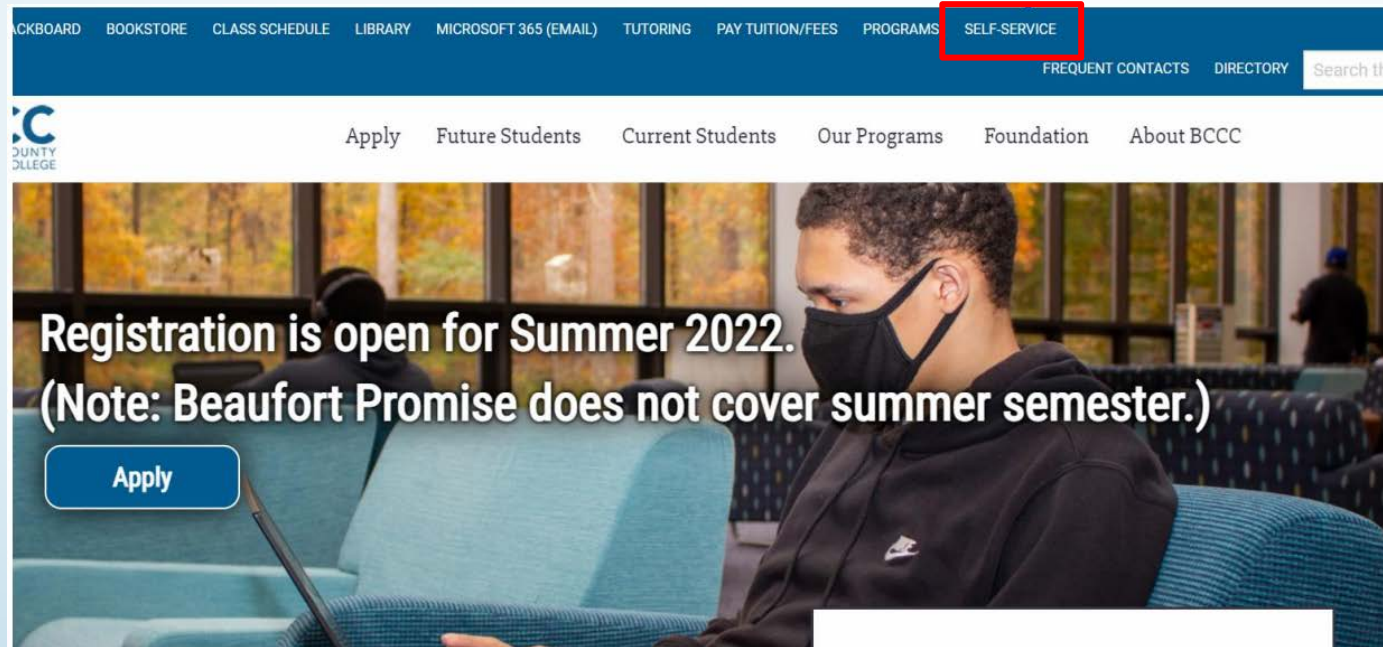




Self-Service Attendance

Go to the [BCCC Homepage](#), Select Self-Service



Select the Faculty tab

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



Student Finance

Here you can view your latest statement and make a payment online.



Financial Aid

Here you can access financial aid data, forms, etc.



Tax Information

Here you can change your consent for e-delivery of tax information.



Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.



Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



Course Catalog

Here you can view and search the course catalog.



Grades

Here you can view your grades by term.



Advising

Here you can access your advisees and provide guidance & feedback on their academic planning.



Faculty

Here you can view your active classes and submit grades and waivers for students.

The Faculty tab lists 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	Internet Course, NET Classroom Hours	0 / 2 / 0		
	TBD 4/1/2022 - 5/11/2022	Internet Course, NET Lab/Shop Hours			
CTI-110-600: Web, Pgm. & Db Foundation	M/W 12:00 PM - 12:50 PM 4/1/2022 - 5/11/2022	Bldg 002, 0112 Classroom Hours	0 / 2 / 0		
	TBD 4/1/2022 - 5/11/2022	Internet Course, NET Lab/Shop Hours			

Once the course is selected, the section roster and other details are displayed.

[← Back to Courses](#)

CIS-110-205: Introduction to Computers

2022SP
Online Web Training

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



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

Seats Available 0 of 2

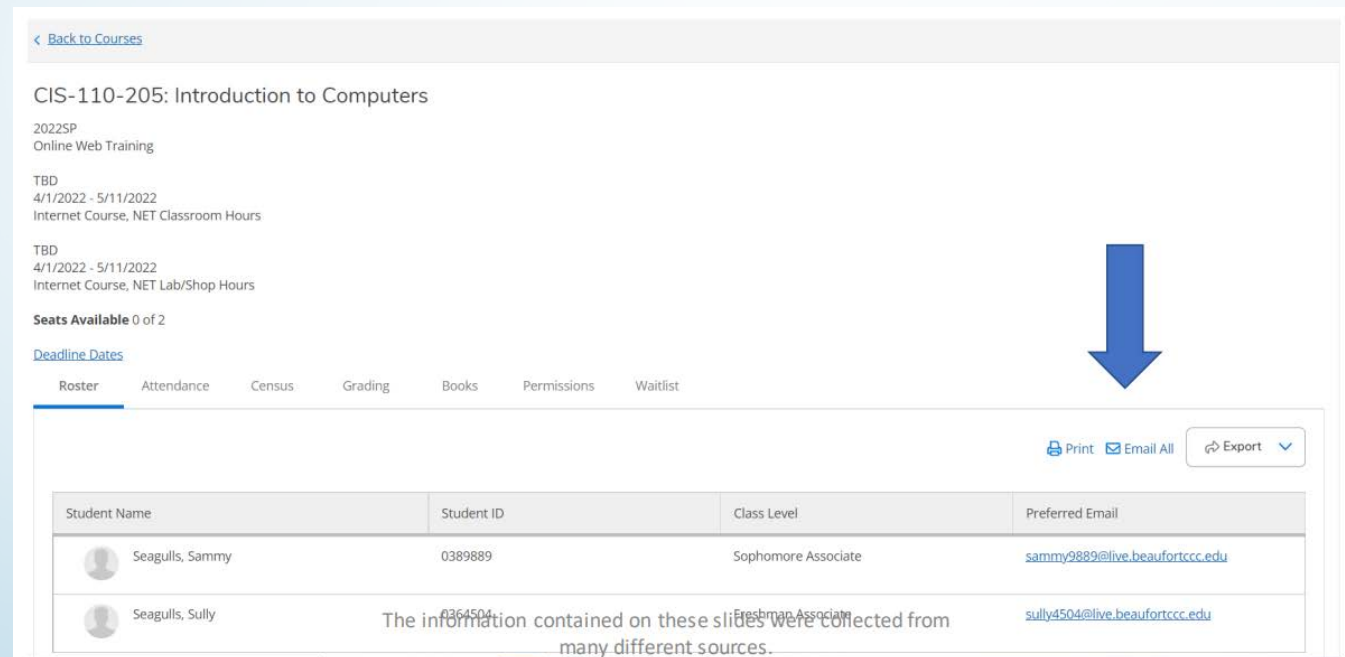
[Deadline Dates](#)

[Roster](#) [Attendance](#) [Census](#) [Grading](#) [Books](#) [Permissions](#) [Waitlist](#)

[Print](#) [Email All](#) [Export](#) ▼

Student Name	Student ID	Class Level	Preferred Email
 Seagulls, Sammy	0389889	Sophomore Associate	sammy9889@live.beaufortccc.edu
 Seagulls, Sully	0364504	Freshman Associate	sully4504@live.beaufortccc.edu

On the section roster, you have the option to export, print, or email one or all students.



The screenshot shows a course roster for CIS-110-205: Introduction to Computers. The page includes course details, a navigation menu, and a table of students. A blue arrow points to the 'Print', 'Email All', and 'Export' buttons.

[Back to Courses](#)

CIS-110-205: Introduction to Computers

2022SP
Online Web Training

TBD
4/1/2022 - 5/11/2022
Internet Course, NET 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 Books Permissions Waitlist

Print Email All Export

Student Name	Student ID	Class Level	Preferred Email
 Seagulls, Sammy	0389889	Sophomore Associate	sammy9889@live.beaufortccc.edu
 Seagulls, Sully	0364504	Freshman Associate	sully4504@live.beaufortccc.edu

The information contained on these slides were collected from many different sources.

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.
- Attendance changes are made as soon as you select an option. You do NOT have to save or submit changes.
 - **Recommended: Double-check to make sure attendance recorded.**
- Mark all absences as “Absent, unexcused”.
 - **Do NOT use “Absent, excused”.**
- Instructors may mark students “Late”, but the system counts the student as present.
- Attendance must be recorded ***at least once every 7 days.*** **Weekly attendance is mandatory.**
 - **MANDATORY:** Attendance must be recorded no later than 1pm on Fridays for spring and fall and no later than 5:30pm on Thursdays for summer.
 - Assignments cannot be due on BCCC calendar holidays (HOL), student-faculty vacation days (SFV), or faculty work days (FWD).

Beginning of Semester Notes

- A student's first "Present" must be recorded on or before the census date of the class.
- Do NOT record any attendance 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 to drop a class on or before the census date, please do NOT enter an LDA.****
 - Refer the student to the Registrar's office to complete the [Drop/Add Form](#) prior to the drop deadline.

On the section detail screen, select the Attendance tab.

CTI-110-600: 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 1

[Deadline Dates](#)

Roster Attendance Census Grading Books Permissions Waitlist

Student Name	Student ID
 Seagulls, Sammy	0389889
 Seagulls, Sully	0364504

Attendance: Instructional Methods

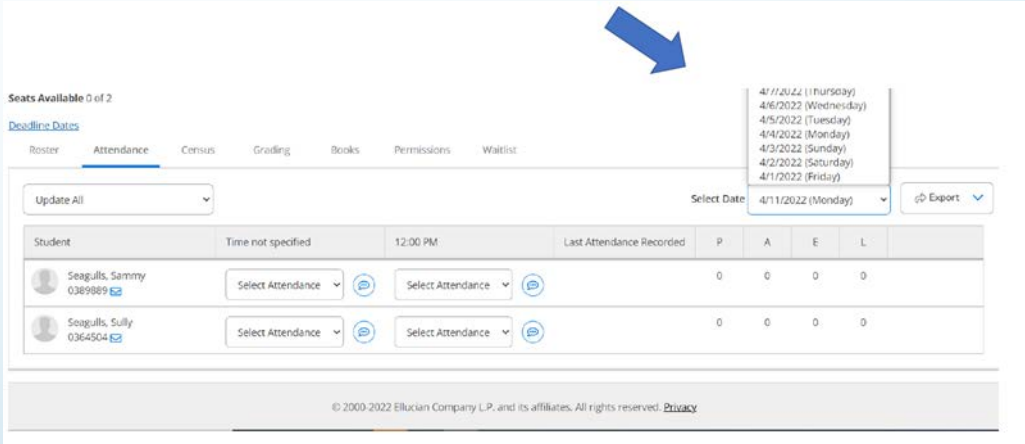
- **ONLINE:** Online attendance column is labeled "Time not specified"
 - Record attendance for the day that your weekly assignments are due.
 - ****However, when you record an LDA, enter the date that the student last attended class or submitted an assignment.**
- **HYBRID/BLENDED/FACE-TO-FACE:** Must record attendance for the same day as the class meeting time. This column is labeled with the specific meeting time.

The screenshot shows a course page for '11-11U-000: Web, Prgm, & UD Foundation'. The 'Attendance' tab is selected. A table lists students with columns for 'Time not specified', '12:00 PM', and 'Last Attendance Recorded'. Annotations include 'Synchronous Attendance' with an arrow pointing to the '12:00 PM' column and 'Online' with an arrow pointing to the 'Time not specified' column.

Student	Time not specified	12:00 PM	Last Attendance Recorded	P	A	E	L
Seagulls, Sammy 0389889	Select Attendance	Select Attendance		0	0	0	0
Seagulls, Sully 0364504	Select Attendance	Select Attendance		0	0	0	0

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

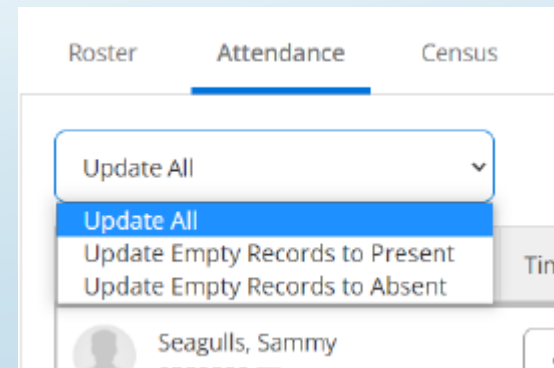
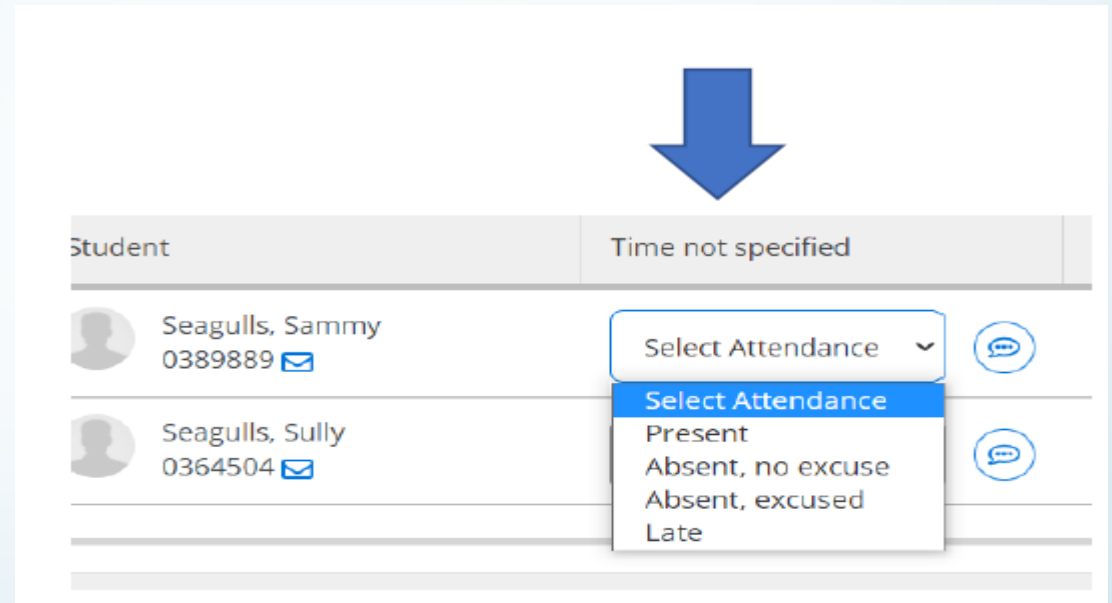
- The Export feature on the attendance tab allows you to view your full attendance record on one sheet.
 - This is helpful if you need to view all attendance on one screen for the whole class up to the current day.
 - Self-Service does not show future dates.



The screenshot shows a web interface for managing attendance. At the top, it says "Seats Available 0 of 2" and "Debrief Dates". Below this are tabs for "Roster", "Attendance", "Census", "Grading", "Books", "Permissions", and "Waitlist". The "Attendance" tab is active. There is an "Update All" dropdown menu and a "Select Date" dropdown menu currently set to "4/11/2022 (Monday)". A blue arrow points to the "Select Date" dropdown, which is open, showing a list of dates from 4/1/2022 (Friday) to 4/7/2022 (Thursday). To the right of the date selector is an "Export" button. Below the navigation is a table with columns for "Student", "Time not specified", "12:00 PM", "Last Attendance Recorded", "P", "A", "E", and "L". Two students are listed: "Seagulls, Sammy" (ID 0389889) and "Seagulls, Sully" (ID 0364504). Each student row has "Select Attendance" buttons and a "P" column with a value of "0". At the bottom, there is a copyright notice: "© 2000-2022 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".

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: Use Select Attendance for each student.**
 - **Do NOT use the "Update All" option.**



Recording Attendance Notes

- For fully online courses that have a lab and lecture component, there are two attendance columns. One column for lecture and one for lab.
 - For these courses, the entry date should be the same on both attendance columns. The entry date is the date that the student submitted the Introductory Assignment in Blackboard.
- For hybrid and blended courses that have seated and/or online hours for lecture and/or lab components, there is a column for each component. So, there may be multiple columns.
 - The entry date for the online portion of the class is the date that the student submitted the Introductory Assignment in Blackboard.
 - The entry date for the seated portion is the first day the student shows up for class.

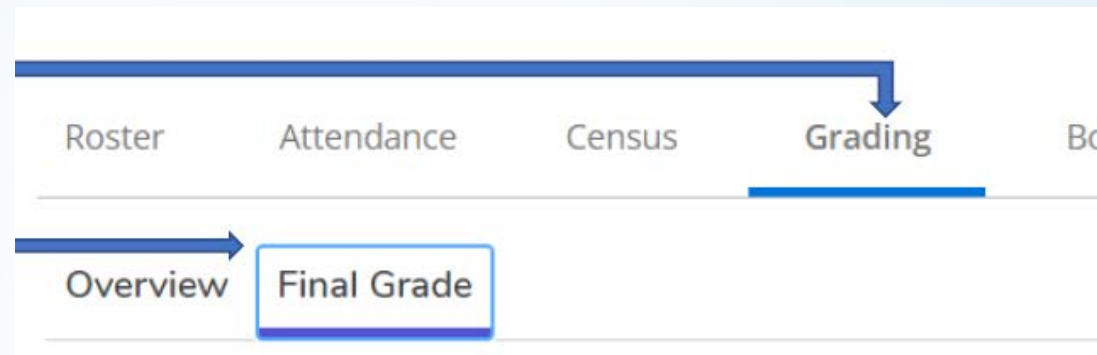
Comments can be added to a student's attendance status by clicking on the icon. You must click save for the comments to be retained. These comments will show on attendance reports.

The screenshot displays a software interface for managing attendance. At the top, there are tabs for 'Roster', 'Attendance', 'Census', and 'Grading', with 'Attendance' selected. Below the tabs is an 'Update All' button. A table lists students with columns for 'Student', 'Time not sp', and 'P'. Two students are visible: 'Seagulls, Sammy' (ID 0389889) and 'Seagulls, Sully' (ID 0364504). Each student row has a 'Select Attendance' dropdown and a comment icon. A modal dialog box is open over the Sammy Seagull row, showing the text 'Seagulls, Sammy at 12:00 PM on 4/11/2022', a text input field labeled 'Comment', and 'Save' and 'Cancel' buttons.

Student	Time not sp	P
Seagulls, Sammy 0389889		0
Seagulls, Sully 0364504		0

Never Attends (NAs)

- To mark a student as never attended, select the **Grading tab**
- Then select **Final Grade**
- Locate the **"Never Attended"** check box to the right of the student that you need to mark as a Never Attend.
- **All** Never Attends must 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.****



A screenshot of a student list table. The table has three columns: Student Name, Student ID, and Never Attended. The first row shows a student named Seagulls, Sammy with Student ID 0389889. The second row shows a student named Seagulls, Sully with Student ID 0364504. A blue arrow points to the 'Never Attended' checkbox for the student Seagulls, Sammy.

Student Name	Student ID	Never Attended
Seagulls, Sammy	0389889	<input type="checkbox"/>
Seagulls, Sully	0364504	<input type="checkbox"/>

Never Attend Notes

- For fully online courses, 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 hybrid and blended courses, students are required to attend both the face-to-face class and 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.
 - According to the hybrid and blended syllabus, face-to-face **and** online attendance is required. Faculty should establish clear expectations of attendance for both modalities and be specific about the allowed number of absences. Once a student violates the stated number of absences, faculty should withdraw the student.
 - 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.**

Certifying Census Attendance

- This function is only available **ON or AFTER** the Census date for the course.
- Before certifying census, make sure all attendance is recorded.
- Make sure all students either have a “Present” or a “Never Attend” recorded before or by the census date.

Course: JC-111-611: Intro to Criminal Justice
22SP
in Campus
W 9:00 AM - 9:50 AM
5/2022 - 5/11/2022
Be Announced, TBA Classroom Hours

D
5/2022 - 5/11/2022
enroll Course, NET Classroom Hours

Items Available 0 of 1

Attendance Data

Roster Attendance **Census** Grading Books Permissions Waitlist

Update All Select Date 5/6/2022

Student	Time not specified	Last Attendance Recorded	P	A	E	L
Seagulls, Sammy 0360893	Present	5/6/2022	1	0	0	0

Certifying Census Attendance Continued

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

2022SP
Main Campus

M/W 9:00 AM - 9:50 AM
5/6/2022 - 5/11/2022
To Be Announced, TBA Classroom Hours

TBD
5/6/2022 - 5/11/2022
Internet Course, NET Classroom Hours

Seats Available 0 of 1


[Deadline Dates](#)

Roster Attendance **Census** Grading Books Permissions Waitlist


5/6/2022 Census

5/6/2022 Census

Certify

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
 Seagull, Sammy	0380689			Sophomore Associate	3

Certifying Census Attendance Continued



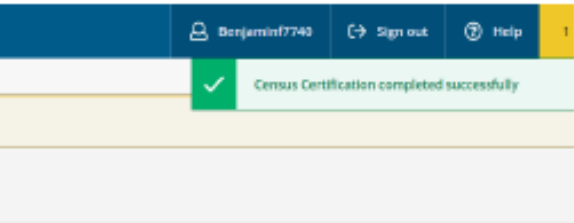
Certify Census Attendance

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

Cancel Submit

Click Submit.

Student ID	Never Attended	Last Date of Attendance	Class Level
80829			Sophomore Associate



Benjamin7740 Sign out Help

Census Certification completed successfully

You should see the Checkbox popup on top right of screen

Seats Available 0 of 1

Deadline Dates

Roster Attendance Census Grading Books Permissions Waitlist

There is no census to certify for the section

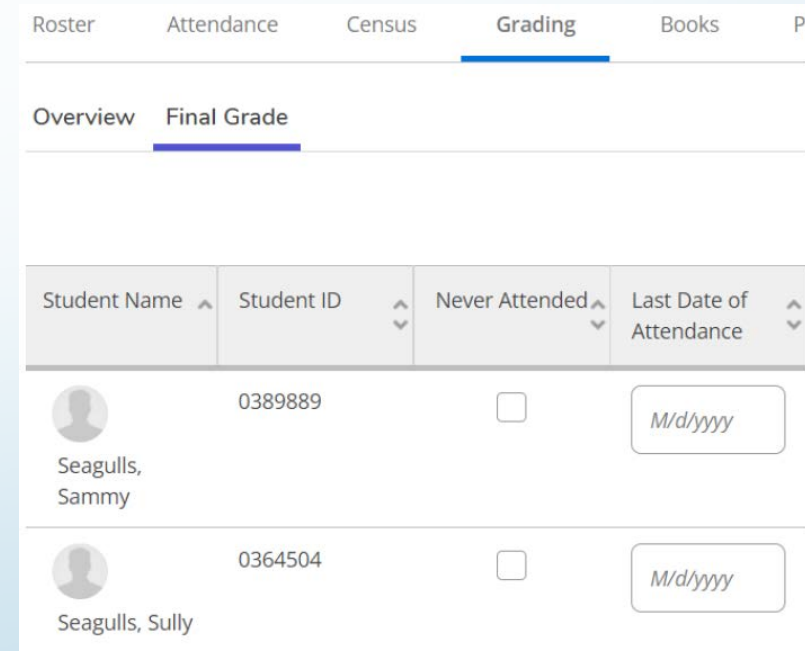
Now if you go to Census tab on Section Detail page you will see this message

IMPORTANT TO REMEMBER

- Once you certify attendance at the census date, do NOT make any changes to attendance during the date range that you 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.**

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

- Record the last date of attendance **immediately** after a student misses 14 consecutive days.
- 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 student’s name.
- Please be aware of students who have an LDA when doing your attendance.
 - Do not record attendance for students after their LDA.
 - Faculty must review the attendance tab and remove any attendance taken after the LDA. Students cannot be marked absent or present after the LDA in the attendance tab.
 - ****A withdraw cannot be processed until the attendance after the LDA is removed.****



The screenshot shows a software interface with tabs for Roster, Attendance, Census, Grading, Books, and Profile. The Grading tab is selected. Underneath, there are sub-tabs for Overview and Final Grade. Below the sub-tabs is a table with columns for Student Name, Student ID, Never Attended, and Last Date of Attendance. Two student records are visible: Sammy Seagulls (ID 0389889) and Sully Seagulls (ID 0364504). Both have checkboxes for 'Never Attended' and a date input field for 'Last Date of Attendance'.

Student Name	Student ID	Never Attended	Last Date of Attendance
Seagulls, Sammy	0389889	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>
Seagulls, Sully	0364504	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>

Withdrawal Notes

- Best Practice for Online Classes: Assign at least two assignments each week and record attendance for each assignment due date.
- 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 that online assignments are due.
- 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 recorded on the dates that assignments are due, not on the specific day 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 Friday before the due date. 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 violates the attendance policy after that Friday, his LDA must be the date that he last participated academically. **So, with this example, Jimmy’s LDA is 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 withdraw (LDW).**
 - Neither the student nor the instructor can initiate a withdraw after the LDW. However, if a student violates the attendance policy after 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 violates the attendance policy after the LDW, faculty enters the LDA and the grade of F. The student's access to that course in Blackboard is disabled once the F grade is submitted. 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 withdraw from a class after the census date, do NOT enter their last date of attendance.
 - Emailed Withdraw Requests: Respond to the student's email with their last date of attendance and remind the student that they must submit a completed [Withdrawal Form](#) to the Registrar's office prior to the withdraw deadline. Please refer students to the Registrar's office if needed.
 - In-Person Withdraw Requests: Record the student's last date of attendance on the withdrawal form and sign it under the instructor signature. Please remind the student that they must submit a completed [Withdrawal Form](#) to the Registrar's office prior to the withdraw deadline.
 - ****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!****

Submitting Grades

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

- Click the **Grading** tab.

~~CTF 110-000: Web, Tgm, & DDI 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](#)

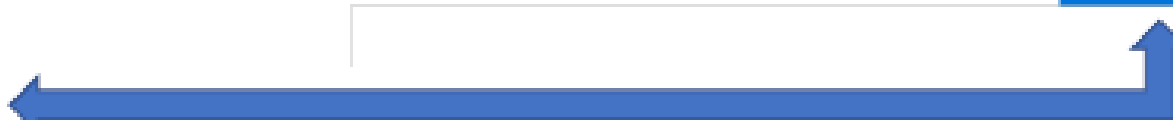
Roster

Attendance

Census

Grading

Book



Submitting Grades



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](#) [Canvas](#) [Grading](#) [Books](#) [Permissions](#) [Waitlist](#)

[Overview](#) [Final Grade](#)

Final grading is not complete. Please enter and post all grades.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 Seagulls, Sammy	0289889					Sophomore Associate	3
 Seagulls, Sully	0364504					Freshman Associate	3

- 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

[Deadline Dates](#)

Roster Attendance Census **Grading** Books Permissions Waitlist

Overview **Final Grade**

Post Grades



Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 Seagulls, Sammy	0389889	<input type="checkbox"/>	<input type="text" value="MM/yyyy"/>	Select Grade	<input type="text" value="MM/yyyy"/>	Sophomore Associate	3
 Seagulls, Sully	0364504	<input type="checkbox"/>	<input type="text" value="MM/yyyy"/>	Select Grade	<input type="text" value="MM/yyyy"/>	Freshman Associate	3

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

Please choose the appropriate grade from the dropdown box.

Roster Attendance Census **Grading** Books Permissions Wa

Overview **Final Grade**

Student Name	Student ID	Never Attended	Last Date of Attendance	Expiration Date	Class Level	Credits
 Seagulls, Sammy	0389889	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="M/d/yyyy"/>	Sophomore Associate	3
 Seagulls, Sully	0364504	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="M/d/yyyy"/>	Freshman Associate	3

Select Grade

- A
- P
- P1
- P2
- P3
- B
- C
- D
- F
- R
- I

Grading Notes

- Final grade of "I" (Incomplete) requires an expiration date and a last date of attendance.
 - Students must complete all course work requirements by the expiration date, which can be no later than the end of the next term.
- Final grade of "F" requires a last date of attendance.
- ****Never Attends are NOT recorded at this time. They should have been recorded at the census point of the class.**

Submitting Grades

- Once all grades have been selected, select Post Grades. You have now submitted grades for the semester.
- Changes cannot be made once the “Post Grades” button is selected.
 - If a grade change is needed, submit the [Grade Change Form](#) to the Registrar's Office.

The screenshot shows a web application interface for submitting grades. The 'Grading' tab is active, and the 'Final Grade' sub-tab is selected. A table lists student information including name, ID, attendance status, last date of attendance, final grade, expiration date, class level, and credits. A blue arrow points to a 'Post Grades' button.

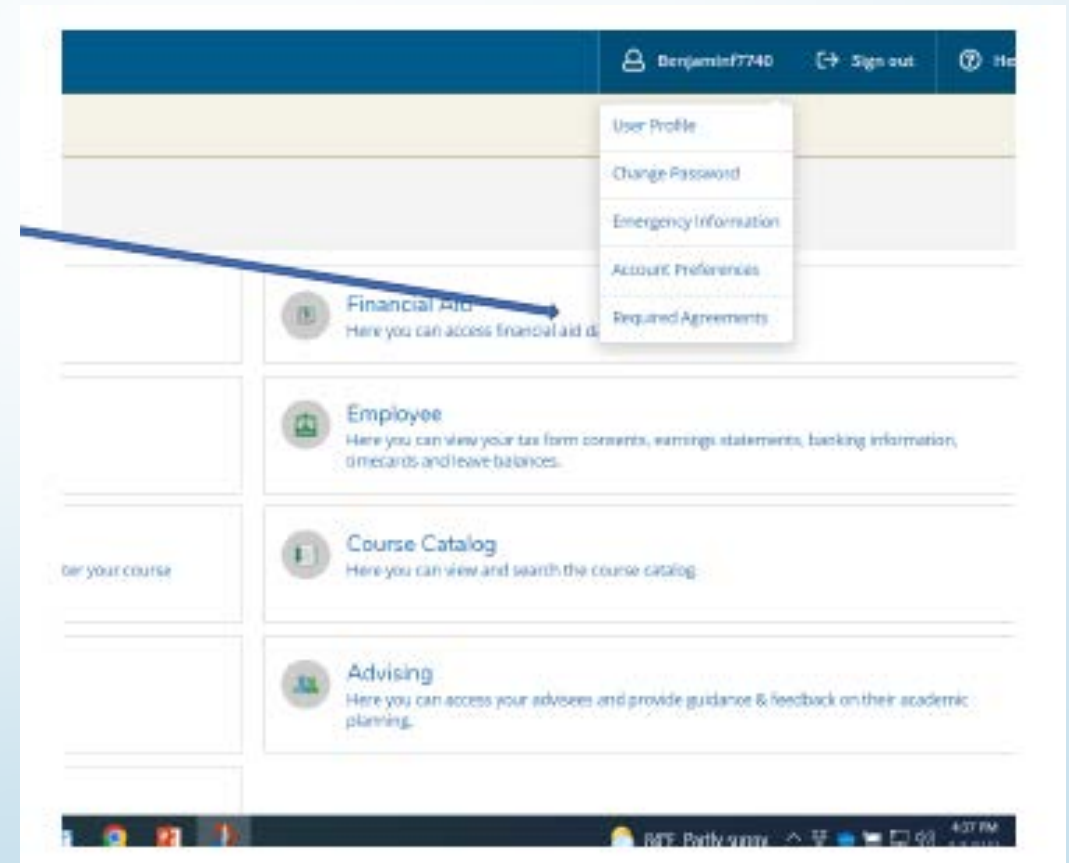
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Seagulls, Sammy	0389889	<input type="checkbox"/>	M/d/yyyy	D	M/d/yyyy	Sophomore Associate	3
Seagulls, Sully	0364504	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	Freshman Associate	3

Class Roster Verification Agreement

- Submit the Class Roster Verification Agreement to verify attendance and grades for all classes for the semester.
- This verification process serves as your electronic signature on attendance rosters.
- Class Roster Verification 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.
- Select your username in the top right and a drop down menu comes up.
- Select "Required Agreements".



Required Agreements

Required Agreements

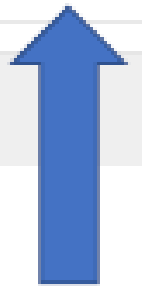
Title	Agreement Period	Due Date	Status	Action
Class Roster Verification Agreement	2022SP	5/11/2022	Incomplete	View

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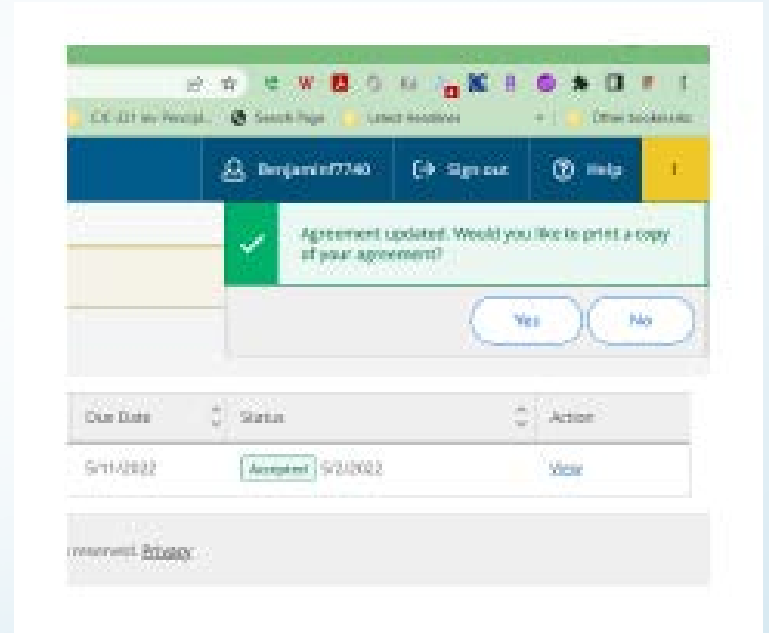
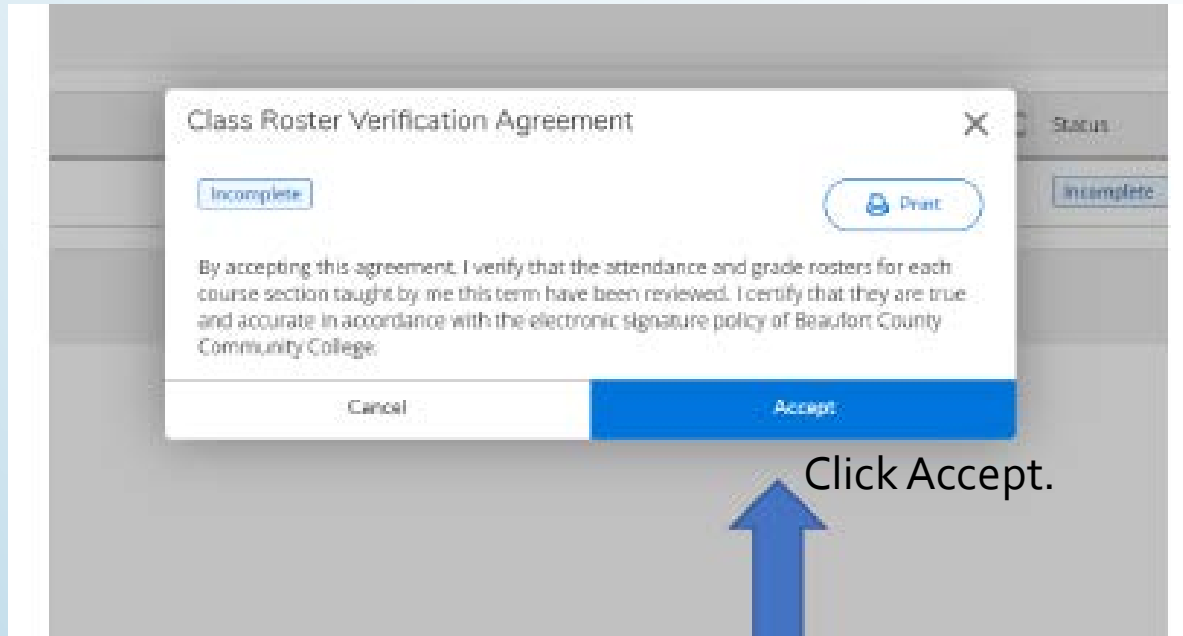
* Please make sure to select the roster for the semester you are verifying.

*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



Select "Yes" to print the agreement.
Select "No" if you do not want to print.

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 Class Roster Verification Agreement completed before the end of business on 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 Class Roster Verification Agreement completed within 24 hours after the last day of class (LDC) regardless of whether the next day is a non-instructional day.