



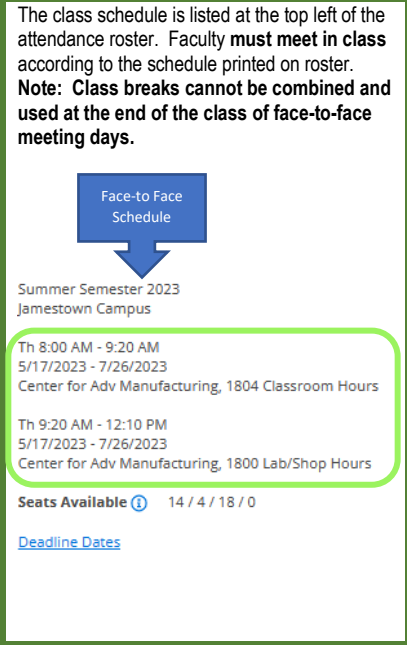
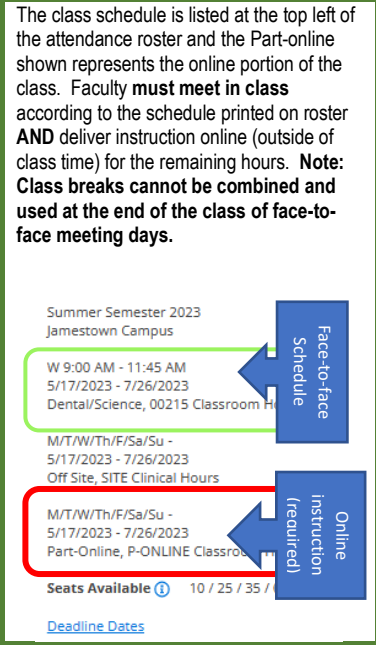
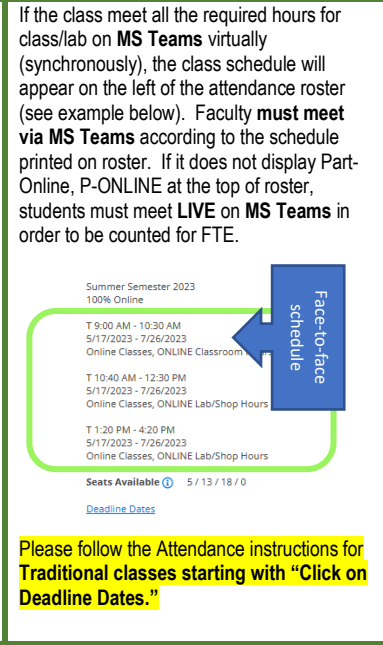
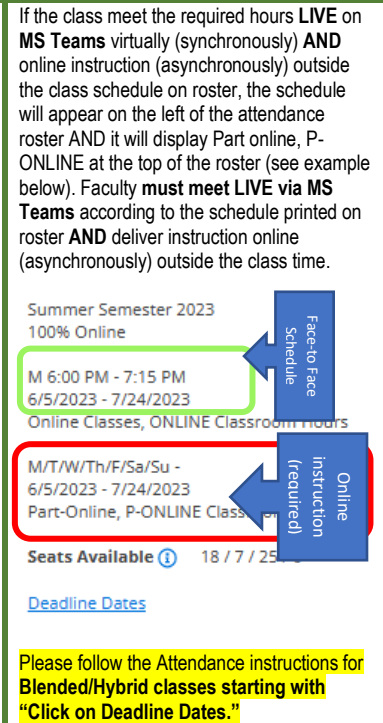


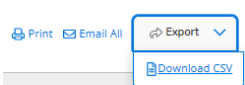

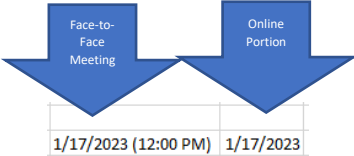
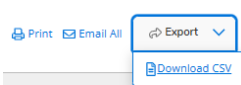


Self-Service Attendance Roster Guide for Faculty

Traditional Class	Blended/Hybrid Class	100% Online Class	Synchronous Class
<p>Meets all required hours face- to-face per schedule on roster. Attendance is required each day up to census date.</p>	<p>Meets required hours face-to-face per schedule on roster AND instruction is delivered online (asynchronously) outside of class time. Attendance is required each day in the columns with the start times of class/lab AND only once during census in the online column (Time not specified). An assignment, ANY one assignment, should be posted in Canvas for students to complete during census.</p> <p>Per State Auditors – Attendance must be recorded for each portion (face-to-face AND online portion) of a class during census.</p>	<p>Meets all the required hours online (asynchronously).</p> <p>New process alert – Faculty will only record one Present during census for each student. The one Present must match the census report that is used to record student's attendance and emailed to Auditing.</p> <p>Only one Present, no A's, is required during census for each student. The one Present must match the census report processed in Canvas. Faculty no longer have to use the Update All feature. Yay!!</p>	<p>All synchronous classes have SY as part of their section. <u>The 100% online shown at the top of the roster DOES NOT mean the class meet asynchronously 100% online.</u></p> <p>The class must meet either all the hours on LIVE on MS Teams virtually during the scheduled time printed on roster OR meet LIVE on MS Teams virtually during the scheduled time printed on roster AND instruction is delivered online (asynchronously) outside of the scheduled meeting time.</p> <p>Per State Auditors – Attendance must be recorded for each portion (face-to-face AND online portion if applicable) of a class during census.</p>
<p>To access the Self-Service attendance roster, go to gtcc.edu, click on the Resource button , click on Self-Service, click on Faculty and select the class.</p>	<p>To access the Self-Service attendance roster, go to gtcc.edu, click on the Resource button , click on Self-Service, click on Faculty and select the class.</p>	<p>To access the Self-Service attendance roster, go to gtcc.edu, click on the Resource button , click on Self-Service, click on Faculty and select the class.</p>	<p>To access the Self-Service attendance roster, go to gtcc.edu, click on the Resource button , click Self-Service, click on Faculty and select the class.</p>
<p>The class schedule is listed at the top left of the attendance roster. Faculty must meet in class according to the schedule printed on roster. Note: Class breaks cannot be combined and used at the end of the class of face-to-face meeting days.</p>  <p>The screenshot shows a traditional class with a face-to-face schedule (Th 8:00 AM - 9:20 AM and Th 9:20 AM - 12:10 PM) and online instruction (Part-Online, P-ONLINE Classroom Hours). A blue arrow points to the 'Face-to-Face Schedule' section, and another blue arrow points to the 'Online Instruction (required)' section.</p>	<p>The class schedule is listed at the top left of the attendance roster and the Part-online shown represents the online portion of the class. Faculty must meet in class according to the schedule printed on roster AND deliver instruction online (outside of class time) for the remaining hours. Note: Class breaks cannot be combined and used at the end of the class of face-to-face meeting days.</p>  <p>The screenshot shows a blended/hybrid class with a face-to-face schedule (W 9:00 AM - 11:45 AM) and online instruction (M/T/W/Th/F/Sa/Su - 5/17/2023 - 7/26/2023). A blue arrow points to the 'Face-to-Face Schedule' section, and another blue arrow points to the 'Online Instruction (required)' section.</p>	<p>100% online classes do not have a schedule. It will only reflect the class dates and Online Classes, ONLINE classroom hours for class/lab (see below).</p> <p>Summer Semester 2023 100% Online</p> <p>M/T/W/Th/F/Sa/Su - 5/17/2023 - 6/20/2023 Online Classes, ONLINE Classroom Hours</p> <p>Seats Available ⓘ 0 / 30 / 30 / 0</p> <p>Deadline Dates</p>	<p>If the class meet all the required hours for class/lab on MS Teams virtually (synchronously), the class schedule will appear on the left of the attendance roster (see example below). Faculty must meet via MS Teams according to the schedule printed on roster. If it does not display Part-Online, P-ONLINE at the top of roster, students must meet LIVE on MS Teams in order to be counted for FTE.</p>  <p>The screenshot shows a synchronous class with a face-to-face schedule (T 9:00 AM - 10:30 AM, T 10:40 AM - 12:30 PM, T 1:20 PM - 4:20 PM) and online instruction (Online Classes, ONLINE Lab/Shop Hours). A blue arrow points to the 'Face-to-Face Schedule' section, and another blue arrow points to the 'Online Instruction (required)' section.</p> <p>Please follow the Attendance instructions for Traditional classes starting with "Click on Deadline Dates."</p>
<p>Click on "Deadline Dates" to review the Census date (Last Day to Drop without a Grade) and Withdrawal Date (Last Day to Drop with a Grade).</p>	<p>Click on "Deadline Dates" to review the Census date (Last Day to Drop without a Grade) and Withdrawal Date (Last Day to Drop with a Grade).</p>	<p>Click on "Deadline Dates" to review the Census date (Last Day to Drop without a Grade) and Withdrawal Date (Last Day to Drop with a Grade).</p>	<p>If the class meet the required hours LIVE on MS Teams virtually (synchronously) AND online instruction (asynchronously) outside the class schedule on roster, the schedule will appear on the left of the attendance roster AND it will display Part online, P-ONLINE at the top of the roster (see example below). Faculty must meet LIVE via MS Teams according to the schedule printed on roster AND deliver instruction online (asynchronously) outside the class time.</p>  <p>The screenshot shows a synchronous class with a face-to-face schedule (M 6:00 PM - 7:15 PM) and online instruction (M/T/W/Th/F/Sa/Su - 6/5/2023 - 7/24/2023). A blue arrow points to the 'Face-to-Face Schedule' section, and another blue arrow points to the 'Online Instruction (required)' section.</p> <p>Please follow the Attendance instructions for Blended/Hybrid classes starting with "Click on Deadline Dates."</p>

Traditional Class	Blended/Hybrid Class	100% Online Class	Synchronous Class
<p>Click on Attendance and then select the date (located on the far right of the roster) to record student's attendance.</p>	<p>Click on Attendance and then select the date (located on the far right of the roster) to record the student's attendance. Important note: DO NOT enter attendance in the Time not specified columns (online portion), which are the first column(s).</p>	<p>Click on Attendance, click on the calendar and select the date in which student (s) submitted an assignment (located on the far right of the roster) and record the student's attendance.</p>	
<p>Attendance must be recorded each meeting day in all columns from the first day of class up to the census date.</p>	<p>Go to the column(s) with the start time 6:00 PM of the face-to-face class/lab/clinic and record attendance by clicking on each student and enter Present, Absent, no excuse or Late. DO NOT use the Update All feature.</p>	<p>Only one Present, no A's, is required during census for each student. The one Present must match the census report processed in Canvas. Faculty no longer have to use the Update All feature. Yay!!</p>	
<p>Once the attendance has been recorded up to the census date, check the total number of Presents (P), Absences (A) and Lates (L) located at the far right of the roster. Students with all A's (absent) and no P's or L's are considered a no show.</p> 	<p>Once the attendance has been recorded up to the census date for the face-to-face scheduled meeting days, on the day after census, run the online census report in Canvas. Start with the first student, click on Attendance, click on the date student submitted their online assignment, and record Present. Only one Present should be recorded in the Time not specified Time not specified during census for each student. The date must match the date on the census report. IMPORTANT NOTE: Online activity completed during face-to-face scheduled meeting times do not count towards the required online instruction for class or census assignment. Assignment must be completed outside of face-to-face scheduled meeting times (asynchronous portion).</p>	<p>Once the attendance has been recorded up to the census date, students with no P (Present) are considered a no show.</p> 	
<p>On the day after census date, click on Census, check the Never Attended box for students who never attended class in person up to census.</p> <p><u>Note: It's imperative that the Never Attended box is checked accurately after census to avoid student's Financial Aid and FTE reporting issues.</u></p>	<p>Once the attendance has been recorded each day up to the census date for face-to-face scheduled meeting days AND one Present has been recorded for the students who have submitted an online assignment during census, on the day after census date, check the total number of Presents (P), Absences (A) and Lates (L) located at the far right of the roster. Students with all A's (absent) and no P's or L's are considered a no show.</p>	<p>On the day after census date, click on Census, check the Never Attended box for students who never submitted an online assignment during census.</p> <p><u>Note: It's imperative that the Never Attended box is checked accurately after census to avoid student's Financial Aid and FTE reporting issues.</u></p>	
<p>Once the Never Attended box has been checked on the day after census, click Certify. It's very important that faculty Certify the day after census.</p>	<p>On the day after census date, click on Census, check the Never Attended box for students who never attended a face-to-face class AND never submitted an online assignment during census. <u>A student must have either attended face-to-face once OR submitted an online assignment during census.</u> Note: It's imperative that the Never Attended box is checked accurately after census to avoid student Financial Aid & FTE reporting issues.</p>	<p>Once the Never Attended box has been checked on the day after census, click Certify. It's very important that faculty Certify the day after census.</p> <p>Download the Intelliboard census report used to record the attendance for the one online assignment during census and email it to censusreports@gtcc.edu no later than two days after census date. If you experience any issues running the census report in Canvas, please contact eLearning for assistance. <u>Please include the complete course code and term in the Subject area.</u></p>	
<p>Important Note: Students who never attended a face-to-face meeting day during census should not be allowed to enter the class after census. Please refer these students to Records office. Student will not be able to attend class unless an official approval is sent by Records via email.</p>	<p>Once the Never Attended box has been checked on the day after census, click Certify. It's very important that faculty Certify the day after census.</p> <p>Download the Intelliboard census report used to record the attendance for the one online assignment during census and email it to censusreports@gtcc.edu no later than two days after census date. If you experience any issues running the census report in Canvas, please contact eLearning for assistance. <u>Please include the complete course code and term in the Subject area.</u></p>	<p>Veteran students - The message "Veteran – Notify the Veterans Office of changes to the record" will appear under the student's name under the Roster tab in Self-Service for Veteran students.</p>	

Traditional Class	Blended/Hybrid Class	100% Online Class	Synchronous Class
<p>Veteran students - The message "Veteran – Notify the Veterans Office of changes to the record" will appear under the student's name under the Roster tab for Veteran students.</p>	<p>Important Note: Students who never attended a face-to-face meeting day AND never submitted an online assignment during census should not be allowed to enter the class after census. Please refer these students to Records office. Student will not be able to attend class or access course online unless an official approval is sent by Records via email.</p>		
<p>For the days class did not meet due to class cancellation or inclement weather, record Absent, excused for each student and complete the OCA form by clicking on Resource Menu, MyGTCC, Faculty and Staff Information, Forms & Information, Faculty Forms and then Out of Class Assignment.</p>	<p>Veteran students - The message "Veteran – Notify the Veterans Office of changes to the record" will appear under the student's name under the Roster tab for Veteran students.</p>		
	<p>For the days class did not meet due to class cancellation or inclement weather, record Absent, excused for each student in the column (s) with Times only, and complete the OCA form by clicking on Resource Menu, MyGTCC, Faculty and Staff Information, Forms & Information, Faculty Forms and then Out of Class Assignment.</p>		
<p>To ensure accurate attendance, faculty may export and verify the attendance recorded on roster for no show attendance, missing attendance, or all absences but not marked a no show, by clicking on Attendance, Export and Download CSV. The dates will begin with the last date attendance was recorded.</p> 	<p>To ensure accurate attendance, faculty may export and verify the attendance recorded on roster for no show attendance, missing attendance, or all absences but not marked a no show, by clicking on Attendance, Export and Download CSV (see below).</p>  <p>The dates will begin with the last date attendance was recorded. The column with date and time represent the face-to-face meeting day and the column with date only represent the online portion of the class.</p>  <p>Please note: This report is not a census report and should only be used to verify the attendance recorded on the Self-Service Attendance Roster.</p>	<p>To ensure accurate attendance, faculty may export and verify the attendance recorded on roster for no show attendance, missing attendance, or all absences but not marked a no show, by clicking on Attendance, Export and Download CSV. The dates will begin with the last date attendance was recorded.</p> 	

If you have any questions regarding completing the Self-Service Attendance Roster, please feel free to contact the Auditing Staff. 😊

AUDITING STAFF

Arnessa R. Thompson, M.S. - Director of FTE Auditing EM: adrichbourg@gtcc.edu EXT. 50454

Sherry Waddell - Audit Technician I EM: sawaddell@gtcc.edu EXT. 50283

Shawn Hill – Audit Technician I EM: slhill10@gtcc.edu EXT. 55088