

Web Attendance

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Web Attendance

Web Attendance is an electronic system, available through WebAdvisor, for documenting entry, attendance, and withdrawal of a student using an electronic roster in lieu of a paper roster. Web Attendance is a critical component of College operations for audit purposes, student retention / student success, and Financial Aid management. Every curriculum course must use Web Attendance for documenting student attendance and absences in a class.

Locating Web Attendance on the College Website

Faculty can access Web attendance through the [BCCC website](#). Web attendance is part of Web Advisor which is available at the bottom left-hand side of every page on the College website (Figure 1).

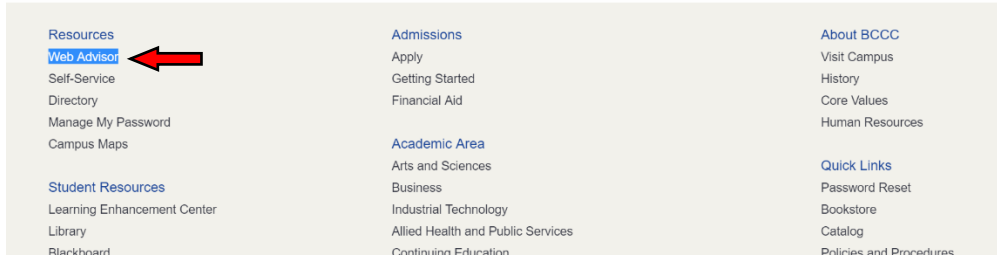
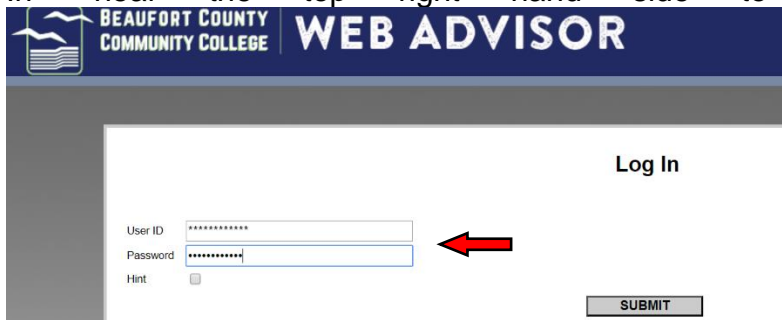


Figure 1 Link for Web Advisor at the bottom of every web page.

Clicking the link for Web Advisor will take you to the portal for Web Advisor. Select “Log In” near the top right hand side to access your account (



). You will use the same username and password that you use for other BCCC resources like email, Blackboard, etc. (Figure 3).

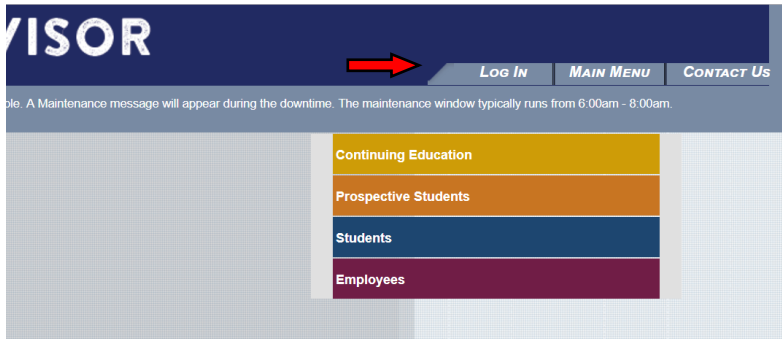


Figure 2 Location of Log In button on Web Advisor portal.

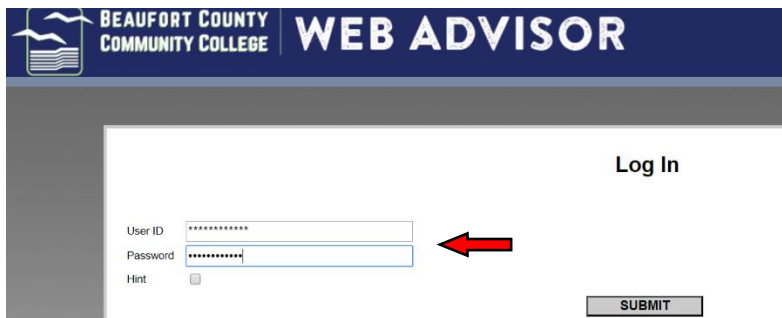


Figure 3 Log In screen for Web Advisor.

On successful log in, you should select “Faculty” (Figure 4) to enter the “Faculty Information” section and then “Web Attendance Tracking” (Figure 5) to access the web attendance tracking menu.

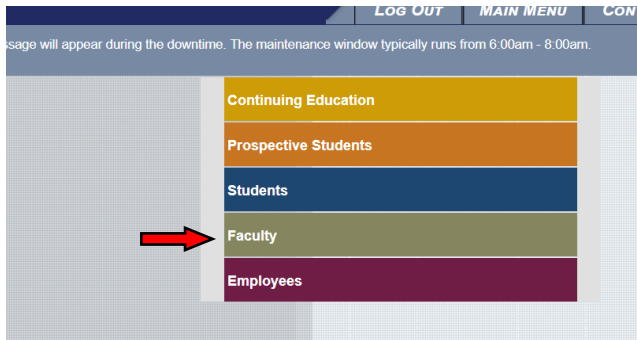


Figure 4 Faculty access point for Web Advisor.

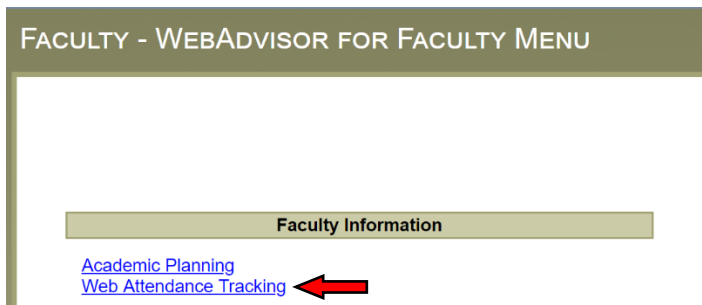


Figure 5 Link for Web Attendance in the Faculty - WebAdvisor for Faculty Menu

Accessing your Courses for Recording Attendance

Once you have accessed the “Faculty – Web Attendance Tracking Menu” as described above, you will need to access your specific courses for recording attendance. There are four options available to you (Figure 6), although you will most likely only use the first or last option. A discussion of the last option is provided in section Using the Search Feature to Locate Your Courses.



Figure 6 Options for accessing Web Attendance for classes.

Select the first option “Attendance Tracking.” This page will display courses for which you are the instructor (Figure 7). There may be lots of courses listed on this page. Courses that have multiple delivery types (e.g. hybrid, clinical, lab, etc.) will show up with multiple entries. In the example below CJC-100-02 and ENG-112-48 show up multiple times because there is a LAB and CLASS modality associated with the former and an online and seated portion associated with the latter (Figure 7).

Attendance Tracking

* = Required

Form Start Date*
 for Batch Entry only

Choose One	Class Name and Title	Del	Mthd	Faculty	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	CJC-100-02 Basic Law Enforcement Training	TR	LAB	L. Barnes, B. Morris	01/22/18	05/08/18	TBA	TBA	-		MC	2018SP
<input type="radio"/>	CJC-100-02 Basic Law Enforcement Training	TR	CLASS	L. Barnes, B. Morris	01/22/18	05/08/18	10	0030	08:00AM - 06:30PM	MTWTFSSU	MC	2018SP
<input type="radio"/>	ENG-112-02 Writing/Research in the Disc	TR	CLASS	J. Sullivan	01/08/18	05/10/18	003	0127	08:00AM - 08:50AM	MWF	MC	2018SP
<input type="radio"/>	ENG-112-22 Writing/Research in the Disc	IN		J. Sullivan	01/08/18	05/10/18					OLINE	2018SP
<input type="radio"/>	ENG-112-48 Writing/Research in the Disc	HY	CLASS	J. Sullivan	01/08/18	05/10/18	NET	NET			MC	2018SP
<input type="radio"/>	ENG-112-48 Writing/Research in the Disc	HY	CLASS	J. Sullivan	01/08/18	05/10/18	001	0116	08:00AM - 08:50AM	TTH		2018SP

SUBMIT

Figure 7 Attendance Tracking page displaying courses for the instructor.


You will need to record attendance for each delivery type (for example recording attendance for both the seated and online portion of a hybrid class). The following sections will demonstrate how to record attendance for Traditional, Online, and Hybrid courses.

Using the Search Feature to Locate Your Courses

The “Div/Dept Attendance Search” option is useful if there are lots of courses associated with you. Once you have accessed the “Faculty – Web Attendance Tracking Menu” as described above, you will need to access your specific courses for recording attendance. Select the last option “Div/Dept Attendance Search.” You will be directed to a search screen that will allow you to filter courses based on a number of criteria (Figure 8). The “Term” field is required at a minimum.

Div/Dept Attendance Search

* = Required

Term* 

Subject Course No Section Number

Locations

Academic Level

Instructor's Last Name

SUBMIT

Figure 8 Div/Dept Attendance Search screen.

If you want to list all courses you are teaching for a specific term, select the Term and enter your last name (Figure 9). Selecting Submit will display only courses for which you are the instructor during the Term selected (Figure 10).

Div/Dept Attendance Search

* = Required

Term* ←

Subject Course No Section Number

Locations

Academic Level

Instructor's Last Name ←

←

Figure 9 Searching for a course by term and name.

* = Required

Form Start Date*

for Batch Entry only

Choose One	Class Name and Title	Del	Mthd	Faculty	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	MAT-171-02 Precalculus Algebra	TR	LAB	J. Sullivan	05/23/18	07/19/18	009	0937	09:30AM - 10:20AM	TTH	MC	2018SU
<input type="radio"/>	MAT-171-02 Precalculus Algebra	TR	CLASS	J. Sullivan	05/23/18	07/19/18	009	0937	09:30AM - 10:20AM	MWF	MC	2018SU
<input type="radio"/>	TRN-110-02 Intro to Transport Tech	TR	LAB	J. Sullivan	05/23/18	07/19/18	002	0108	04:00PM - 05:50PM	W	MC	2018SU
<input type="radio"/>	TRN-110-02 Intro to Transport Tech	TR	LAB	J. Sullivan	05/23/18	07/19/18	002	0108	02:00PM - 03:50PM	W	MC	2018SU
<input type="radio"/>	TRN-110-02 Intro to Transport Tech	TR	CLASS	J. Sullivan	05/23/18	07/19/18	002	108C	12:00PM - 01:50PM	W	MC	2018SU
<input type="radio"/>	WLD-151-01 Fabrication I	TR	LAB	J. Sullivan	05/23/18	07/19/18	004	0110	12:00PM - 01:50PM	W	MC	2018SU
<input type="radio"/>	WLD-151-01 Fabrication I	TR	LAB	J. Sullivan	05/23/18	07/19/18	004	0110	09:00AM - 10:50AM	WTH	MC	2018SU
<input type="radio"/>	WLD-151-01 Fabrication I	TR	CLASS	J. Sullivan	05/23/18	07/19/18	004	0107	08:00AM - 08:50AM	WTH	MC	2018SU

Figure 10 Result of using Div/Dept Attendance Search.

Results can be filtered in additional ways using the option(s) for Subject, Course No, Section Number, Locations, etc.

Recording Attendance for a Traditional Course

For the example discussed here, we will use a traditional section of ENG-112. By default, web attendance will use today's date as the "Form Start Date." Change this date to the date for which you wish to record or update attendance. In this example, we will assume that we are making our first update for the attendance for ENG-112-02. For Spring 2018, classes began on 1/8/18 which is the date we will use for "Form Start Date." (Figure 11) After you have selected the appropriate Form Start Date and course, select Submit to view the attendance dates for the course.

* = Required

Form Start Date* 
 for Batch Entry only

Choose One	Class Name and Title	Del	Mthd	Faculty	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	CJC-100-02 Basic Law Enforcement Training	TR	LAB	J. Sullivan, L. Barnes, B. Morris	01/22/18	05/08/18	TBA	TBA	-		MC	2018SP
<input type="radio"/>	CJC-100-02 Basic Law Enforcement Training	TR	CLASS	J. Sullivan, L. Barnes, B. Morris	01/22/18	05/08/18	10	0030	08:00AM - 06:30PM	MTWTFSSU	MC	2018SP
<input checked="" type="radio"/>	ENG-112-02 Writing/Research in the Disc	TR	CLASS	J. Sullivan	01/08/18	05/10/18	003	0127	08:00AM - 08:50AM	MWF	MC	2018SP
<input type="radio"/>	ENG-112-22 Writing/Research in the Disc	IN		J. Sullivan	01/08/18	05/10/18					OLINE	2018SP
<input type="radio"/>	ENG-112-48 Writing/Research in the Disc	HY	CLASS	J. Sullivan	01/08/18	05/10/18	NET	NET	-		MC	2018SP
<input type="radio"/>	ENG-112-48 Writing/Research in the Disc	HY	CLASS	J. Sullivan	01/08/18	05/10/18	001	0116	08:00AM - 08:50AM	TTH	MC	2018SP





Figure 11 Example for traditional course.

Web Attendance will display the meeting dates for the class. In this example, the class meets three days a week (MWF). Dates are display as 4 digit numbers; for example, 0108 represents the 8th of January. In this example, there are only two students in the class (Figure 12).

Class Name ENG-112-02 Writing/Research in the Disc
 Meeting 2018SP 01/08/18-05/10/18 08:00AM - 08:50AM MWF CLASS 
 Location Main Campus
 Census Date 01/19/18
 Form Start Date/Attendance Method 01/08/18 Scheduled Membership

Instructors

Membership A = Absent, E = Students first day, EL = Students first and last day, ET = Student entered first day tardy, L = Last day student attended, T = Tardy, TL = Tardy last day.
 Contact Hours Enter the number of hours attended in increments of quarter hours.

Student	Status	No Show	Days	0108	0110	0112	0117	0119	0122	0124	0126	0129	0131	Last Date
Warren, Elizabeth	New 01/05/18	<input type="checkbox"/>												
Williams, Johnny	New 01/04/18	<input type="checkbox"/>												

Previous/Next


Check All That Apply

I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.
 This is my final submission. All attendance has been entered for this section.

Figure 12 Traditional class attendance roster.

The legend above the attendance roster is a useful guide for recording attendance. For example “E” is the entry date for the student. “A” denotes and absence and “L” denotes the last date of attendance of the student. These are the most typical values that you will use in Web Attendance.

Instructors

Membership A = Absent, E = Students first day, EL = Students first and last day, ET = Student entered first day tardy, L = Last day student attended, T = Tardy, TL = Tardy last day. 
 Contact Hours Enter the number of hours attended in increments of quarter hours.

Student	Status	No Show	Days	0108	0110	0112	0117	0119	0122	0124	0126	0129	0131	Last Date
Warren, Elizabeth	New 01/05/18	<input type="checkbox"/>												
Williams, Johnny	New 01/04/18	<input type="checkbox"/>												

Previous/Next

Check All That Apply

I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.
 This is my final submission. All attendance has been entered for this section.

Figure 13 Legend for web attendance.

The options below the attendance roster (Previous/Next and Check All That Apply) are options to carefully consider when updating Web Attendance (Figure 14). You should always select the 1st option under “Check All That Apply” before using “Submit.” This acts as your official signature and saves your attendance data in the system. When you have finished updating the attendance for the dates displayed, select the “1st checkbox” at the bottom and choose “Submit.” Do **not** select the 2nd checkbox until the end of the semester after **all** attendance has been recorded. If you need to update additional dates beyond those displayed you can use the dropdown box to select “Next” and then submit. This will display the next available dates for attendance. When you have finished recording attendance for the day simply choose “Submit” and you will return to the main Faculty Web Attendance menu.

Previous/Next **← To move forward or backward for attendance dates.**

Check All That Apply

I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature. **← Always select before Submit.**

This is my final submission. All attendance has been entered for this section. **← Only select at the end of the semester.**

→ SUBMIT

Figure 14 Options for updating web attendance.

Recording Attendance for an Online Course

All of the basic steps in recording web attendance for an online class are the same as though for a traditional class. However, for an online class all dates display because the class does not have a regular meeting schedule (Figure 15). In the example shown in Figure 15, the first student completed the Introductory Assignment on January 8th and was absent on January 15th—as determined by not submitting an assignment that was due on the 15th. The 2nd student completed the introductory assignment on January 10th.

Class Name ENG-112-22 Writing/Research in the Disc
Meeting 2018SP 01/08/18-05/10/18
Location Online Web Training
Census Date 01/18/18
Form Start Date/Attendance Method 01/08/18 Scheduled Membership

Instructors
James M. Sullivan

Membership A = Absent, E = Student's first day, EL = Student's first and last day, ET = Student entered first day tardy, L = Last day student attended, T = Tardy, TL = Tardy last day.
Contact Hours Enter the number of hours attended in increments of quarter hours.

Student	Status	No Show	Days	0108	0109	0110	0111	0112	0113	0114	0115	0116	0117	Last Date
Snow, Sarah	New 01/04/18	<input type="checkbox"/>	17	E							A			01/27/18
Williams, Johnny	New 01/05/18	<input type="checkbox"/>	16			E								01/27/18

Previous/Next

Check All That Apply

I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.

This is my final submission. All attendance has been entered for this section.

SUBMIT

Figure 15 Example of web attendance for an online course.

The legend above the attendance roster is a useful guide for recording attendance. For example “E” is the entry date for the student. “A” denotes and absence and “L” denotes the last date of attendance of the student. These are the most typical values that you will use in Web Attendance.

The options below the attendance roster (Previous/Next and Check All That Apply) are options to carefully consider when updating Web Attendance. You should always select the 1st option under “Check All That Apply” before using “Submit.” This acts as your official

signature and saves your attendance data in the system. When you have finished updating the attendance for the dates displayed, select the “1st checkbox” at the bottom and choose “Submit.” Do **not** select the 2nd checkbox until the end of the semester after **all** attendance has been recorded. If you need to update additional dates beyond those displayed you can use the dropdown box to select “Next” and then submit. This will display the next available dates for attendance. When you have finished recording attendance for the day simply choose “Submit” and you will return to the main Faculty Web Attendance menu.


Recording Attendance for an Hybrid Course

All of the basic steps in recording web attendance for a hybrid class are the same as though for a traditional class and online class (see Using the Search Feature to Locate Your Courses

The “Div/Dept Attendance Search” option is useful if there are lots of courses associated with you. Once you have accessed the “Faculty – Web Attendance Tracking Menu” as described above, you will need to access your specific courses for recording attendance. Select the last option “Div/Dept Attendance Search.” You will be directed to a search screen that will allow you to filter courses based on a number of criteria (Figure 8). The “Term” field is required at a minimum.

Div/Dept Attendance Search

* = Required

Term* ▼ 

Subject ▼ Course No Section Number

Locations ▼

Academic Level ▼


Instructor's Last Name

Figure 8 Div/Dept Attendance Search screen.

If you want to list all courses you are teaching for a specific term, select the Term and enter your last name (Figure 9). Selecting Submit will display only courses for which you are the instructor during the Term selected (Figure 10).

Div/Dept Attendance Search


* = Required

Term* 

Subject Course No Section Number

Locations

Academic Level

Instructor's Last Name 




Figure 9 Searching for a course by term and name.

- Required

Form Start Date*

for Batch Entry only

Choose One	Class Name and Title	Del	Mthd	Faculty	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	MAT-171-02 Precalculus Algebra	TR	LAB	J. Sullivan	05/23/18	07/19/18	009	0937	09:30AM - 10:20AM	TTH	MC	2018SU
<input type="radio"/>	MAT-171-02 Precalculus Algebra	TR	CLASS	J. Sullivan	05/23/18	07/19/18	009	0937	09:30AM - 10:20AM	MWF	MC	2018SU
<input type="radio"/>	TRN-110-02 Intro to Transport Tech	TR	LAB	J. Sullivan	05/23/18	07/19/18	002	0108	04:00PM - 05:50PM	W	MC	2018SU
<input type="radio"/>	TRN-110-02 Intro to Transport Tech	TR	LAB	J. Sullivan	05/23/18	07/19/18	002	0108	02:00PM - 03:50PM	W	MC	2018SU
<input type="radio"/>	TRN-110-02 Intro to Transport Tech	TR	CLASS	J. Sullivan	05/23/18	07/19/18	002	108C	12:00PM - 01:50PM	W	MC	2018SU
<input type="radio"/>	WLD-151-01 Fabrication I	TR	LAB	J. Sullivan	05/23/18	07/19/18	004	0110	12:00PM - 01:50PM	W	MC	2018SU
<input type="radio"/>	WLD-151-01 Fabrication I	TR	LAB	J. Sullivan	05/23/18	07/19/18	004	0110	09:00AM - 10:50AM	WTH	MC	2018SU
<input type="radio"/>	WLD-151-01 Fabrication I	TR	CLASS	J. Sullivan	05/23/18	07/19/18	004	0107	08:00AM - 08:50AM	WTH	MC	2018SU

Figure 10 Result of using Div/Dept Attendance Search.

Results can be filtered in additional ways using the option(s) for Subject, Course No, Section Number, Locations, etc.

Recording Attendance for a Traditional Course and Recording Attendance for an Online Course). A hybrid class will appear with (at least) two entries in the Web Attendance screen; one entry corresponding to the seated portion and the other to the online portion (example: Figure 16).

Form Start Date*

for Batch Entry only

Choose One	Class Name and Title	Del	Mthd	Faculty	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	CJC-100-02 Basic Law Enforcement Training	TR	LAB	J. Sullivan, L. Barnes, B. Morris	01/22/18	05/08/18	TBA	TBA	-		MC	2018SP
<input type="radio"/>	CJC-100-02 Basic Law Enforcement Training	TR	CLASS	J. Sullivan, L. Barnes, B. Morris	01/22/18	05/08/18	10	0030	08:00AM - 06:30PM	MTWTHFSSU	MC	2018SP
<input type="radio"/>	ENG-112-02 Writing/Research in the Disc	TR	CLASS	J. Sullivan	01/08/18	05/10/18	003	0127	08:00AM - 08:50AM	MWF	MC	2018SP
<input type="radio"/>	ENG-112-22 Writing/Research in the Disc	IN		J. Sullivan	01/08/18	05/10/18					OLINE	2018SP
<input type="radio"/>	ENG-112-48 Writing/Research in the Disc	HY	CLASS	J. Sullivan	01/08/18	05/10/18	NET	NET	-		MC	2018SP
<input type="radio"/>	ENG-112-48 Writing/Research in the Disc	HY	CLASS	J. Sullivan	01/08/18	05/10/18	001	0116	08:00AM - 08:50AM	TTH	MC	2018SP







Figure 16 Example of appearance of hybrid class with seated and online components displayed.

Attendance data for the online and seated portions is updated separately using the steps outlined in the sections above entitled Using the Search Feature to Locate Your Courses

The “Div/Dept Attendance Search” option is useful if there are lots of courses associated with you. Once you have accessed the “Faculty – Web Attendance Tracking Menu” as described above, you will need to access your specific courses for recording attendance. Select the last option “Div/Dept Attendance Search.” You will be directed to a search screen that will allow you to filter courses based on a number of criteria (Figure 8). The “Term” field is required at a minimum.

Div/Dept Attendance Search

* = Required

Term* 

Subject Course No Section Number

Locations

Academic Level

Instructor's Last Name


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Figure 8 Div/Dept Attendance Search screen.

If you want to list all courses you are teaching for a specific term, select the Term and enter your last name (Figure 9). Selecting Submit will display only courses for which you are the instructor during the Term selected (Figure 10).

Div/Dept Attendance Search


* = Required

Term* 

Subject Course No Section Number

Locations

Academic Level

Instructor's Last Name 


SUBMIT 

Figure 9 Searching for a course by term and name.

- Required

Form Start Date*
 for Batch Entry only

Choose One	Class Name and Title	Del	Mthd	Faculty	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	MAT-171-02 Precalculus Algebra	TR	LAB	J. Sullivan	05/23/18	07/19/18	009	0937	09:30AM - 10:20AM	TTH	MC	2018SU
<input type="radio"/>	MAT-171-02 Precalculus Algebra	TR	CLASS	J. Sullivan	05/23/18	07/19/18	009	0937	09:30AM - 10:20AM	MWF	MC	2018SU
<input type="radio"/>	TRN-110-02 Intro to Transport Tech	TR	LAB	J. Sullivan	05/23/18	07/19/18	002	0108	04:00PM - 05:50PM	W	MC	2018SU
<input type="radio"/>	TRN-110-02 Intro to Transport Tech	TR	LAB	J. Sullivan	05/23/18	07/19/18	002	0108	02:00PM - 03:50PM	W	MC	2018SU
<input type="radio"/>	TRN-110-02 Intro to Transport Tech	TR	CLASS	J. Sullivan	05/23/18	07/19/18	002	108C	12:00PM - 01:50PM	W	MC	2018SU
<input type="radio"/>	WLD-151-01 Fabrication I	TR	LAB	J. Sullivan	05/23/18	07/19/18	004	0110	12:00PM - 01:50PM	W	MC	2018SU
<input type="radio"/>	WLD-151-01 Fabrication I	TR	LAB	J. Sullivan	05/23/18	07/19/18	004	0110	09:00AM - 10:50AM	WTH	MC	2018SU
<input type="radio"/>	WLD-151-01 Fabrication I	TR	CLASS	J. Sullivan	05/23/18	07/19/18	004	0107	08:00AM - 08:50AM	WTH	MC	2018SU

SUBMIT

Figure 10 Result of using Div/Dept Attendance Search.

Results can be filtered in additional ways using the option(s) for Subject, Course No, Section Number, Locations, etc.

Recording Attendance for a Traditional Course and Recording Attendance for an Online Course. Attendance for both components must be recorded with entry dates and absences indicated for each portion.

Recording Attendance for Course Scheduled as a Contact Hour Class

Courses scheduled exclusively as contact hour classes are unique and only include CJC-100 (Basic Law Enforcement Training) and MLT-271 (MLT Practicum III). Attendance data for contact hour courses must be recorded as hours attended. The example provided below illustrates Web Attendance data for CJC-100 (BLET). CJC-100 includes a Class and Lab component (Figure 17), both of which are scheduled as contact hour components.

Basic Law Enforcement Training

CJC-100

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination.

Class	Lab	Clinic	Credit
10	30	0	20

Figure 17 CJC-100 description and course hours.

The Lab and Class components appear as individual entries in Web Attendance (Figure 18). Attendance data for both components must be recorded. Note that the Class

component is scheduled every day of the week, while the Lab component does not have a regular schedule.

Form Start Date*
 for Batch Entry only

Choose One	Class Name and Title	Del	Mthd	Faculty	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	CJC-100-02 Basic Law Enforcement Training	TR	LAB	Sullivan, L. Barnes, B. Morris	01/22/18	05/08/18	TBA	TBA	-			2018SP
<input type="radio"/>	CJC-100-02 Basic Law Enforcement Training	TR	CLASS	Sullivan, L. Barnes, B. Morris	01/22/18	05/08/18	10	0030	08:00AM - 06:30PM	MTWTHFSSU		2018SP

Figure 18 Class and Lab components of CJC-100.

Recording attendance for the Class component may look like the following (Figure 19). In this example, all three students were present for 10.5 hours on the first day of class (1/22/18). The 1st student attended for 8 hours on 1/23, the 2nd student for 4 hours on 1/23 and the 3rd student did not attend (0 hours) on 1/23. Hours of attendance for other dates are shown as examples. Note that you cannot use an “E” to indicate entry date for a contact hour class.

Student	Status	No Show	Hours	0122	0123	0124	0125	0126	0127	0128	0129	0130	0131	Last Date
James, Jackson	New 01/08/18	<input type="checkbox"/>	0.00	10.5	8	6	6	6						
Washington, Leah	New 01/08/18	<input type="checkbox"/>	0.00	10.5	4	8	6	6						
Woolard, Darrell	New 01/08/18	<input type="checkbox"/>	0.00	10.5	0	12	6	6						

Previous/Next

Check All That Apply

I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.

This is my final submission. All attendance has been entered for this section.

SUBMIT

Figure 19 Example attendance data for Class component of CJC-100.

After this data is certified and submitted, Web Attendance will report the total number of hours the student has attended thus far (Figure 20). For the example provided above, the three students have attended a total of 36.5, 34.5 and 34.5 hours respectively (Figure 20).

Student	Status	No Show	Hours	0122	0123	0124	0125	0126	0127	0128	0129	0130	0131
James, Jackson	New 01/08/18	<input type="checkbox"/>	36.50		8.00	6.00	6.00	6.00					
Washington, Leah	New 01/08/18	<input type="checkbox"/>	34.50		4.00	8.00	6.00	6.00					
Woolard, Darrell	New 01/08/18	<input type="checkbox"/>	34.50		0.00	12.00	6.00	6.00					

Previous/Next

Check All That Apply

I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.

This is my final submission. All attendance has been entered for this section.

Figure 20 Total number of hours attended in a contact hour class.

Recording attendance for the Lab component may look like the following (Figure 21). Note that all dates appear because the Lab component does not have a regular scheduled meeting time. In this example, students did not attend any Lab hours on 1/22 but did attend lab hours on 1/23-1/26. Note that you cannot use an “E” to indicate entry date for a contact hour class.

Student	Status	No Show	Hours	0122	0123	0124	0125	0126	0127	0128	0129	0130	0131	Last Date
James, Jackson	New 01/08/18	<input type="checkbox"/>		0	4.5	4.5	4.5	4.5						
Washington, Leah	New 01/08/18	<input type="checkbox"/>		0	8.5	2.5	4.5	4.5						
Woolard, Darrell	New 01/08/18	<input type="checkbox"/>		0	2	0	4.5	4.5						

Previous/Next

Check All That Apply

I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.

This is my final submission. All attendance has been entered for this section.

SUBMIT

Figure 21 Attendance hours for Lab component of CJC-100.

Just as with the Class component, the total hours attended will display next to the student’s name when the data is certified and submitted.

Recording Attendance for a Course with a Class and Lab Component

The steps for recording attendance for a course with a Class and Lab component are identical to the steps outlined above for Traditional, Online, Hybrid, and Contact Hour Courses. The only additional step is that attendance must be recorded separately for the Class and Lab component as they appear as separate entries on Web Attendance. Consider an example of MAT-171 scheduled as a traditional section during Summer 2018 (Figure 22). This example appears with two entries in Web Attendance. Updating the attendance in each component using the steps outlined in the previous sections.

- Required

Form Start Date*

for Batch Entry only

Choose One	Class Name and Title	Del	Mthd	Faculty	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	CJC-100-02 Basic Law Enforcement Training	TR	LAB	J. Sullivan, L. Barnes, B. Morris	01/22/18	05/08/18	TBA	TBA	-		MC	2018SP
<input type="radio"/>	CJC-100-02 Basic Law Enforcement Training	TR	CLASS	J. Sullivan, L. Barnes, B. Morris	01/22/18	05/08/18	10	0030	08:00AM - 06:30PM	MTWTFSSU	MC	2018SP
<input type="radio"/>	ENG-112-02 Writing/Research in the Disc	TR	CLASS	J. Sullivan	01/08/18	05/10/18	003	0127	08:00AM - 08:50AM	MWF	MC	2018SP
<input type="radio"/>	ENG-112-22 Writing/Research in the Disc	IN		J. Sullivan	01/08/18	05/10/18					OLINE	2018SP
<input type="radio"/>	ENG-112-48 Writing/Research in the Disc	HY	CLASS	J. Sullivan	01/08/18	05/10/18	NET	NET	-		MC	2018SP
<input type="radio"/>	ENG-112-48 Writing/Research in the Disc	HY	CLASS	J. Sullivan	01/08/18	05/10/18	001	0116	08:00AM - 08:50AM	TTH	MC	2018SP
<input checked="" type="radio"/>	MAT-171-02 Precalculus Algebra	TR	LAB	J. Sullivan	05/23/18	07/19/18	009	0937	09:30AM - 10:20AM	TTH	MC	2018SU
<input type="radio"/>	MAT-171-02 Precalculus Algebra	TR	CLASS	J. Sullivan	05/23/18	07/19/18	009	0937	09:30AM - 10:20AM	MWF	MC	2018SU

Figure 22 Summer 2018 example of a course with a Class and Lab section.

Recording a Last Date of Attendance (“L”) in Web Attendance

Effective Summer 2018, BCCC has a new “[Last Date of Attendance for Instructors Procedure](#).” This procedure defines a 14-day rule that is to be used for maintaining attendance records.

Attendance must be completed by the close of business on Friday of each week using Web Attendance throughout the entire term and in accordance with the attendance procedure. If a student fails to attend, or academically participate in, a class for 14 consecutive calendar days, the instructor must document an “L” in Web Attendance to signify last day the student was in attendance. Exceptions to the 14-day rule may be made if there is an extenuating circumstance as defined in the Last Date of Attendance for Students Procedure.

The full procedure is available through the College website by accessing “About BCCC” and then “Policies and Procedures.” According to the procedure instructors must use a designation of “L” to record the actual last date the student attended or academically participated in the class. Implementation of this procedure requires careful consideration of the attendance pattern for each student and “going back” to enter an “L” when appropriate. The following example illustrates how this might appear.

In the example described below, we will refer to attendance in a traditional section of ENG-111 (Figure 23). We will assume for this example that all students in the class entered the class prior to the census date, but that one student has several absences in the month of February.

Form Start Date*
 for Batch Entry only

Choose One	Class Name and Title	Del	Mthd	Faculty	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	CJC-100-02 Basic Law Enforcement Training	TR	LAB	J. Sullivan, L. Barnes, B. Morris	01/22/18	05/08/18	TBA	TBA	-		MC	2018SP
<input type="radio"/>	CJC-100-02 Basic Law Enforcement Training	TR	CLASS	J. Sullivan, L. Barnes, B. Morris	01/22/18	05/08/18	10	0030	08:00AM - 06:30PM	MTWTFSSU	MC	2018SP
<input checked="" type="radio"/>	ENG-112-02 Writing/Research in the Disc	TR	CLASS	J. Sullivan	01/08/18	05/10/18	003	0127	08:00AM - 08:50AM	MWF	MC	2018SP
<input type="radio"/>	ENG-112-22 Writing/Research in the Disc	IN		J. Sullivan	01/08/18	05/10/18					OLINE	2018SP
<input type="radio"/>	ENG-112-48 Writing/Research in the Disc	HY	CLASS	J. Sullivan	01/08/18	05/10/18	NET	NET	-		MC	2018SP
<input type="radio"/>	ENG-112-48 Writing/Research in the Disc	HY	CLASS	J. Sullivan	01/08/18	05/10/18	001	0116	08:00AM - 08:50AM	TTH	MC	2018SP

Figure 23 Example of traditional course.

In this example, the first student “Elizabeth Warren” has violated the 14-day rule by missing the dates of February 5 through February 19 (Figure 24). The last date that Elizabeth was actually in attendance was on February 2. This would be the “Last Date of Attendance” for Elizabeth.

Class Name: ENG-112-02 Writing/Research in the Disc
 Meeting: 2018SP 01/08/18-05/10/18 08:00AM - 08:50AM MWF CLASS
 Location: Main Campus
 Census Date: 01/19/18
 Form Start Date/Attendance Method: 02/02/18 Scheduled Membership

Instructors
 James M. Sullivan

Membership: A = Absent, E = Students first day, EL = Students first and last day, ET = Student entered first day tardy, L = Last day student attended, T = Tardy, TL = Tardy last day.
 Contact Hours: Enter the number of hours attended in increments of quarter hours.

Student	Status	No Show	Days	0202	0205	0207	0209	0212	0214	0216	0219	0221	0223	Last Date
Warren, Elizabeth	New 01/05/18	<input type="checkbox"/>	11		A	A	A	A	A	A	A			02/02/18
Williams, Johnny	New 01/04/18	<input type="checkbox"/>	40											04/27/18

Previous/Next:

Check All That Apply

I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.
 This is my final submission. All attendance has been entered for this section.

Figure 24 Student with 14 days absence in traditional class.

To indicate this in Web Attendance place an "L" on February 2, certify and submit the data (Figure 25).

Student	Status	No Show	Days	0202	0205	0207	0209	0212	0214	0216	0219	0221	0223	Last Date
Warren, Elizabeth	New 01/05/18	<input type="checkbox"/>	11	L	A	A	A	A	A	A	A			02/02/18
Williams, Johnny	New 01/04/18	<input type="checkbox"/>	40											04/27/18

Previous/Next:

Check All That Apply

I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.
 This is my final submission. All attendance has been entered for this section.

Figure 25 Recording an "L" in web attendance for LDA.

However, you will receive an error message from web attendance (Figure 26). Web Attendance does not allow any other attendance data to appear for dates beyond the Last Date of Attendance (i.e. dates to the right of the "L"). To clear the error message, simply remove the "As" to the right of the "L" and re-submit your data.

Attendance Entry

You must remove attendance data entered after Warren, Elizabeth's last day on 0202.

Class Name: ENG-112-02 Writing/Research in the Disc
 Meeting: 2018SP 01/08/18-05/10/18 08:00AM - 08:50AM MWF CLASS
 Location: Main Campus
 Census Date: 01/19/18
 Form Start Date/Attendance Method: 02/02/18 Scheduled Membership

Instructors
 James M. Sullivan

Membership: A = Absent, E = Students first day, EL = Students first and last day, ET = Student entered first day tardy, L = Last day student attended, T = Tardy, TL = Tardy last day.
 Contact Hours: Enter the number of hours attended in increments of quarter hours.

Student	Status	No Show	Days	0202	0205	0207	0209	0212	0214	0216	0219	0221	0223	Last Date
Warren, Elizabeth	New 01/05/18	<input type="checkbox"/>	11	L	A	A	A	A	A	A	A			02/02/18
Williams, Johnny	New 01/04/18	<input type="checkbox"/>	40											04/27/18

Figure 26 Error message related to "L."

There should be no other entries on web attendance beyond the "L." After clearing the "As", entering the "L", and submitting the data the final result should appear like Figure 27.

Instructors

James M. Sullivan

Membership A = Absent, E = Students entered in increments of quarter hours, EL = Students first and last day, ET = Student entered first day tardy, L = Last day student attended, T = Tardy, TL = Tardy last day.
 Contact Hours Enter the number of hours

Student	Status	No Show	Days	0202	0205	0207	0209	0212	0214	0216	0219	0221	0223	Last Date
Warren, Elizabeth	New 01/05/18	<input type="checkbox"/>	11	L										02/02/18
Williams, Johnny	New 01/04/18	<input type="checkbox"/>	40											04/27/18

Previous/Next

Check All That Apply

- I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.
- This is my final submission. All attendance has been entered for this section.

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Figure 27 Successful entry of an "L".

Weekly Workflow for Recording Attendance

Attendance should be recorded on a weekly basis and, per procedure, must be submitted by close of business on each Friday. It is important that attendance data is certified for all meeting dates of the course thus one should always begin recording attendance for a class with a form start date that corresponds to the beginning of the term. For example, the spring 2018 semester began on 1/8/18. The Form Start Date for any regular class that began at the beginning of the term should use this date (example: Figure 28). Note that Web Attendance displays the start date of each course so that you can reference this when entering the Form Start Date.

Form Start Date*

for Batch Entry only

Choose One	Class Name and Title	Del	Mthd	Faculty	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	CJC-100-02 Basic Law Enforcement Training	TR	LAB	J. Sullivan, L. Barnes, B. Morris	01/08/18	05/08/18	TBA	TBA	-		MC	2018SP
<input type="radio"/>	CJC-100-02 Basic Law Enforcement Training	TR	CLASS	J. Sullivan, L. Barnes, B. Morris	01/08/18	05/08/18	10	0030	08:00AM - 06:30PM	WTFSSU	MC	2018SP
<input checked="" type="radio"/>	ENG-112-02 Writing/Research in the Disc	TR	CLASS	J. Sullivan	01/08/18	05/10/18	003	0127	08:00AM - 08:50AM	MWF	MC	2018SP
<input type="radio"/>	ENG-112-22 Writing/Research in the Disc	IN		J. Sullivan	01/08/18	05/10/18					OLINE	2018SP
<input type="radio"/>	ENG-112-48 Writing/Research in the Disc	HY	CLASS	J. Sullivan	01/08/18	05/10/18	NET	NET	-		MC	2018SP
<input type="radio"/>	ENG-112-48 Writing/Research in the Disc	HY	CLASS	J. Sullivan	01/08/18	05/10/18	001	0116	08:00AM - 08:50AM	TTH	MC	2018SP

Figure 28 Form start date should begin with the first day of class for the course.

The example that follows will demonstrate the process for updating attendance data on a weekly basis. This process should be followed for all classes.

ENG-112-02 meets three days per week (MWF) during Spring 2018. The first day of class was Monday 1/8/18. Class meeting dates for the first three weeks of class are indicated in Figure 29. Note that Monday 1/15/18 was a holiday.

Calendar for January 2018 (United States)

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Figure 29 First three weeks of class for ENG-111-02.

Recording attendance data for the first week of class may look like the following example (Figure 30). In the example shown, the first week of class corresponds to Monday 1/8/18, Wednesday 1/10/18, and Friday 1/12/18. The first student entered on 1/8 while the 2nd student entered on 1/10. Since you are recording data on 1/12, no dates beyond 1/12/18 will display.

Student	Status	No Show	Days	0108	0110	0112							
Warren, Elizabeth	New 01/05/18	<input type="checkbox"/>	20	E									
Williams, Johnny	New 01/04/18	<input type="checkbox"/>	49		E								

Previous/Next

Check All That Apply

I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.

This is my final submission. All attendance has been entered for this section.

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Figure 30 Example of recording weekly attendance during 1st week.

In this example, the 2nd week of class includes dates of 1/17 and 1/19 (1/15 was a holiday). Since you are submitting data on 1/19, no dates beyond 1/19 will display (Figure 31). In this example, the 1st student was absent on 1/19.

Student	Status	No Show	Days	0108	0110	0112	0117	0119					
Warren, Elizabeth	New 01/05/18	<input type="checkbox"/>	20	E				A					
Williams, Johnny	New 01/04/18	<input type="checkbox"/>	49		E								

Previous/Next

Check All That Apply

I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.

This is my final submission. All attendance has been entered for this section.

Figure 31 Example of recording weekly attendance during 2nd week.

In this example, the 3rd week of class includes dates of 1/22, 1/24, and 1/26. Since you are submitting data on 1/26, no dates beyond 1/26 will display. In this example, the 2nd student was absent on 1/24.

Student	Status	No Show	Days	0108	0110	0112	0117	0119	0122	0124	0126
Warren, Elizabeth	New 01/05/18	<input type="checkbox"/>	20	E				A			
Williams, Johnny	New 01/04/18	<input type="checkbox"/>	49		E					A	

Previous/Next

Check All That Apply


I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.

This is my final submission. All attendance has been entered for this section.

Each week should be updated in a similar fashion using the appropriate form start date.

Recording Students Who Never Attend Class

Students who do not enter (attend) a class by the census date should be marked as a “No Show” by selecting the “No Show” option next to their name and Certifying/Submitting the data. Students should only be marked as a “No Show” after the census date for the class. In the example demonstrated in Figure 32, the 1st student (Elizabeth Warren) did not enter the class prior to the Census Date.

Class Name: ENG-112-02 Writing/Research in the Disc
Meeting: 2018SP 01/08/18-05/10/18 08:00AM - 08:50AM MWF CLASS
Location: Main Campus
Census Date: 01/19/18 
Form Start Date/Attendance Method: 01/08/18 Scheduled Membership

Instructors
James M. Sullivan

Membership: A = Absent, E = Students first day, EL = Students first and last day, ET = Student entered first day tardy, L = Last day student attended, T = Tardy, TL = Tardy last day
Contact Hours: Enter the number of hours attended in increments of quarter hours.

Student	Status	No Show	Days	0108	0110	0112	0117	0119	0122	0124	0126	0129	0131	Last Date
Warren, Elizabeth	New 01/05/18	<input checked="" type="checkbox"/>												02/23/18
Williams, Johnny	New 01/04/18	<input type="checkbox"/>	49	E				A						05/09/18

Previous/Next

Check All That Apply

I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.

This is my final submission. All attendance has been entered for this section.




Figure 32 Documenting a “No Show” in Web Attendance.

Codes Used in Documenting Attendance and Absences

There are four attendance codes (Figure 33) that are to be used in documenting attendance/absence at BCCC. Those codes include E, EL, A, and L corresponding to Entry Date, Entry Date and Last Date—for students who enter and only attend class once, Absence, and Last Date of Attendance. Other codes are optional for faculty use.

Code	Description	Comments
E	Student’s First Day of Attendance prior to the Census Date (“Entry Date”).	Required
EL	Student’s First and Last Day Attendance (prior to the Census Date)	Required
A	Absence	Required
L	Last Date of Attendance	Required

Figure 33 Codes used for documenting attendance.

Additional Resources

Video instructions for Web Attendance, as well as an electronic version of this document, are available on the College website under About BCCC and Faculty Resources (Figure 34).

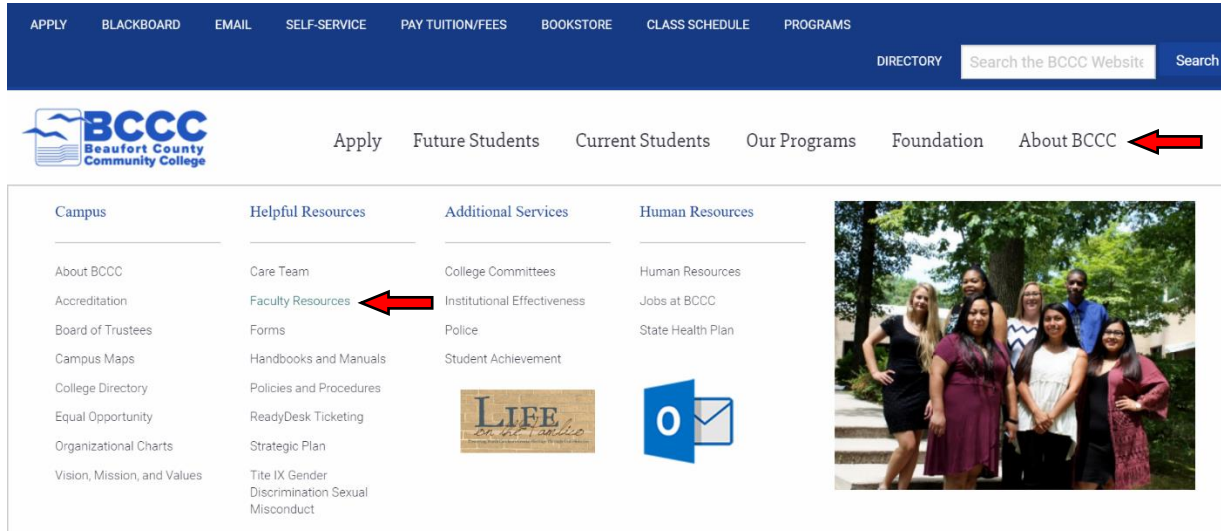


Figure 34 Location of Faculty Resources and Web Attendance videos on the BCCC website.