Self-Service Attendance

Go to the BCCC Homepage, Click on Self-Service
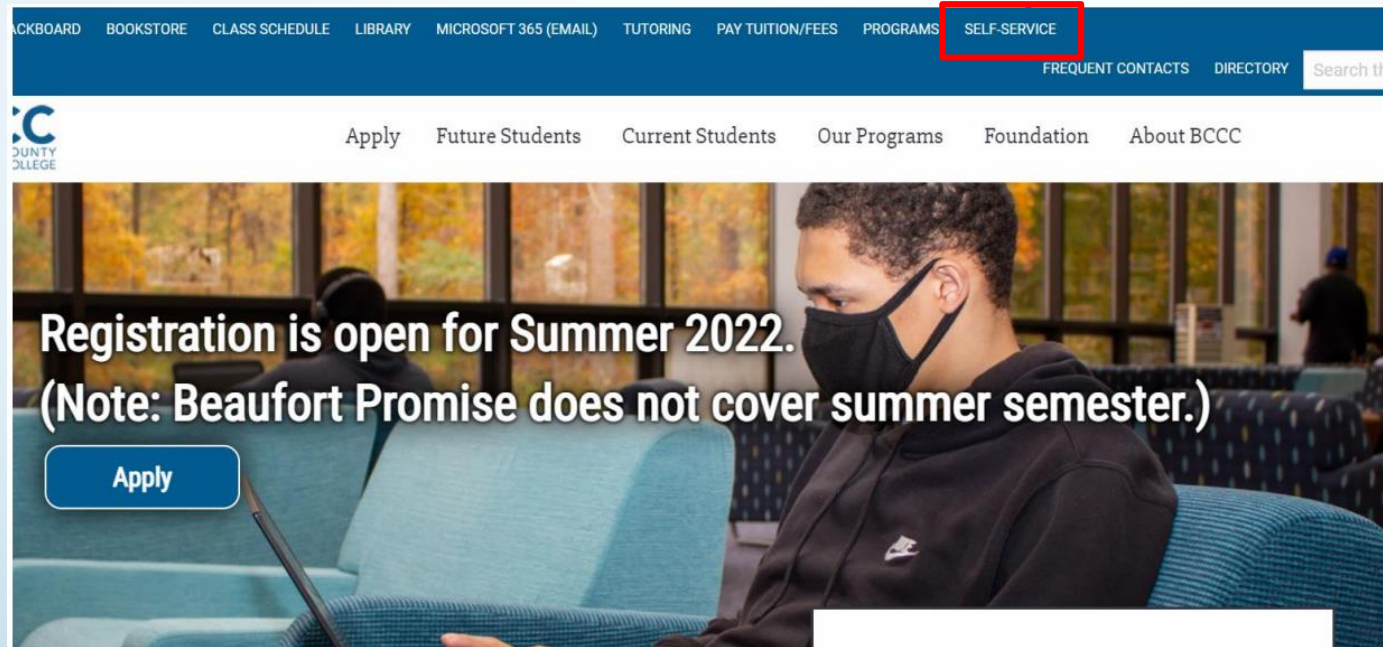
Click on the Faculty tab

Here you will see your courses by semester. Select the course to enter attendance.

Manage your courses by selecting a section below

2022SP

Section	Times	Locations	Availability ⓘ	Books	Census Dates
CIS-110-205: Introduction to Computers	TBD 4/1/2022 - 5/11/2022 TBD 4/1/2022 - 5/11/2022	Internet Course, NET Classroom Hours Internet Course, NET Lab/Shop Hours	0 / 2 / 0		
CTI-110-600: Web, Pgm, & Db Foundation	M/W 12:00 PM - 12:50 PM 4/1/2022 - 5/11/2022 TBD 4/1/2022 - 5/11/2022	Bldg 002, 0112 Classroom Hours Internet Course, NET Lab/Shop Hours	0 / 2 / 0		

Once the course is selected, the section roster and other details will be displayed.
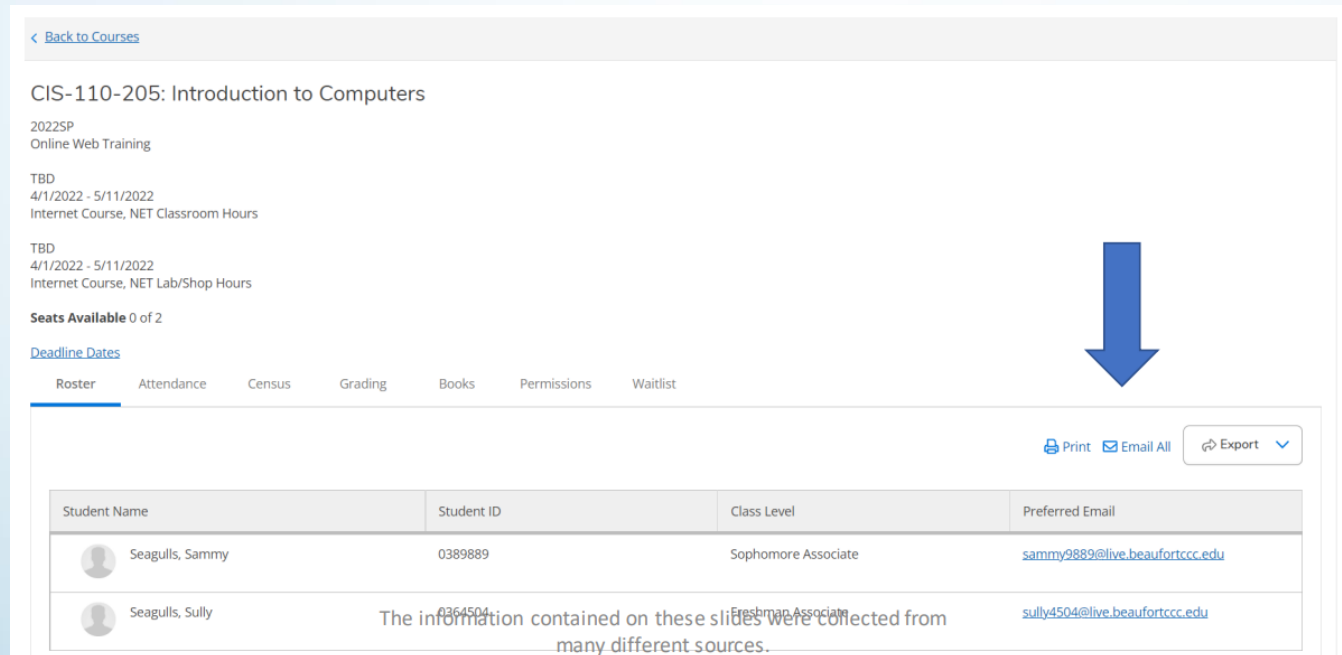
On the section roster you will have the option to export, print, or email one or all of the students.

Self-Service Notes

- Only faculty can access attendance for their courses in Self-Service.

- All attendance must be recorded – "Present" as well as "Absent".

- All of the instructional modalities are available on one screen.

- Changes are made as soon as you select an option. You do NOT have to save or submit changes.

  - **Recommend double-checking to make sure attendance recorded.**

- Instructors should mark all absences as "Absent, unexcused".

  - **Do NOT use "Absent, excused".**

- Instructors may mark students as late but the system counts the student as present.

- Attendance must be recorded weekly. **Weekly attendance is mandatory**.

  - **MANDATORY:** Attendance must be recorded by the end of business on Friday of each week (by 1PM).

  - You should not have assignments due on holidays, student-faculty vacation days, or faculty work days.

Beginning of Semester Notes

- A students first "Present" has to be recorded <u>on or before the census date</u> of the class.

- Be sure NOT to record anything for a student before they are first marked "Present".

  - For hybrid and blended courses, once a student is marked present face-to-face or online, you can begin marking absences and presents on both rosters.

- **If a student requests a drop or withdraw on or before the census date of the class, please do NOT enter an LDA.**

  - Refer the student to the Registrar's office as they will need to complete and turn in the drop/add form before the last day to drop for that class.

On the section detail screen, click the Attendance tab.

Attendance : Instructional Methods
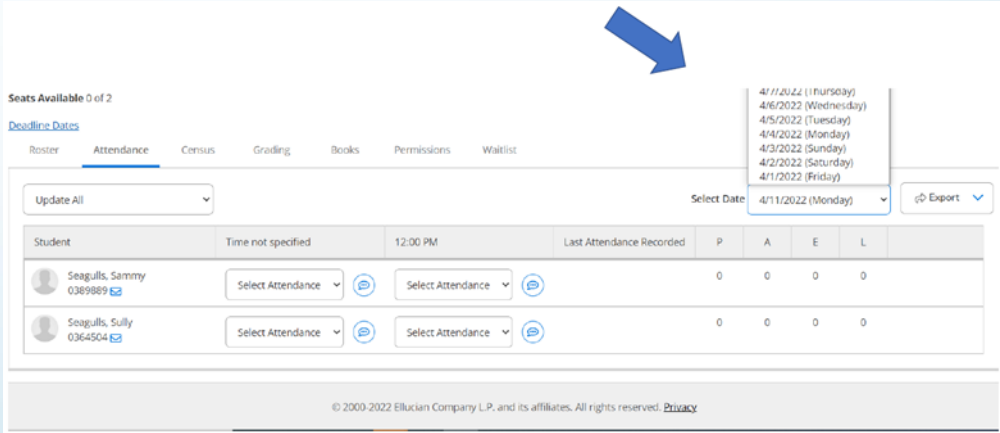
- ONLINE: Choose any day of the week to record attendance. Online attendance column is labeled "Time not specified"

  - It is recommended that you record attendance for the day that your weekly assignments are due.

  - **When you record an LDA though, it has to be recorded on the day that the student last attended class, either online or face-to-face.**

- HYBRID/BLENDED/FACE-TO-FACE: Must take attendance on the same day as the class meeting time. This column is labeled with the specific meeting time.

By default, the current date is selected. However, you can use the Select Date drop down menu to choose different dates.

- The Export feature on the attendance tab allows you to view your full attendance record on one sheet.
  - This is helpful if you need a view of all your attendance in one screen for the whole class up to the current day.
  - Self-Service does not show future dates.

Recording Attendance

- To update attendance for each student, use the **Select Attendance** menu to the right of the student's name.

  - If you need to remove attendance for students, choose "Select Attendance" from the drop down menu.

- **Please be aware that if you use the Update All feature, it will update all columns listed for that day. You will have to manually clean up the attendance for accuracy. **

  - **Recommended NOT to use Update All.**
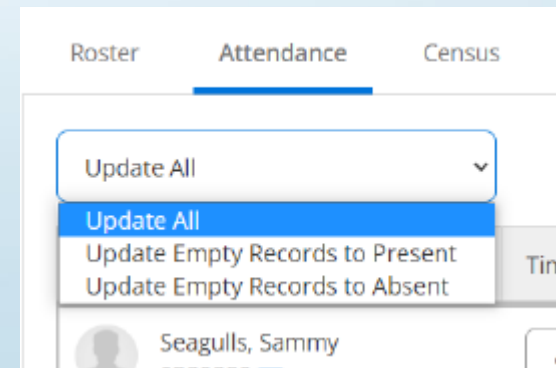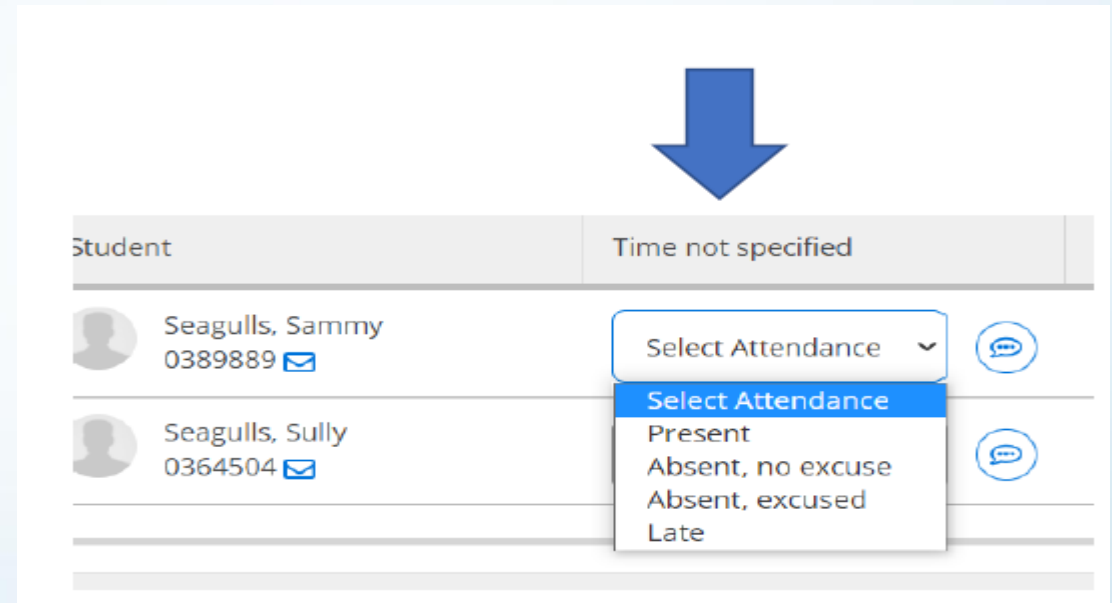
Recording Attendance Notes

- For fully online courses, if you have a lab and lecture component, you will have at least two columns. One for lecture and one for lab.

  - For these courses, you should have the same entry date on both columns of the course. The entry date should match the Introductory Assignment in Blackboard.

- For hybrid and blended courses, if you have seated and/or online hours for lecture and/or lab components, you will have a column for each component. So, you could have multiple columns.

  - The entry date for the online portion of the class should match the Introductory Assignment in Blackboard.

  - The entry date for the seated portion is the first day the student shows up for class.

Comments can be added to the student's attendance status by clicking on the icon. You must click save for the comments to be retained and the comments will show on attendance reports.

Never Attends (NAs)

- To mark a student as never attended, click on the **Grading tab**

- Then click on **Final Grade**

- Locate the **"Never Attended"** check box to the right of the student that you need to mark as a Never Attend
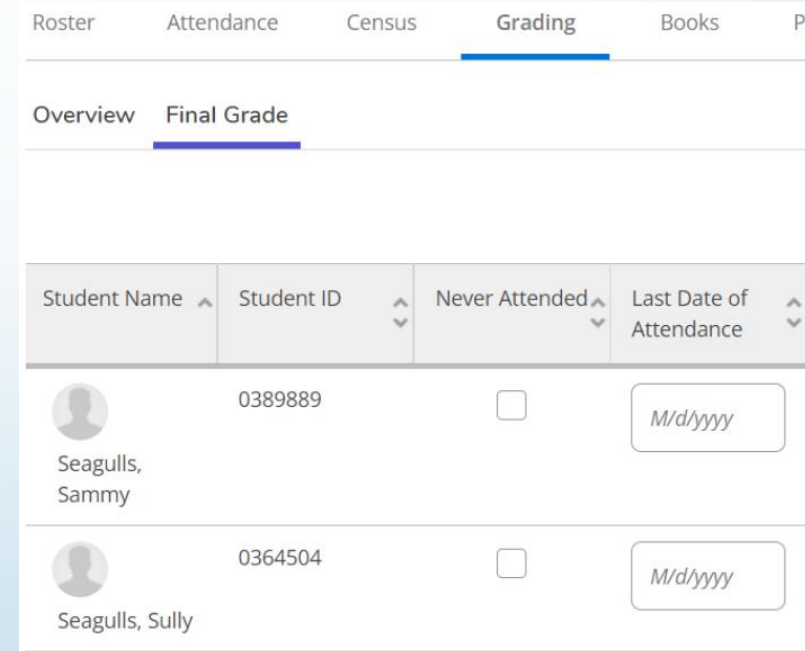
- <u>All</u> Never Attends have to be recorded on or within 12 hours after the census date (10%).

  - ****Please make sure that if a student is marked as a Never Attend, that they have no other attendance recorded.****

Never Attend Notes

- For <u>fully online courses</u>, record any student who has NOT completed the Introductory Assignment as "Never Attended" in Self-Service within 12 hours after the census date regardless of whether the next day is a non-instructional day.

  - The first "Present" you record for a student should be on the exact day the student completed the Introductory Assignment. The first present should be entered on or before the census date. If this day falls on a holiday or vacation day, use the first day we return.

  - **If students do NOT complete the Introductory Assignment, they will not have access to the course content.**

- For <u>hybrid and blended courses</u>, students are required to attend both the face-to-face class <u>and</u> complete the Introductory Assignment online by the census date. However, …

  - If a student completes the Introductory Assignment for the online portion of the course prior to the census date but has NOT attended the class face-to-face, do NOT mark that student as a "Never Attended."

    - Instead, mark the student as "Present" for the online portion on the day the student completed the Introductory Assignment and mark them as "Absent, no excuse" in the seated portion.

    - Contact the student, as hybrid syllabi clearly state attendance is required in both the online and seated portions, and faculty should enforce this policy.

    - **Thus, if a student completes online assignments but does NOT attend the class face-to-face, the student should be withdrawn after missing 14 consecutive calendar days.**

  - If a student attends the class face-to-face but does NOT complete the Introductory Assignment for the online portion, do NOT mark the student as "Never Attended."

    - Instead, mark the student as "Present" for the face-to-face portion on the day(s) the student attended and mark them as "Absent, no excuse" in the online portion.

    - **In theory, you should not run into this issue, as you can have students complete the Introductory Assignment in the face-to-face class.**

Withdrawing a Student by Entering the Last Date of Attendance (LDA)

- The last date of attendance should be recorded when the student has missed 14 consecutive days __immediately__.

- The last date of attendance is located on the **Grading tab** under **Final Grade**.

- To record the last date of attendance, locate the "**Last Date of Attendance" box** to the right of the students name you need to record the LDA for.

  - Please be aware of students who have an LDA when doing your attendance.

  - Make sure you <u>do not record</u> attendance for students after their LDA.

    - Faculty must review the attendance tab and remove any attendance taken after the LDA. Student's cannot be marked absent or present after the LDA in the attendance tab.

    - ****A withdraw can not be processed until the attendance is removed.****

Withdrawal Notes

- It is best practice to have assignments due and attendance recorded for online classes at least twice per week.

- For hybrid and blended courses, you must record attendance for each date that the class meets face-to-face and also on dates that online assignments are due each week.

  - For example, if you teach a 3 credit hour hybrid course, you need to enter attendance for students three times each week – Twice on the days when they attend face-to-face and once on the day they complete online assignments.

- For online coursework, attendance is linked to assignments and their due dates.

  - Unlike during the census period with Introductory Assignments, attendance for regular coursework is counted on the days that assignments are due, not on the specific days each student submitted the work. This holds true for online, hybrid, and blended modalities.

  - Example: I have an assignment due on Sunday. Jimmy completed it on the Friday before. I still mark Jimmy as "Present" on that Sunday because that is the due date. It does not matter that he completed it ahead of time. Sunday is the day the class "met." **BUT**, if Jimmy stops attending after that Friday, his LDA has to be the date that he last participated academically. **So, with this example, Jimmy's LDA would be the date of that Friday and you would need to remove all attendance that you put in for Jimmy after his LDA.**

- Enter LDAs for students immediately after they have missed 14 consecutive days. This is NOT negotiable as the College has a mandatory 14-day rule for student attendance.

Withdrawal Notes

- **MANDATORY:** Each week when you enter attendance, closely monitor students who are close to missing 14 consecutive days. If a student will be beyond 14 missed days by the next time you enter attendance, notify the student that they must attend class or complete an online assignment no later than the 14th missed day due to the attendance policy. If the student does not attend class or complete an online assignment by the 14th missed day, enter the LDA in Self Service right away.

- **MANDATORY:** LDAs must be entered immediately for students who miss 14 consecutive days **even after the last day to withdrawal.**

  - Neither the student nor the instructor can initiate a withdraw after the LDW. However, if a student stops attending after the last day to withdraw (LDW), the LDA must still be entered in Self Service immediately once the student misses 14 consecutive days. This is for auditing and Financial Aid purposes. If a student stops attending after the LDW, they receive the grade they earned. Any attempts to withdraw after the LDW will require a meeting with the division dean and the VP of Academic Affairs.

Withdrawal Notes

- If a student requests to be withdrawn or dropped after the census date, do NOT enter their last date of attendance.

  - If they reach out through email, you are to email their last date of attendance to them and make sure they know that there is a withdrawal form that has to be filled out and turned in to the Registrar's office. Please refer them to the Registrar's office, if needed.

  - If they come to you in person, write their last date of attendance on the withdrawal form and sign it under the instructor signature and then remind them that they are to turn it in to the Registrar's office to actually be withdrawn.

  - ****If a student reaches out to you to withdraw and you have done the above, but in the meantime they violate the attendance policy, make sure you enter the last date of attendance in Self-Service once the student misses 14 consecutive days. Do not wait on the student to complete the withdrawal process!****

Certifying Census Attendance

- This function is only available **ON or AFTER** the Census date for the course.

- Before certifying census, make sure all attendance has been recorded.

- Make sure all students either have a "Present" or a "Never Attend" before or by the census date.

Certifying Census Attendance Continued

Once you are sure all the Present, Absent and Never Attended have been correctly recorded, then click Certify

Certifying Census Attendance Continued

You should see the Checkbox popup on top right of screen

Certify Census Attendance

I certify that these students are in attendance, except those marked not in attendance.

Cancel   Submit

Click Submit.

Now if you go to Census tab on Section Detail page you will see this message

IMPORANT TO REMEMBER

- Once you have certified the attendance at the census date for a particular course, do NOT go back and make any changes to attendance during the date range you have just certified. This causes reporting issues when the rosters are audited by the state.

- **Attendance must be certified on or within 12 hours after the census date even if the next day falls on a non-instructional day.**

Submitting Grades

- Self Service allows you to submit final grades. To access grades,

- Click the **Grading** tab.

CH-110-000: Web, Pgm, & DB Foundation

2022SP
Main Campus

M/W 12:00 PM - 12:50 PM
4/1/2022 - 5/11/2022
Bldg 002, 0112 Classroom Hours

TBD
4/1/2022 - 5/11/2022
Internet Course, NET Lab/Shop Hours

Seats Available 0 of 2

Deadline Dates

| Roster | Attendance | Census | Grading | Book |

Submitting Grades

- The prompt to enter missing grades will remain displayed on the overview screen until you have entered all the grades for a particular course section.

Submitting Grades

- Click on **Final Grade** to access final grading options for the students in the course

Please choose the appropriate grade from the dropdown box.
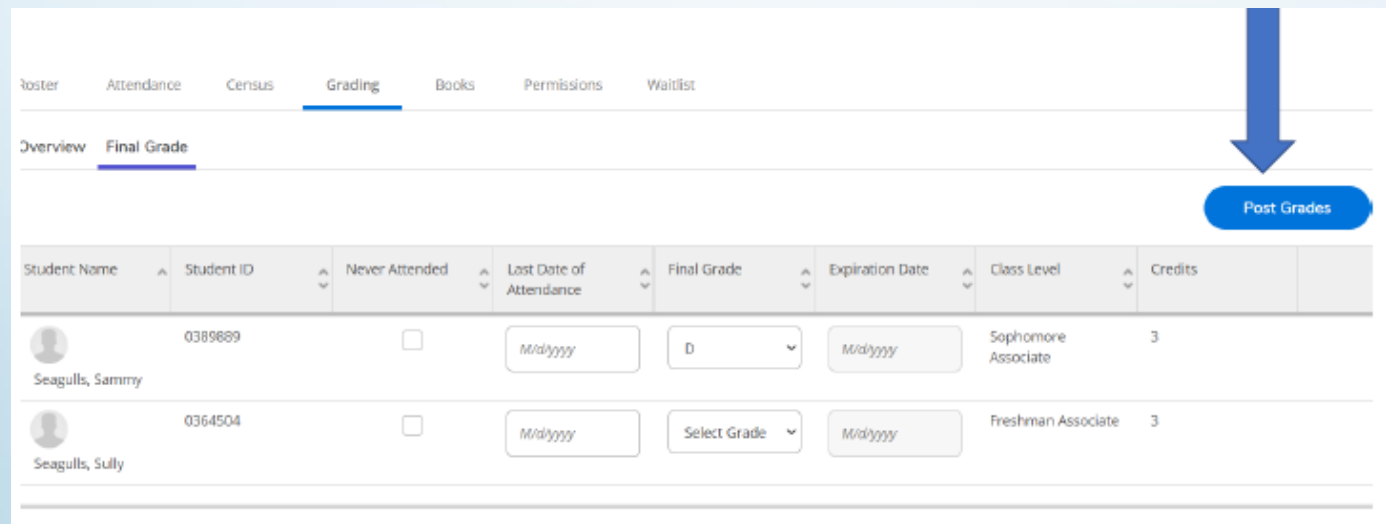
Grading Notes

- Final grade of "I" (Incomplete) requires an expiration date and a last date of attendance.

- Final grade of "F" requires a last date of attendance.

- ****Never Attends should not be recorded at this time. They should have been recorded at the census point of the class.**

Submitting Grades

- Once all grades have been selected, click Post Grades. You have now submitted the grades for the semester.

- No changes can be made once the "Post Grades" button is submitted.
  - If a grade change is needed, a Grade Change Form will need to be submitted to the Registrar's Office.

Class Roster Verification Agreement

- This is the last thing you will do with your attendance and grades for all classes for the semester.

- This is how you will electronically sign your attendance rosters.

- This one agreement covers all courses taught in the semester.

- In other words, you only do this once per semester, at the end of your semester.

Class Roster Verification Agreement

- To access, go to your Self-Service homepage.

- Click on your username in the top right and a drop down menu comes up.

- Click on Required Agreements.
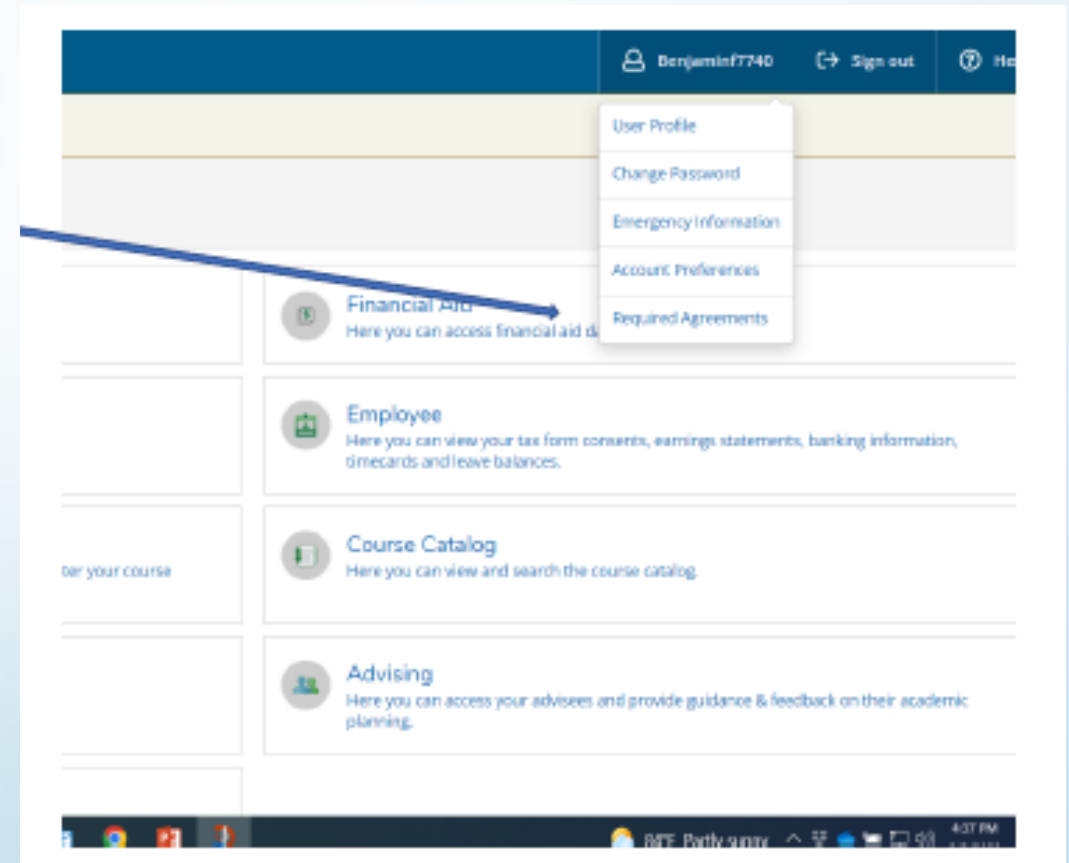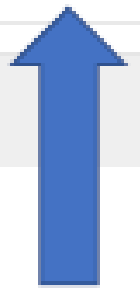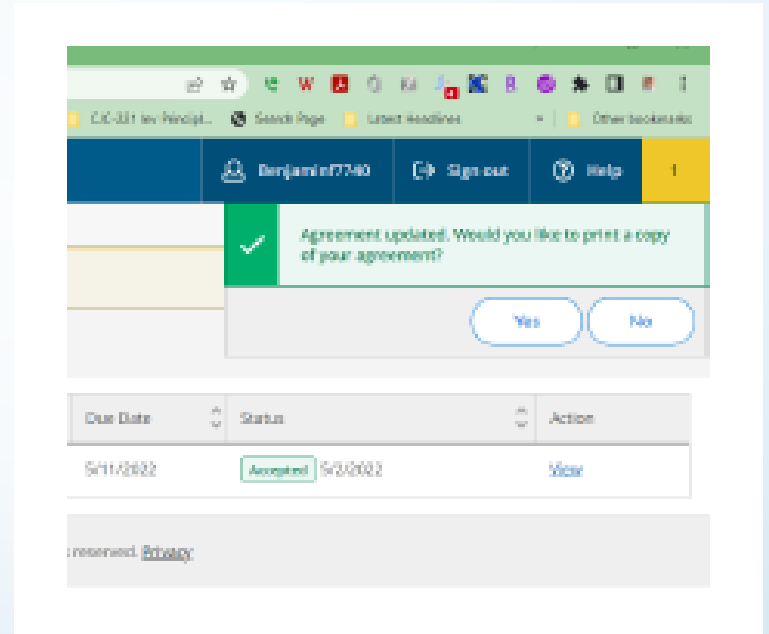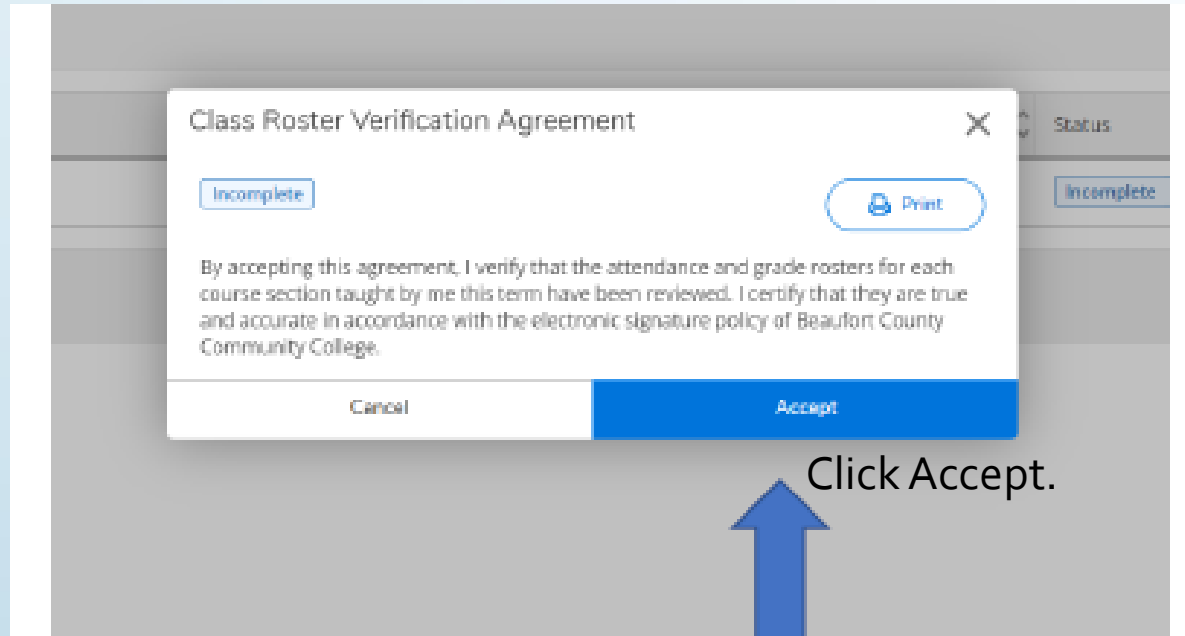
Required Agreements

* Please make sure to select the roster for the semester you are verifying.

*Also, be sure to do this at the end of the semester once all grades and attendance for your courses have been completed.

Click on View

Required Agreements

Click Accept.

Click Yes to print the agreement.
Click No to not print the agreement.

Class Roster Verification Agreement

Status: This agreement was accepted on 5/2/2022 at 4:44 PM.

By accepting this agreement, I verify that the attendance and grade rosters for each course section taught by me this term have been reviewed. I certify that they are true and accurate in accordance with the electronic signature policy of Beaufort County Community College.

End of Semester Notes

- For fall and spring terms, you must have all attendance and grades recorded for students in all courses as well as the required agreement completed before the end of business of the FWD following the two exam days on the instructional calendar.

- For summer terms, you must have all attendance and grades recorded for students in all courses as well as the required agreement completed within 24 hours after the last day of class (LDC) regardless of whether the next day is a non-instructional day.