

Self-Service Web Attendance Guide

VERSION 2.0

AUGUST 2021

Durham Technical
COMMUNITY COLLEGE

Table of Contents

Introduction	2
Self-Service Web Attendance	2
Recording Attendance and Grades in Self-Service	4
Attendance Tracking	4
Recording Attendance by Funding Method	5
Membership hour	5
Census Date	6
Contact hour.....	6
Grading	7
Additional Attendance Tracking Guidance for Online Coursework	8
Class Roster Verification Agreement	9

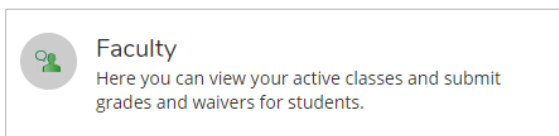
Introduction

Effective Summer 2021, the college transitioned from Web Advisor web attendance tracking to Self-Service web attendance tracking.

This Guide will provide an in-depth overview of Self-Service (SS) web attendance tracking and grading. This Guide will be updated as more information is available.

Self-Service Web Attendance

1. 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 access attendance.



2. Sections are grouped by Term. Select the desired section.
3. The link for **Roster, Attendance, and Grading** is visible across the bottom of the **Section Detail** form. Each link is populated with students registered for the section.

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

Seats Available 5 of 10

[Deadline Dates](#)

Waitlisted 0

Roster

Attendance

Grading



4. Select the **Attendance** link.

- Faculty assigned to a section have access to all attendance fields for the section.

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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

- Select the appropriate date for attendance tracking.

Select Date

- Select attendance status. **Option:** Select the Update All function to batch update attendance. See page 7 for more information about attendance statuses.

Select Attendance

- Select Attendance
- Present
- Absent, no excuse
- Absent, excused
- Late

Update All

- Update All
- Update Empty Records to Present
- Update Empty Records to Absent

Recording Attendance and Grades in Self-Service

Enter students on the first day attended, afterwards track attendance for absent and late students only. Use the Sakai Entry Date report for attendance tracking in Online, Hybrid, & Blended sections. Sections may have multiple attendance fields. Enter students in all attendance fields. After an attendance status is entered, the attendance status is recorded/saved. Select another date to continue attendance tracking. The Comment feature in Self-Service allows Faculty to comment (maximum 50 characters) on student attendance. Self-Service comments are visible to students.

Attendance Tracking

1. Sections with multiple attendance fields include the following:

- Sections with multiple Methods of Instruction (class, lab, clinical, work).


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 ←

↓ ↓

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

- Sections with multiple Delivery Methods (traditional, internet, hybrid, blended).

Note: The Method of Instruction for COS-3102S-67272 is Class. The Delivery Method for Class is either hybrid or blended and is scheduled at Duke Street North (DSN) and Online. Use the Select Date field to display the date chosen for attendance tracking. On Tuesday, 4/14/2020, the section was scheduled to meet Online, 9 am and 12 noon, respectively. The meeting times are each displayed. Notice that the Online attendance roster is displayed as **Time not specified**.

COS-3102S-67272 is Hybrid or Blended

01/28/20 05/26/20 DSN 141 CLASS MTWTH 09:00AM 11:30AM ← Method of Instruction is CLASS
 01/28/20 05/26/20 DSN 105 CLASS M 09:00AM 10:30AM ← Delivery Method is DSN
 01/28/20 05/26/20 DSN 141 CLASS MTWTH 12:00PM 02:30PM
 05/27/20 08/13/20 OL ONLINE/CLASS MTWTHS TBA ← Delivery Method is Online
 01/28/20 05/26/20 OL ONLINE CLASS MTWTHS TBA

Roster **Attendance** Grading

Update All Select Date 4/14/2020 (Tuesday)

Student	Time not specified	9:00 AM	12:00 PM	Last Attendance Recorded	P

Recording Attendance by Funding Method

Membership hour (ME) and Contact hour (CO) are the two Funding Methods that govern how student instructional hours are reported for state funding. Funding Methods also control how attendance is recorded in Self-Service.


Membership hour

Self-Service student attendance statuses differ from Web Advisor. Self-Service allows the attendance status to be tracked daily.

- Use P for present
- Use L for late (even on the first day a student attended); **a Late student is a Present student**
- Absences:
 - 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**

Census Roster

The Census roster should be certified during the grading period. Do not enter Last Date of Attendance or Never Attending data on the Census roster. **The census date for membership hour sections is listed on the Faculty Overview page.**

Section	Times	Locations	Books	Census Dates
ART-111-192B: Art Appreciation	M/T/W/Th/F/Sa/Su - 3/15/2021 - 5/8/2021	Online, ONLINE Online Class		3/19/2021 Census 

Contact hour

Time keeping in Self-Service differs from time keeping in Web Advisor. Self-Service uses actual hours and minutes versus the quarter hour method. Enter the actual hours and minutes students attend class. Do not round up or down.

Note: If the student came to class at 3:00 and left at 4:30, the student's hours are 1:30.

- Enter attendance time in the hh:mm field
 - 1:30 represents 1 hour and 30 minutes

SOC-213-SB: Sociology of the Family

Spring 2020
Main Campus

W 7:00 PM - 8:30 PM
1/15/2020 - 5/14/2020
Azalea Bldg, 101 Classroom Hours

Seats Available 24 of 25

Select Date 5/6/2020 (Wednesday) 

Enter Hours

Overall Hours	Hours to (5/6/2020)	7:00 PM
06:45	06:45	<input type="text" value="01:30"/>

- Use the Update All process when all students have the same hh:mm for the date selected.

Grading

1. Enter the Last Date of Attendance (LD) for students receiving the W, F, F2 grades or check the Never Attended box in the Grading link **(you may have received recent guidance related to Faculty Initiated Withdrawals, please adhere to the new guidance)**. Do the following to enter grades:
 - Select the **Grading** link
 - Select **Final Grade**
 - Check Never Attended for No Show (NS) students
 - Enter the date in the Last Date of Attendance field for students receiving W, F, F2 grades.
 - Enter semester grades during the designated grading period

2. Correcting Attendance and Grades
 - All students registered in a class require an attendance status and a final grade.
 - The **Attendance** link **allows changes** to attendance statuses.
 - NS and LD are recorded in the **Grading link**
 - After grades are entered, grades are recorded/saved. Notice that:
 - NS is a grade
 - LD is required for W, F, F2 grades

- Once grades are verified in Colleague, the **Grading** link **does not allow Faculty to change grades**, contact Admissions, Records and Registration (ARR) for help.

Students who are graded W or NS by ARR will no longer appear on the Attendance roster and Grade roster. Solely marking a student Never Attended or providing the Last Date of Attendance does not remove the student from the rosters. Faculty must submit the eform to ARR for NS and W students (follow current Faculty Initiated Withdrawal guidance). Once the eform is processed by ARR staff, the student receives the NS or W grade, then the student will be removed from the Attendance roster and Grade roster.

Note: **IMPORTANT** Do not use the Update All feature when there are students marked Never Attended or have a Last Date of Attendance entered on the Grade roster. Using the Update All feature will assign the chosen attendance status to ALL students even when the Never Attended box is checked, even when there is a Last Date of Attendance entered.

Additional Attendance Tracking Guidance for Online Coursework

Always use Sakai for the first attendance activity in online, hybrid and blended sections.

Submission of an assignment in Sakai and/or attendance in a live Sakai Meeting are valid attendance activities.

Instructors must provide at least one attendance activity in Sakai during the census period (the start date through census date) of the section. Valid attendance activities are live Sakai Meetings, and/or assignments posted by the instructor in Forums, Tests & Quizzes, or Assignments for students to complete and submit. Each student's exact entry date ("P" date) is the date of the student's first Sakai attendance activity. Student attendance activity that occurs before the section start date does not count and should never be considered as attendance activity.

Run the *Student Entry Date for Online/ Hybrid/Blended Courses* report in Sakai to determine each student's exact entry date ("P" date).

[How to Run the Student Entry Date Report in Sakai \(PDF\)](#)

[Attendance Rules for Online, Hybrid, and Blended Classes \(PDF\)](#)

Class Roster Verification Agreement

Attendance and grades must be certified by the instructor or lead instructor as true and accurate. The Class Roster Verification Agreement (Agreement) is that certification. 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 prior to instructional hours being provided to students. What does this mean?**

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

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

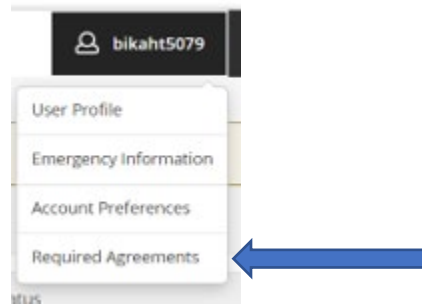
Always use your best judgement. Never sign the Agreement when you are scheduled to teach another class **later in the term.**

- ✓ If teaching only Contact hours sections, never accept the Agreement before recording hours the first time in all sections taught in the term.
- ✓ If teaching only Membership hours sections, never accept the Agreement before the census period has passed for all Membership hour sections taught in the term.
- ✓ If teaching a combination of Membership hour and Contact hour sections, wait until after the census period has passed for all sections taught in the term. If you are teaching in both Mini I/16-week sessions and Mini II sessions, never accept the Agreement before the census period for Mini II sections to accept the Agreement.

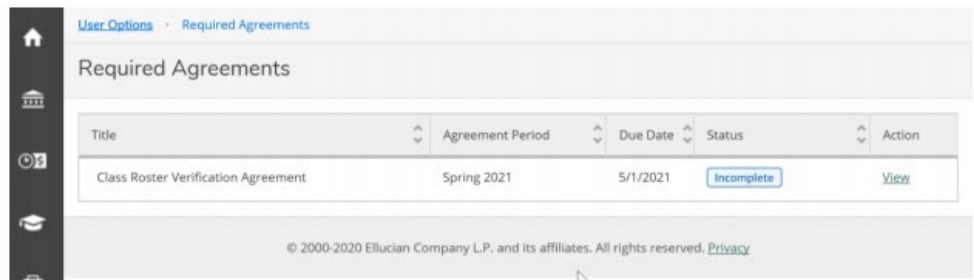
To sign the Agreement:

1. Use your username and password to log into Self-Serve. Select the Username in the top banner.

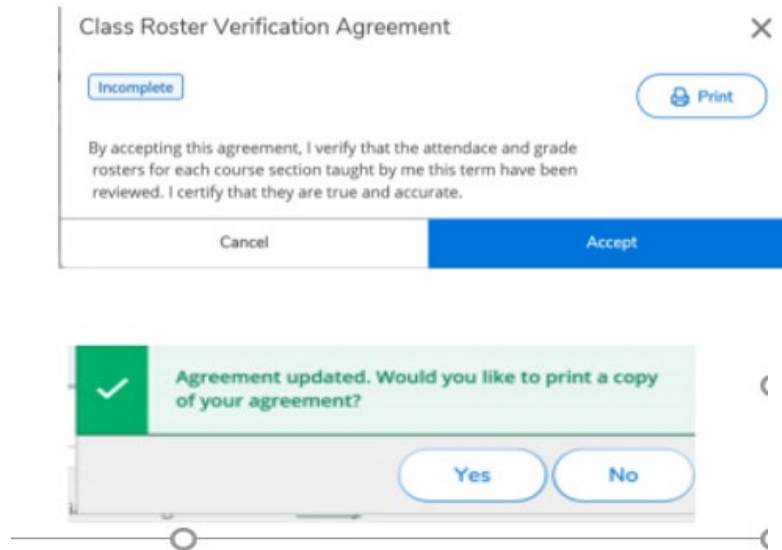
2. Select Required Agreements



Select View



Select Accept



3. Select Yes or No to print

Title	Agreement Period	Due Date	Status
Class Roster Verification Agreement	Spring 2021	5/12/2021	Accepted 3/6/2021

Note: The **Status** of the agreement is now **Accepted**