. For details, see [Course Entry Process for Online and Hybrid/Blended Courses on Canvas](#).

- If the class has both **synchronous and asynchronous components** (some but not all contact hours are scheduled for specific days/times online; the remainder is asynchronous):
    - Instructor will enter Course Entry Quiz submission dates into Self-Service Attendance in the "Time not specified" column.
    - Instructor will enter information about attendance at the synchronous meeting into Self-Service for the assigned meeting days/times for the synchronous portion and keep back-up documentation (paper or digital).
    - As long as the student, at a minimum, either attends the synchronous meeting or submits the Course Entry Quiz by the census date, the student has met the requirement to enter the class by the census date. Many students will meet both of these requirements (online attendance at the synchronous meeting and submission of the course entry quiz) by the census date.
- If the class is **fully synchronous** (all contact hours are scheduled for specific days/times online):
    - Instructor will not enter Course Entry Quiz submission dates into Self-Service Attendance. (There will not be a "Time not specified" column in which to enter it.) However, the data on Course Entry Quiz submission will be available in Canvas in case further documentation of student entry into the course is needed.

If you have questions about setting up the Course Entry Quiz in Canvas, please contact canvashelp@durhamtech.edu

1/5/2024