

Self-Service Attendance Roster Guide for Blended & Hybrid Classes

To access Self-Service attendance roster, go to gtcc.edu, click on Resources menu and then Self-Service. Classes are scheduled according to the required hours governed by the state. Classes are expected to meet as scheduled on roster (face-to-face) and the remaining hours are delivered online outside of class time. Students are expected to submit one online assignment during census.

For questions or assistance with the Self-Service Attendance Roster, please feel free to contact Auditing Office.

The screenshot shows the Self-Service Attendance Roster for Fall Semester 2022 at Jamestown Campus. The class is M 11:00 AM - 1:00 PM, 8/15/2022 - 10/3/2022, Hassell Health Technologies, 00121 Classroom Hours. The schedule is M/T/W/Th/F/Sa/Su - 8/15/2022 - 10/3/2022, Part-Online, P-ONLINE Classroom Hours. The seats available are 30 / 5 / 35 / 0. The deadline dates are 8/15/2022, 8/15/2022, 8/15/2022, and 9/19/2022. Callouts explain that the class meets face-to-face on the listed days and times, that Part-Online, P-ONLINE means the class has an online portion and the remaining hours must be delivered online outside of classroom hours, and that clicking on the deadline dates leads to census and withdrawal dates.

Fall Semester 2022
Jamestown Campus

M 11:00 AM - 1:00 PM
8/15/2022 - 10/3/2022
Hassell Health Technologies, 00121 Classroom Hours

M/T/W/Th/F/Sa/Su -
8/15/2022 - 10/3/2022
Part-Online, P-ONLINE Classroom Hours

Seats Available ⓘ 30 / 5 / 35 / 0

[Deadline Dates](#)

Class meets face-to-face on these days and times listed on roster for class, lab and or clinic. Please note: This is only a portion of the required hours for the class.

Part-Online, P-ONLINE means that the class has an online portion. **The remaining of the class, lab, or clinic hours must be delivered online.** The online instruction must be held **outside** of the classroom hours. Online assignments should not be completed during class time. Not completing the required online hours of instruction could result in an audit exception.

Click on deadline dates for class census and withdrawal dates.

The Deadline Dates modal window shows the following information:

Deadline Dates	
Fall Semester 2022	
Last Day to Add	8/15/2022
First Day to Drop	8/15/2022
Last Day to Drop without a Grade	8/15/2022
Last Day to Drop with a Grade	9/19/2022

Callouts indicate that 8/15/2022 is the Census Date and 9/19/2022 is the Withdrawal Date.

Close

Step 1: Click on **Attendance** to record students' attendance.

Step 3: Select **Present** in the columns with the times **first** for student who attended face-to-face. Note: The columns with times is the face-to-face portion of the class and/or lab. Always record attendance in these columns first. **Once Present is selected, go Step 4. Do not record attendance in the Time not Specified column yet.**

Step 2: Select the first attendance date during census period.

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M/T/W/Th/F/Sa/Su -
8/15/2022 - 10/3/2022
Part-Online, P-ONLINE Classroom Hours
Seats Available ⓘ 30 / 5 / 3 / 0
[Deadline Dates](#)

Roster **Attendance** Census Grading Books Permissions Waitlist

Update All ▼

Select Date 8/15/2022 (Monday) Export ▼

Student	Time not specified	11:00 AM	Last Attendance Recorded	P	A	E	L
	Select Attendance ⓘ	Present ⓘ	8/15/2022	1	0	0	0
	Select Attendance ⓘ	Present ⓘ	8/15/2022	1	0	0	0
	Select Attendance ⓘ	Select Attendance ⓘ		0	0	0	0

Time not specified column is the online portion of the class. **Online instruction is required for this class.** If two columns are shown, instruction is delivered online for the class and lab portion.

Course comments— Faculty can record student comments by clicking on this icon.

Attendance Code Guide

- **P = Present** – Student attended face-to-face or submitted an online assignment.
- **A = Absent, no excuse** – Student did not attend face-to-face or submit an online assignment on the date in which you're recording attendance.
- **E = Absent, excused** - Class did not meet face-to-face as schedule due to college closing or instructor illness. Instructor must select Absent, excused for each student. Be sure to complete the Out-of-Class Assignment form. To access the OCA form, go to gtcc.edu, click on Resources Menu, My GTCC, Faculty and Information, scroll down to Forms and Information and click on Faculty Forms.
- **L = Late** – Student arrived late to class.

Step 4: Once **Present** has been recorded for students who attended class *first (the columns with the start times of the class or lab)*, then select **Update All, Update Empty Records to Absent (see below)**. Selecting **Update All, Update Empty Records to Absent** will automatically populate Absent, no excuse for the attendance for the remaining students in all columns, including the Time not specified column and students who have dropped/withdrawn from class.

Follow this process each meeting day up to census date. Then go to Step 5.

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Seats Available ⓘ 30 / 5 / 35 / 0

[Deadline Dates](#)

Roster **Attendance** Census Grading Books Permissions Waitlist

Update All

Update All, Update Empty Records to Absent

Select Date 8/15/2022 (Monday) Export

Student	Time not specified	11:00 AM	Last Attendance Recorded	P	A	E	L
	Select Attendance	Present	8/15/2022	1	0	0	0
	Select Attendance	Present	8/15/2022	1	0	0	0
	Select Attendance	Select Attendance		0	0	0	0
	Select Attendance	Select Attendance		0	0	0	0

An example of how attendance should look after **Update All, Update Empty Records to Absent** is selected. **Absent, no excuse** will automatically populate in all columns, including the Time not specified column.

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M 11:00 AM - 1:00 PM
8/15/2022 - 10/3/2022
Hassell Health Technologies, 00121 Classroom Hours

M/T/W/Th/F/Sa/Su -
8/15/2022 - 10/3/2022
Part-Online, P-ONLINE Classroom Hours

Seats Available ⓘ 30 / 5 / 35 / 0

[Deadline Dates](#)

Roster **Attendance** Census Grading Books Permissions Waitlist

Update All

Select Date 8/15/2022 (Monday) Export

Student	Time not specified	11:00 AM	Last Attendance Recorded	P	A	E	L
	Absent, no excuse	Present	8/15/2022	1	1	0	0
	Absent, no excuse	Present	8/15/2022	1	1	0	0
	Absent, no excuse	Absent, no excuse	8/15/2022	0	2	0	0
	Absent, no excuse	Absent, no excuse	8/15/2022	0	2	0	0
	Absent, no excuse	Present	8/15/2022	1	1	0	0

Step 5: Students are expected to submit one online assignment during census for blended/hybrid classes. Faculty should have at least one assignment available in Canvas for students to complete. Faculty should monitor the student online activity during census.

On the day after the census date, faculty will verify in Canvas or census report the date student submitted their one online assignment during census. The attendance must match the student's submission date in Canvas/census report.

1. Click on Attendance.
2. Select Date student submitted their one online assignment.
3. Change Absent, no excuse to Present only for students who submitted their one online assignment on this date in the **Time not sepecified column only**.
4. If a student submitted their one assignment on a day the class did not meet, only the Time not specified column(s) will be shown. Click on the date student submitted their one assignment, select Present. Note: If there is more than one Time not Specified column shown for a day, select Present in each Time not Specified column.
5. Once the attendance has been recorded for the online portion of the class, lab etc. for students who submitted their one assignment during census date, **go to Page 5**.

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8/15/2022 - 10/3/2022
Part-Online, P-ONLINE, 11:00 AM - 1:00 PM

Seats Available

[Deadline Dates](#)

Roster **Attendance** Census Books Permissions Waitlist

Update All Select Date 8/15/2022 (Monday) Export

Student	Time not specified	11:00 AM	Last Attendance Recorded	P	A	E	L
	Absent, no excuse	Present	8/15/2022	1	1	0	0
	Absent, no excuse	Present	8/15/2022	1	1	0	0
	Absent, no excuse	Absent, no excuse	8/15/2022	0	2	0	0
	Absent, no excuse	Absent, no excuse	8/15/2022	0	2	0	0

No Show Students – Once the attendance has been recorded for the face-to-face portion **each meeting day up to census date** and one Present has been recorded for the online portion during census, **students with no P's and all A's** are considered a no show (see orange box below). Go to Step 6.

Student	Time not specified	11:00 AM	Last Attendance Recorded	P	A	E	L
[Student Icon]	Absent, no excuse	Present	8/15/2022	1	1	0	0
[Student Icon]	Absent, no excuse	Present	8/15/2022	1	1	0	0
[Student Icon]	Absent, no excuse	Absent, no excuse	8/15/2022	0	2	0	0

Step 6 - Click on **Census** to check the Never Attended box for **no show** students who never attended class and/or submitted one online assignment during census. Note: This process should be done **after** attendance has been recorded up to census each meeting day for the face-to-face portion (columns with start time) **and** one Present for the online (Time not specified column(s) of the class. The one Present recorded in the Time not specified column(s) must match the date student submitted their one assignment in Canvas.

Click **Certify** **AFTER** the required attendance has been recorded up to census and the Never Attended box has been checked for no show students.

Once the required attendance has been recorded up to census, the Never Attended box has been checked for no show students and attendance has been certified, submit the online census report to censusreports@gtcc.edu no later three days after census date.

Do not click Certify until the day after the census date and after attendance has been recorded for the face-to-face and online portion. Note: Please be sure attendance has been recorded up to census date and **Never Attended** box must be checked for no show students prior to clicking "Certify."

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Deadline Dates

Roster Attendance **Census** Grading Books Waitlist

Certify

① Certify 8/15/2022 Census

Certify

Student Name	Student ID	Never Attended	Class Level	Credits
[Student Icon]		<input type="checkbox"/>	Sophomore Associate	1
[Student Icon]		<input type="checkbox"/>	Freshman Associate	1
[Student Icon]		<input checked="" type="checkbox"/>	Freshman Associate	1

Note: Veteran Students

Financial Aid will contact faculty regarding Veteran students. Faculty will enter students last date of attendance on the Grading Screen.

How to Verify Attendance or Identify Attendance Issues

To verify the attendance that has been recorded in Self-Service, click on **Attendance**, click on **Export**, then **Download CSV** to obtain an excel version of the attendance recorded on roster.

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8/15/2022 - 10/3/2022
Part-Online, P-ONLI Classroom Hours

Seats Available 0 / 35 / 0

[Deadline Dates](#)

Roster **Attendance** Census Grading Books Permissions Waitlist

Update All ▼ Select Date 8/15/2022 (Monday) ▼ [Export](#) ▼
[Download CSV](#)

Student	Time not specified	11:00 AM	Last Attendance Recorded	P	A	E	L
	Absent, no excuse ⓘ	Present ⓘ	8/15/2022	1	1	0	0
	Absent, no excuse ⓘ	Present ⓘ	8/15/2022	1	1	0	0


The excel version will display the course code, semester, student ID, student name and dates attendance recorded. The report will always start with the last date attendance was recorded.

- The columns with times represent the class/lab/clinic that was held face-to-face (**see #1**)
- The columns with no time represent the online portion (Time not Specified) column(s) (**see #2**).
- Faculty will identify the date(s) with the attendance errors, click on the specific date(s) in Self-Service and make the necessary adjustments.

Fall Semester 2022			
CSV Generated: 10/25/2022 10:26 AM			
Student ID	Student Name	8/15/2022 (11:00 AM)	8/15/2022
		P	A
		P	A
		A	A
		A	A
		P	A

Frequently Asked Questions – Blended and Hybrid Classes

- Can I just record one Present for the entire class?
 - No, you must record the attendance for the face-to-face portion every meeting day up to census **and** you must record one Present for the online portion in the Time not specified column.
- Can a student be counted if they attend either face-to-face or online once during census?
 - Yes, but students are expected to attend both portions of the class after census.
- Can I have my students submit the online assignment for census while they are in my classroom?
 - No, the online assignment must be completed outside of scheduled class time. The census reports reflect the dates and times of the class. Assignments completed during class time are invalid.
- Do I have to have a census assignment for my blended or hybrid class?
 - Yes, all blended and hybrid classes must have a census assignment available for students during census.
- Do I still have to submit a census report if all my students were present for the face-to-face portion?
 - Yes, a census report is required for all blended and hybrid classes.
- How do I run a census report?
 - Submit a help desk ticket to eLearning for assistance.
 - The census report must be submitted AS IS. **Do not sort, filter, change, add or delete data on the census report.** The one Present recorded during census for the online portion must be consistent with the census report.
 - Send census reports to censusreports@gtcc.edu no later than three days after census.
- Can I Certify on the census date since all of my students are already recorded Present once?
 - No, you must click on Certify the day after the census date per state guidelines.
- How would I know if I am missing attendance during census?
 - Use the Export feature found next to the calendar to see what you have entered (see page 6).
 - Click on “Download CSV” to obtain an Excel version of the attendance.
 - Use the downloaded file to find errors and go back to Self Service on the Attendance tab to correct it.
- Why do I have two Time not specified columns? Do I have to record Present in both?
 - One is for online class and one is for online lab.
 - You will record Present in **both** columns that represents one date of online submission in both the online class and online lab.
 - When you are done, there will only be one date Present for the online class and one date Present for the online lab.
- I did not mark my no-show student after census and the student appeared in class or submitted an online assignment the day after census. What do I do?
 - Direct student to Records immediately. Records must approve student to remain in class after census. **Note: If student never attended during census, they should not be allowed to attend face-to-face or online until approval is granted by Records. No exceptions.**

- How can I tell if I have any no-show students?
 - No show students will have a “0” under the **P** and **L** column (see page 5).
 - Double-check for any online submissions during census in Canvas or a third-party vendor.
- If a student was not enrolled on the first day of class, what do I record for the attendance?
 - You will record the student as **Absent, no excuse**.
- I keep getting an error message in Self Service that says, “Unable to retrieve student attendance summary at this time. Try again later.” What do I do?
 - Go to GTCC.edu and select the Resources menu  on the far right and then select Self Service and click on Faculty to get to your classes.
- My class only meets on Tuesday and Thursday, but my start date is on Monday. Is this correct?
 - Yes, blended and hybrid classes will start on the first date of the semester.
 - Students can submit work online on the first day which may not be a meeting day.
 - This is extremely important to have a census assignment available for students.
- My calendar date and the date next to the column for each student does not match, and I cannot enter attendance for the first day of class. Why are the dates off?
 - If you are located in a different time zone, then you will need to change the time zone on your computer to Eastern Standard Time Zone.
 - The time zone should be (UTC-05:00) Eastern Time (US & Canada).
- Can I use Absent, excused for a student who provided documentation as to why they were absent on a meeting day?
 - No. Student who does not show up to class on a meeting day should receive Absent, no excuse. Faculty can record student comments by clicking on the comments icon (see page 2).

AUDITING STAFF

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