

## Self-Service Attendance Roster Guide for 100% Online Classes

To access Self-Service attendance roster, go to [gtcc.edu](http://gtcc.edu), click on Resources menus and then Self-Service. Classes are scheduled according to the required hours governed by the state. Online classes are expected to meet 100% online according to the schedule on roster.

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

The screenshot displays the Self-Service Attendance Roster interface. The top section shows class details for "Fall Semester 2022 100% Online". A callout box points to this text, stating "Class meets 100% online. Class does not meet face-to-face." Below this, the class is identified as "TBD" with dates "8/15/2022 - 12/12/2022" and "Online Classes, ONLINE Classroom Hours". The "Seats Available" section shows "22 / 8 / 30 / 0". A callout box points to the "Deadline Dates" link, stating "Click on deadline dates for class census and withdrawal dates." Below this, the "Waitlisted" status is "0 of 40". The navigation bar includes "Roster", "Attendance", "Census", "Grading", "Books", "Permissions", and "Waitlist".

The "Deadline Dates" modal window is open, showing the following information:

Fall Semester 2022	
Last Day to Add	8/16/2022
First Day to Drop	8/15/2022
Last Day to Drop without a Grade	8/24/2022
Last Day to Drop with a Grade	11/7/2022

Callout boxes identify "8/24/2022" as the "Census Date" and "11/7/2022" as the "Withdrawal Date". A "Close" button is located at the bottom of the modal window.

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

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

**Step 3:** Select **Present** for students who submitted their assignments on 8/15, then follow instructions in **Step #4**.  
**Note:** Only one Present is required during census for each student. The one Present must be consistent with the date on census report submitted to Auditing.

Fall Semester 2022  
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TBD  
8/15/2022 - 12/12/2022  
Online Classes, ONLINE Classroom Hours  
Seats Available 22 / 8 / 30 / 0  
[Deadline Dates](#)  
Waitlisted 0 of 40

Roster **Attendance** Census Grading Books Permissions Waitlist

Student Name or ID  Update All

8/15/2022  Export

Student		Date	Last Attendance Recorded	P	A	E	L
	Present <input type="button"/>	8/15/2022	8/15/2022	1	0	0	0
	Select Attendance <input type="button"/>	8/15/2022		0	0	0	0
	Present <input type="button"/>	8/15/2022	8/15/2022	1	0	0	0
	Select Attendance <input type="button"/>	8/15/2022		0	0	0	0

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

### Attendance Code Guide

- **P = Present** – The date student submitted their one online assignment
- **A = Absent, no excuse** – Student did not submit an online assignment on the date in which you're recording attendance.
- **E = Absent, excused** - Not applicable to 100% online classes
- **L = Late** – Not applicable to 100% online classes

**Step 4:** Start with the first day of the semester. Once **Present** has been recorded for students who submitted their first online assignment on this date *first*, which must be consistent with the census report submitted to Auditing, 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 remaining students, including students who have dropped/withdrawn from class.

Follow this process **for every calendar day, including weekends**, up to census date. Only **one Present** should be recorded during census period for each student.

**On a day where none of the students listed on attendance roster submitted an online assignment, faculty will still need to record attendance by selecting Update All, then Update Empty Records to Absent.**

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Seats Available 22 / 8 / 30 / 0

[Deadline Dates](#)

Waitlisted 0 of 40

Roster Attendance Census Grading Books Permissions Waitlist

Student Name or ID  Update All  8/15/2022  Export

Update All, Update Empty Records to Absent.

Student		Date	Last Attendance Recorded	P	A	E	L
	Present <input type="text"/>	8/15/2022	8/15/2022	1	0	0	0
	Select Attendance <input type="text"/>	8/15/2022		0	0	0	0
	Present <input type="text"/>	8/15/2022	8/15/2022	1	0	0	0
	Select Attendance <input type="text"/>	8/15/2022		0	0	0	0
	Select Attendance <input type="text"/>	8/15/2022		0	0	0	0
	Present <input type="text"/>	8/15/2022	8/15/2022	1	0	0	0
	Select Attendance <input type="text"/>	8/15/2022		0	0	0	0
	Select Attendance <input type="text"/>	8/15/2022		0	0	0	0

### Important Note

- Do not click on “Census” tab until attendance has been recorded each calendar day, which is one Present during census for each student up to the census date, including weekends.

**Step 5:** Only **one Present** for each student should be recorded during census. The **one Present** must be consistent with the date student submitted their first assignment online, which should be consistent with the census report submitted to Auditing. Note: If a student is not listed on the census report, faculty must provide a screenshot of the student's assignment. The screenshot must include the course code, student's name and date assignment was submitted. Once attendance has been recorded each day up to census date, students should reflect one P and the rest of the attendance A's (see example below).

Students with no P's and all A's up to census date means that students never submitted an online assignment during census and are considered a no show.

Note: If a student is not listed on the census report, and a 3<sup>rd</sup> party platform is being utilized for assignments, faculty must provide a clear screenshot of the student assignment, which must include the course code, student's name and date assignment was submitted.

**If student has more than one P after attendance has been recorded up to census, go to Step 6. If not, go to Step 8.**

**If this section has more than one Present in the column, which is incorrect, go to Step 6.**

ART-111-FON10: Art Appreciation  
Fall Semester 2022  
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[Deadline Dates](#)  
Waitlisted 0 of 40

Roster Attendance Census Grading Books Permissions Waitlist

Student Name or ID  Update All  8/24/2022  Export

Student		Date	Last Attendance Recorded	P	A	E	L
	Absent, no excuse <input type="text"/>	8/24/2022	8/24/2022	1	9	0	0
	Absent, no excuse <input type="text"/>	8/24/2022	8/24/2022	1	9	0	0
	Absent, no excuse <input type="text"/>	8/24/2022	8/24/2022	1	9	0	0
	Absent, no excuse <input type="text"/>	8/24/2022	8/24/2022	1	9	0	0
	Absent, no excuse <input type="text"/>	8/24/2022	8/24/2022	0	10	0	0
	Absent, no excuse <input type="text"/>	8/24/2022	8/24/2022	1	9	0	0
	Absent, no excuse <input type="text"/>	8/24/2022	8/24/2022	1	9	0	0
	Absent, no excuse <input type="text"/>	8/24/2022	8/24/2022	0	10	0	0

**Step 6:** If there are more than one P in this column, click on Export, then **Download CSV** to obtain an excel version of the attendance recorded on roster (see below) and follow **Step 7**.

**IMPORTANT NOTE:** If another online platform other than Canvas is being used for class, faculty must archive the student's activity throughout the class at the end of the semester and email to [censusreports@gtcc.edu](mailto:censusreports@gtcc.edu) for auditing purposes. Please be sure to include the term and course code in the subject area.

**Step 7** - Review the students who have more than one P on excel roster, verify the student online assignments in Canvas for accuracy and correct the attendance in Self-Service by clicking on the date with the wrong attendance, and adjust it to **Absent, no excuse**. Once the changes have been made, check to make sure one P is shown for each student (see example in the orange box above).

Fall Semester 2022											
CSV Generated: 10/20/2022 11:05 AM											
Student ID	Student Name	8/24/2022	8/23/2022	8/22/2022	8/21/2022	8/20/2022	8/19/2022	8/18/2022	8/17/2022	8/16/2022	8/15/2022
		A	A	A	A	A	A	A	A	A	P
		A	A	A	A	A	A	A	P	A	A
		A	A	A	A	A	A	A	A	A	P
		A	A	A	A	A	A	A	P	A	A
		A	A	A	A	A	A	A	A	A	A
		A	A	A	A	A	A	A	A	A	P
		A	A	A	A	A	P	A	A	A	A
		A	A	A	A	A	A	A	A	A	A

**Step 8** - Click on **Census** to check the Never Attended box for **no show** students who never submitted one online assignment during census.

ART-111-FON10: Art Appreciation  
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Roster Attendance **Census** Grading Books Permissions Waitlist

Certify

Certify 8/24/2022 Census

Certify

Student Name	Student ID	Never Attended	Class Level	Credits
		<input type="checkbox"/>	Freshman Associate	3
		<input type="checkbox"/>	Freshman Associate	3
		<input type="checkbox"/>	Non Degree-Seeking	3
		<input type="checkbox"/>	Non Degree-Seeking	3
		<input checked="" type="checkbox"/>	Non Degree-Seeking	3
		<input type="checkbox"/>	Freshman Associate	3
		<input type="checkbox"/>	Freshman Associate	3
		<input checked="" type="checkbox"/>	Freshman Associate	3

**Step 9** - Check the Never Attended box for no show students.

**Note:** Please make sure attendance has been recorded each day (including weekends) up to census date and students are truly a no show before checking the Never Attended box.

**Step 10** – On the day **after census date** and **after** attendance has been recorded each day (one Present for each student) up to census date and the Never Attended box has been checked for students who never submitted an online assignment by census date, click on **Certify**, which certifies as your electronic signature. **IMPORTANT - Do not certify on or before census.**

Once attendance has been certified, submit the census reports, including screenshots if necessary, to [censusreports@gtcc.edu](mailto:censusreports@gtcc.edu). The census report must be for each section.

**Financial Aid will contact faculty via email regarding Veteran students.**

## Frequently Asked Questions – Online Classes

- Do I record attendance every calendar day including weekends for a 100% online class up to census?
  - Yes, but only one date should be marked Present for each student for one online assignment submitted during census.
  - On days during census where no one submitted an assignment, all you do is “Update all” and “Update empty records to absent.”
  - This has to be done in order to populate all the dates during census on the attendance roster.
- 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 4, step 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.
- I did not mark my no-show student after census and the student is submitting assignments online 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 submitted an online assignment during census should not submit online attendance 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** column (see page 4).
  - Double-check for any online submissions during census in Canvas or a third-party platform.
- 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.
- 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](mailto:censusreports@gtcc.edu) no later than three days after census.
- 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).

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