Durham Technical Community College

Web Attendance Tracking for Curriculum Courses

*Faculty User Procedure*

Version 2.0
November 2017
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Purpose

This document provides instructions for managing attendance in WebAdvisor. More specifically, this document includes information about the access required to utilize WebAttendance, as well as steps for tracking and submitting a student’s attendance and “Last Date of Attendance” (LDA). The “last date of attendance” is critical to ensuring accurate enrollment reporting, financial aid compliance, and calculating financial aid refunds owed to the US Department of Education. The timely and accurate submission of all data referenced in this document is critical to determining financial aid satisfactory academic progress, decreasing the likelihood of audit findings during our biennial program review, ensuring that we meet all state and federal reporting obligations, and maintaining the integrity of student educational records.

This document assumes that college user accounts have already been established for faculty users. This document also assumes that faculty users are adept at navigating WebAdvisor, to varying degrees, so instructions begin with basic steps. This document is intended as both a training and reference tool for faculty users. However, face-to-face training is also available for groups of faculty users, upon request.

This document will be reviewed and updated at least annually, but may be reviewed and/or updated more frequently, as dictated by necessary changes in processes or procedures.

Overview

The Web Attendance Tracking module is accessible via a web interface, so attendance can be submitted from any computer with internet access. Although faculty users log into WebAdvisor to enter attendance data, the information appears in Colleague (the college’s Student Information System (SIS)), once submitted and verified.

Chairs/directors/academic deans may view attendance rosters of faculty for whom they are responsible, in order to ensure deadlines are met and to utilize in assessing performance. This information can be accessed via the XATT mnemonic in Colleague (see attachment on pg. 22). This mnemonic also allows auditors to view any attendance roster for compliance review.

Each faculty user must have access to the Faculty section of WebAdvisor in order to access Web Attendance Tracking.
## Valid Attendance Types

There are only certain codes that can be entered in WebAttendance to represent valid attendance types. Please review the table (See Table 1) and familiarize yourself with the types and their corresponding codes. If you have difficulty entering and/or saving attendance data, please ensure you have not inadvertently entered a code that prevents subsequent data from being entered.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Comments</th>
<th>Impact on Subsequent Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Absent</td>
<td>Student did not attend class meeting.</td>
<td>None</td>
</tr>
<tr>
<td>E</td>
<td>Entry</td>
<td>First day student entered class.</td>
<td>Allows all remaining non-E codes/types to be entered</td>
</tr>
<tr>
<td>ET</td>
<td>Date entered class, tardy</td>
<td>First day student entered class, but was tardy.</td>
<td>Allows all remaining non-E codes/types to be entered</td>
</tr>
<tr>
<td>EL</td>
<td>First, last date attended</td>
<td>First and last day student entered class. EL code should only be used for withdrawals.</td>
<td>No attendance data can be entered after date with this code/type</td>
</tr>
<tr>
<td>T</td>
<td>Tardy</td>
<td>Student attended class meeting, but was tardy.</td>
<td>None</td>
</tr>
<tr>
<td>L</td>
<td>Last date of attendance</td>
<td>Last date student attended class. L code should only be used for withdrawals, F2 and F grades. Only one L should be recorded for each section, even if there are multiple rosters.</td>
<td>No attendance data can be entered after date with this code/type</td>
</tr>
<tr>
<td>TL</td>
<td>Tardy, last date attended</td>
<td>Student was tardy and this was the last date student attended class. TL code should only be used for withdrawals, F2 and F grades.</td>
<td>No attendance data can be entered after date with this code/type</td>
</tr>
</tbody>
</table>
| C    | Class Cancelled  
Please refer to the related procedure on page 21. | Class meeting was cancelled  
The system will allow you to enter this attendance type, and it is visible at the top of the entry page, but the college currently DOES NOT use this code in WebAttendance. | N/A |
| M    | Makeup  
Please refer to the related procedure on page 21. | Makeup class meeting  
The system will allow you to enter this attendance type, and it is visible at the top of the entry page, but the college currently DOES NOT use this code in WebAttendance. | N/A |

*Table 1*
Atte

endance

Tracking

Tips

In order to avoid errors that could potentially result in delays in processes that rely on attendance data, loss of FTE, audit findings during our biennial program review, etc., please consider the following tips:

All Courses

- Each roster has a section census date (see below). The census date is the date by which a student must enter a course, in order for the college to be able to count them for FTE purposes. Census dates are contingent upon delivery method and total number of instructional hours.

- Do not wait until the end of the term, or for weeks at a time, to enter attendance data. Web Attendance should be updated at least weekly, but preferably each day that a section meets.

- Some sections have multiple rosters, representing separate portions of one section (e.g. class, lab, instructional time before a scheduled break, etc.). A student only needs a first day of attendance on one of those rosters by the census date, in order to remain actively enrolled in the section. However, please make sure you are entering attendance data on each individual roster, according to student participation in that portion of the section.

- Some sections are co-requisites, but are independent of one another (e.g. FRE 111 and FRE 181). A student needs a first day of attendance on each roster in order to remain actively enrolled in both sections. Please make sure you are entering attendance data on each individual roster.

- Students should only be reported as “no shows” if they have not entered a section that only has one roster (e.g. FRE 181) by the census date, or if they have not entered any portion of a section with multiple rosters (e.g. NUR 111). As long as students enter at least one portion of a section with multiple rosters, they should not be reported as a “no show.”

- Students should only be reported as absent, after they have officially entered the course. Therefore, an “E”, “EL”, or “ET” should be the first entry for each student appearing on your roster, unless they are reported as a “No Show.” However, any class meetings missed prior to the official course entry date should still be counted in the total number of absences for each student.

Seated Courses

- Although online instruction or assignments can be utilized to make up instructional time (e.g. inclement weather days in 2017SP) for a seated section or the seated portion of a hybrid section, they cannot be utilized to determine first day of attendance. The first day of attendance for students in a seated section or the seated portion of a hybrid section cannot be any date on which the college was closed.

- Seated sections MUST meet in person prior to the section census date in order to have valid first days of attendance.
Hybrid/Online Courses

- Attendance is determined by student submission of an online assignment or activity for online sections and the online portion of hybrid sections.
- All online and hybrid sections must have at least one online activity in Sakai that is due by the course census date, to validate each student’s entry into the course. The online activity (or activities) must be in the Forums tool, Tests & Quizzes tool, or Assignments tool in Sakai.
- The actual date on which a student submits the first online activity in Sakai should be recorded as the student’s first day of attendance or entry date (“E” date).
- In Sakai, instructors will run the Student Entry Date for Online/Hybrid Courses report to determine each student’s exact entry date. For details, see How to Run the Student Entry Date Report in Sakai.
- Access to online activities that will be utilized to determine first day of attendance should not be granted prior to the first day of a term. If a student submits an online activity prior to the first day of a term, that submission cannot be used for course entry.
- Online activities submitted on a publisher’s site (or other third party site) cannot be used for determining course entry because the records cannot be accessed for verification by auditors.
- Student attendance at an in-person orientation session or a student simply logging into the course site on Sakai does not constitute “entering” a course. The student must submit an online activity in Sakai in order to be marked as “entering” the course.
- The first day of attendance for students in an online section or the online portion of a hybrid section can be entered on a date that the college was closed, if that is the date on which the student submitted the first online activity in Sakai.
- There must be an online activity that requires student submission each week, for determining weekly attendance after the census date. Weekly online activities can be in Sakai (preferred) or on a publisher-provided platform (if applicable), after determining students’ initial course entry. The instructor will choose a consistent day of the week (e.g. Wednesday) on which to mark absences for students who did not submit an online activity that week.
- For more information, see Attendance Tips for Curriculum Online and Hybrid Classes.

Contact Hour Courses

- Non-regularly scheduled classes (label for contact hour courses in State Board Code) must be reported as contact hours. This indicates that students meet in a variety of locations, on a variety of days, and at various times.
- Contact hour courses have no census date.
- All curriculum courses currently classified as contact hour courses are in Health Technologies and Public Safety Services. They include stand-alone clinicals, practicums, and internships.
- Hours for contact hour courses must be calculated based upon a full 60 minutes of time.
- Contact hours reported in WebAttendance must be supported by primary documentation (e.g. time sheets, workbooks, narratives) which documents actual time in attendance. This documentation must be kept on file within the department, for auditing purposes.
Logging Into WebAttendance

The following instructions will be the same for all faculty, regardless of your course format (seated, hybrid, or online). These step-by-step instructions will help you access WebAttendance in order to begin recording attendance for your course(s):

1. Go to the Durham Tech website, place your cursor over the QUICKLINKS menu, and click on “WebAdvisor.” (See Fig. 1).

2. Click on the “Log In” tab on the top of the WebAdvisor page. (See Fig. 2).

3. Log in to WebAdvisor using your Durham Tech user ID and password. (See Fig. 3).
4. Click on the “Faculty” link at the bottom of the page *(you may have access to fewer modules than what is displayed in the image)*. (See Fig. 4).

![Figure 4](image1)

5. Click on the “**Web Attendance Tracking**” link under Faculty Information on the WebAdvisor for Faculty Menu page. (See Fig. 5).

![Figure 5](image2)
6. Click on the “Attendance Tracking” link on the Web Attendance Tracking Menu page. (See Fig. 6).

7. Enter the date for which you will be entering attendance data as the required Form Start Date. Please note that an error will be displayed if the date entered is not within the section start and end dates, if the date is in the future, or if the date is a day on which a seated section does not meet. (See Fig. 7).

8. Choose the section for which you will be entering attendance data. (See Fig. 8).

9. Click the “Submit” button. Please note that an error will be displayed if the date entered is not within the section start and end dates, if the date is in the future, or if the date is a day on which a seated section does not meet. An error will also be displayed if a section is not selected. The form will be redisplayed to allow the user to correct the invalid data. (See Fig. 9).
After you click the “Submit” button, the Attendance Entry form will be displayed. The form displays section information, student names, status/status date, no show status, seat total, 10 scheduled meeting dates starting from the attendance start date entered on the Attendance Tracking web form, and the last date of attendance. (See Fig. 10).

*Please note that the form also displays hours for contact hour sections.*
Attendance Entry Workflows

Seated Sections

After following the 9 steps for logging into WebAttendance, continue with the steps below for tracking seated course attendance:

1. **You may have more than one roster for each seated section.** Multiple rosters will exist, if the section includes a scheduled class break, a lab, clinicals, etc. Attendance MUST be entered on each roster that exists, to accurately reflect the students’ attendance for that portion of the section.

2. Enter attendance type of **E** (first day student entered class), **ET** (first day student entered class, but was tardy), or **EL** (first and last day student entered class) on the roster to indicate the first day of attendance. After the E or ET attendance types have been entered, enter an attendance type of **A** whenever a student is absent or an attendance type of **T** whenever a student is tardy. **Any blank dates after the E or ET attendance types are considered present and are included in the attendance totals.** (See Fig. 11).

![Attendance Entry](image)

3. **Check the No Show box** to indicate a student never attended class prior to the section census date. (See Fig. 12). You will also need to [log into eforms](#) and complete a Faculty No-Show Form for the student. (See Fig. 13). **Once a student has been marked a No Show and saved, the field cannot be removed through the web process.**
4. Place a check in the first box at the bottom of the Attendance Entry form, which serves as an electronic signature confirming the attendance information. An electronic signature is always required if data is added or changed. This includes blank dates after E or ET attendance types. **An error will be displayed if the first electronic check box is not checked.** (See Fig. 14).
The second check box serves as a final submission indicating that all attendance has been entered for the section. ONLY check the second box after the course has ended and you have entered all term attendance data for the section.

5. If you select “Previous Page” or “Next Page” from the Previous/Next drop down list, it will recalculate the Form Start Date and redisplay the form with a new list of dates. **An error will be displayed if the first electronic check box is not checked.** (See Fig. 15).

6. Click Submit button. (See Fig. 16).

Hybrid Sections

After following the 9 steps for logging into WebAttendance, continue with the steps below for tracking hybrid course attendance:

1. You will have **at least two rosters for each hybrid section.** One roster will be for the seated portion of the section. The second roster will be for the online portion of the section. Additional rosters may exist, if the section includes a scheduled class break, a lab, clinicals, etc. Attendance MUST be entered on each roster that exists, to accurately reflect the students’ attendance for that portion of the section.

2. Enter attendance type of E (first day student entered class), ET (first day student entered class, but was tardy), or EL (first and last day student entered class) on the first roster to indicate the first day of attendance for any seated portion(s) and on the second roster to indicate the first day that the student submitted an online assignment or activity for any online portion(s). After the E or ET attendance types have been entered, enter an attendance type of A whenever a student is absent or an attendance type of T whenever a student is tardy. **Any blank dates after the E or ET attendance types are considered present and are included in the attendance totals.** (See Fig. 17).
3. Check the No Show box to indicate a student never attended any portion (seated or online) of the class prior to the section census date. (See Fig. 18). You will also need to log into eforms and complete a Faculty No-Show Form for the student. (See Fig. 19). Once a student has been marked a No Show and saved, the field cannot be removed through the web process.

No Show Box in WebAttendance:
Faculty No Show Form in eForms:

![Faculty No Show Form](image)

4. Place a check in the first box at the bottom of the Attendance Entry form, which serves as an electronic signature confirming the attendance information. An electronic signature is always required if data is added or changed. This includes blank dates after E or ET attendance types. **An error will be displayed if the first electronic check box is not checked.** (See Fig. 20).

![Check All That Apply](image)

The second check box serves as a final submission indicating that all attendance has been entered for the section. **ONLY check the second box after the course has ended and you have entered all term attendance data for the section.**

5. If you select “Previous Page” or “Next Page” from the Previous/Next drop down list, it will recalculate the Form Start Date and redisplay the form with a new list of dates. **An error will be displayed if the first electronic check box is not checked.** (See Fig. 21).

![Check All That Apply](image)
6. Click **Submit** button. (See Fig. 22).

**Online Sections**

After following the 9 steps for logging into WebAttendance, continue with the steps below for tracking online course attendance:

1. **You may have more than one roster** for each online section. Additional rosters may exist, if the section includes a lab, etc. However, attendance only needs to be entered on one roster, to accurately reflect the students' attendance for all portions of the online section. Attendance data entered on one online roster automatically populates all additional online rosters for that same section.

2. Enter attendance type of **E** (first day student entered class) or **EL** (first and last day student entered class) on the roster to indicate the first day that the student submitted an online assignment or activity in Sakai. After the E attendance type has been entered, enter an attendance type of **A** whenever a student fails to submit an online assignment by the day you have designated for determining attendance on a weekly basis. Please also remember that online rosters include every date between the section start and end dates. **Any blank dates after the E attendance type are considered present and are included in the attendance totals.** (See Fig. 23).

![Figure 22](image1)

![Figure 23](image2)
3. Check the No Show box to indicate a student never submitted an online assignment or activity in Sakai prior to the section census date. (See Fig. 24). You will also need to log into eforms and complete a Faculty No-Show Form for the student. (See Fig. 25). Once a student has been marked a No Show and saved, the field cannot be removed through the web process.

No Show Box in WebAttendance:

![No Show Box](image)

Faculty No Show Form in eForms:

![Faculty No Show Form](image)
4. Place a check in the first box at the bottom of the Attendance Entry form, which serves as an electronic signature confirming the attendance information. An electronic signature is always required if data is added or changed. This includes blank dates after E or ET attendance types. **An error will be displayed if the first electronic check box is not checked.** (See Fig. 26).

![Figure 26](Check All That Apply)

The second check box serves as a final submission indicating that all attendance has been entered for the section. **ONLY** check the second box after the course has ended and you have entered all term attendance data for the section.

5. If you select “Previous Page” or “Next Page” from the Previous/Next drop down list, it will recalculate the Form Start Date and redisplay the form with a new list of dates. **An error will be displayed if the first electronic check box is not checked.** (See Fig. 27).

![Figure 27](Check All That Apply)

6. Click **Submit** button. (See Fig. 28).

![Figure 28](Submit)

**Contact Hour Sections (Health Technologies & Public Safety Services ONLY)**

After following the 9 steps for logging into WebAttendance, continue with the steps below for tracking contact hour course attendance:

1. The only valid attendance type for contact hour sections is a numerical value. Valid entries are the total number of actual hours that the student attended class/lab/clinicals on that particular day, in increments of quarter hours. Typically, these numbers may range from .25 to 8.0.

2. Enter the total number of actual hours that each student attended class/lab/clinicals on each day that appears on your section roster. If a student did not attend class/lab/clinicals on a particular day, that date should be left blank for that student. (See Fig. 29).
3. Check the No Show box to indicate a student never attended class prior to the section census date. (See Fig. 30). You will also need to log into eforms and complete a Faculty No-Show Form for the student. Once a student has been marked a No Show and saved, the field cannot be removed through the web process. (See Fig. 31).

No Show Box in WebAttendance:
Faculty No Show Form in eForms:

4. Place a check in the first box at the bottom of the Attendance Entry form, which serves as an electronic signature confirming the attendance information. An electronic signature is always required if data is added or changed. This includes blank dates after E or ET attendance types. **An error will be displayed if the first electronic check box is not checked.** (See Fig. 32).

The second check box serves as a final submission indicating that all attendance has been entered for the section. ONLY check the second box after the course has ended and you have entered all term attendance data for the section.

5. If you select “Previous Page” or “Next Page” from the Previous/Next drop down list, it will recalculate the Form Start Date and redisplay the form with a new list of dates. **An error will be displayed if the first electronic check box is not checked.** (See Fig. 33).
6. Click **Submit** button. (See Fig. 34).

![Figure 34](image)

**Class Cancelled**

The college does not currently use the Class Cancelled functionality in WebAdvisor. If you must cancel a class meeting, you must complete a [Notice of Cancellation of Class Meeting form](#), with a paper copy being posted on the classroom door, and an electronic copy being sent to Campus Police and Public Safety via email. Please review the form for further instructions.

Attendance must still be tracked for the unscheduled makeup class meeting or the makeup assignment that you require in lieu of the cancelled class. There are several ways that faculty currently manage this attendance data, including the following: recording attendance data in WebAttendance on the date of the cancelled class; recording attendance data on a separate attendance tracking document (Excel spreadsheet, printed attendance roster from XATT, etc.); or not tracking/recording attendance data for any days/assignments other than those appearing on the WebAttendance roster. Until the college determines what method will be required to manage this data, please be prepared to provide attendance data if you are recording it outside of WebAttendance, as needed for auditing purposes.

**Unscheduled Makeup**

The college does not currently use the Unscheduled Makeup functionality in WebAdvisor. If you must make up missed instructional/class meeting time, you must complete the [Make-Up for Missed Class form](#), which is available on the college’s website. In the past, this form was typically only used when making up missed instructional time due to inclement weather. However, you must now use it for any unscheduled makeup for a missed class. The form must be submitted to your program director/chair within two weeks of the cancelled/missed class.

Attendance must still be tracked for the unscheduled makeup. There are several ways that faculty currently manage this attendance data, including the following: recording attendance data in WebAttendance on the date of the cancelled class; recording attendance data on a separate attendance tracking document (Excel spreadsheet, printed attendance roster from XATT, etc.); or not tracking/recording attendance data for any days/assignments other than those appearing on the WebAttendance roster. Until the college determines what method will be required to manage this data, please be prepared to provide attendance data if you are recording it outside of WebAttendance, as needed for auditing purposes.
The attendance report displayed below may be accessed via the XATT mnemonic in Colleague by chairs, directors, academic deans, and auditors, as referenced in the Overview section.

<table>
<thead>
<tr>
<th>ID</th>
<th>STUDENT NAME</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>002</td>
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