

## **Self Service Attendance Instructions for Faculty**

**Summary:** Beginning in the 2022 Spring semester we will no longer send out the paper census rolls for instructors to complete and send back to the Registrar's Office. The instructor will now record attendance in Self Service. We are piloting the Self Service Attendance process during the 2021 Fall semester for all 2<sup>nd</sup> 8 week classes and will make adjustments as necessary for the 2022 Spring semester. Instructors for those classes will take attendance using both Self Service along with the traditional paper copy of census roll.

This document will provide instructions to faculty on how to record attendance in Self Service.

**Part I** shows how to **login and locate your courses & new features (pages 2 - 5).**

**Part II** shows how to **record attendance for a Face to Face Course (pages 6 - 9).**

**Part III** shows how to **record attendance for an Online Course (pages 10 - 13).**

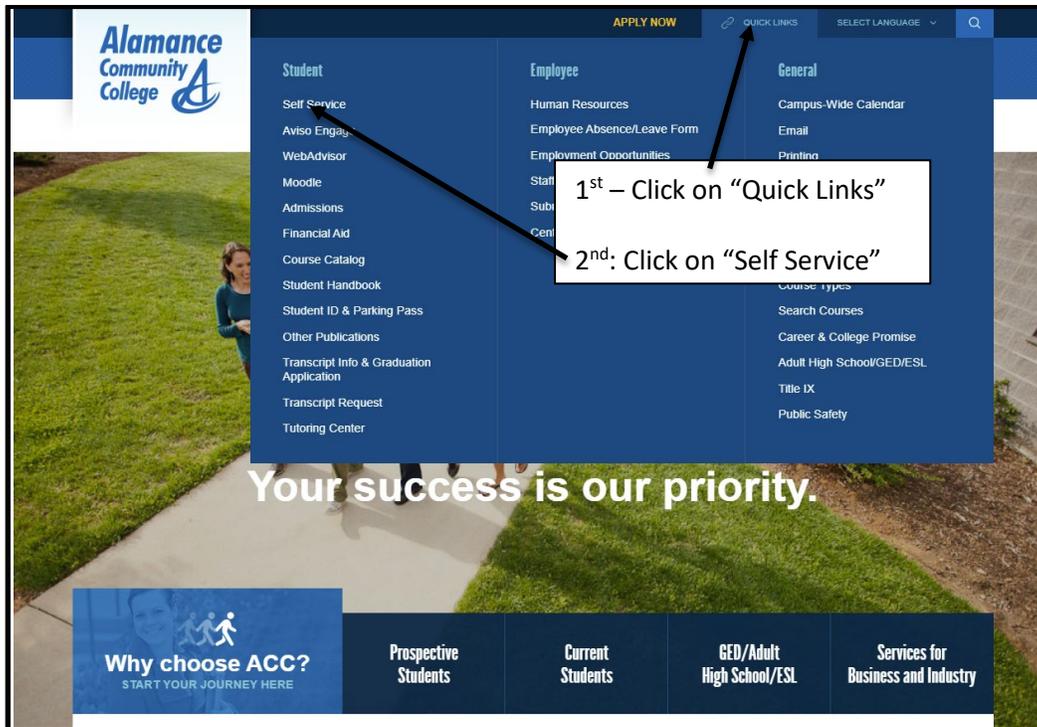
**Part IV** shows how to **record attendance for a Hybrid Course (pages 14 – 15).**

**Part V** shows how to **record attendance for an Independent Study Course (which is contact hours not membership hours) (pages 16 – 18).**

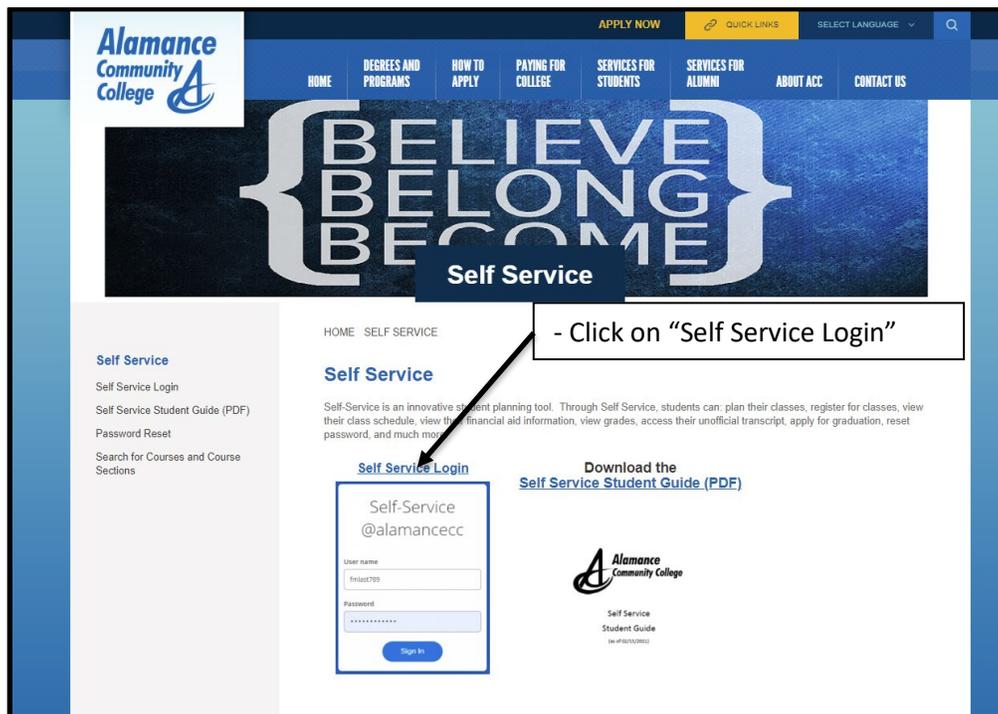
**Part VI** shows you how to **certify your census rolls (page 19).**

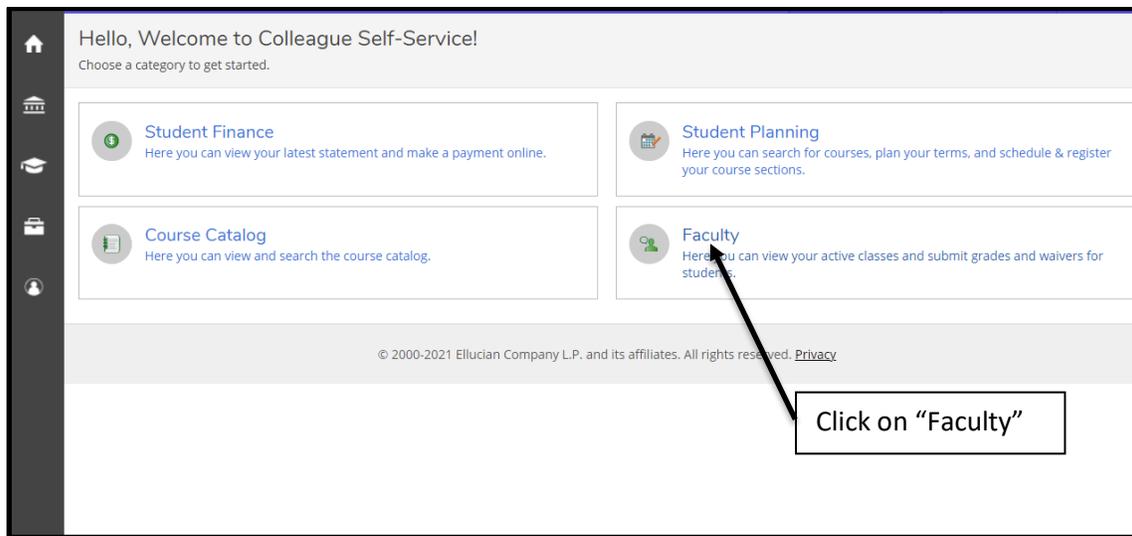
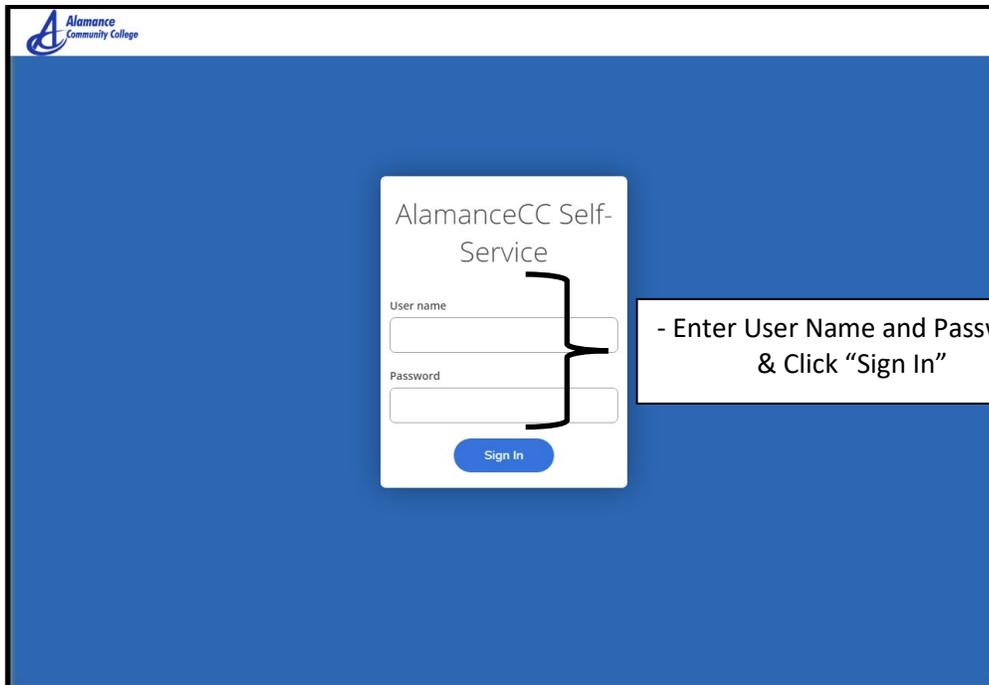
## Step I: Login to Self Service

Navigate to our homepage ([www.alamancecc.edu](http://www.alamancecc.edu)) and click on Quick Links which is in yellow near the top middle of the page. Then select Self Service as shown below:



The following screen will popup:





A list of all of your assigned courses are listed – as shown below:

Daily Work - Faculty - Faculty Overview

Manage your courses by selecting a section below

| 2021 Fall Semester                                   |   |  |       |  |
|--|---|--|-------|--|
| Section  | Times   | Locations  | Books | Census Dates   |
| <a href="#">ACA-111-01W: College Student Success</a> | M 11:15 AM - 12:10 PM<br>8/16/2021 - 12/14/2021 | TBD<br>Classroom Hours                                   |       | 8/23/2021 Census   |
| <a href="#">ACA-111-04I: College Student Success</a> | TBD<br>8/16/2021 - 12/14/2021                   | Off Campus Locations for CU,<br>OFFC1<br>Classroom Hours |       | 8/23/2021 Census   |
| <a href="#">ACA-111-51E: College Student Success</a> | 10/12/2021 - 12/14/2021                         | Distance Education/Online, ONLNE<br>Online Class         |       | 10/21/2021 Census - Certification Opens<br>On 10/21/2021 |

**New features:**

Click on any one of your courses and the following will pop up:

Section Details  
[Back to Courses](#)

**ACA-122-47H: College Transfer Success**  
2021 Fall Semester  
Graham Campus

T/Th 12:40 PM - 1:35 PM  
8/16/2021 - 10/11/2021  
A Wing, A324 Lab/Shop Hours

M/T/W/Th/F/Sa/Su -  
8/16/2021 - 10/11/2021  
Distance Education/Online, ONLINE Lab/Shop Hours

Seats Available 9 of 20

[Deadline Dates](#)

Waitlisted 0

Roster Attendance Census Grading Books Permissions Waitlist

Print Email All Export

| Student Name | Student ID | Class Level        | Preferred Email |
|--------------|------------|--------------------|-----------------|
| [Redacted]   | [Redacted] | Freshman Associate | [Redacted]      |
| [Redacted]   | [Redacted] | Freshman Associate | [Redacted]      |

Click on Deadline Dates & the following pops up with information on key deadline dates for the course:

Section Details  
[Back to Courses](#)

**ACA-122-47H: College Transfer Success**  
2021 Fall Semester  
Graham Campus

T/Th 12:40 PM - 1:35 PM  
8/16/2021 - 10/11/2021  
A Wing, A324 Lab/Shop Hours

M/T/W/Th/F/Sa/Su -  
8/16/2021 - 10/11/2021  
Distance Education/Online, ONLINE L

Seats Available 9 of 20

[Deadline Dates](#)

Waitlisted 0

Roster Attendance

Print Email All Export

| Student Name | Student ID | Class Level        | Preferred Email |
|--------------|------------|--------------------|-----------------|
| [Redacted]   | [Redacted] | Freshman Associate | [Redacted]      |
| [Redacted]   | [Redacted] | Freshman Associate | [Redacted]      |

**Deadline Dates**

ACA-122-47H: College Transfer Success  
2021 Fall Semester

|                                  |            |
|----------------------------------|------------|
| Last Day to Add                  | 11/17/2021 |
| First Day to Drop                | 8/16/2021  |
| Last Day to Drop without a Grade | 8/20/2021  |
| Last Day to Drop with a Grade    | 11/17/2021 |

Close

Click on Census Column and the following pops up:

**“Never Attended” and “Last Date of Attendance” are not active and instructors do not have access (Registrars’ Office processes all drops)**

**Certify Button  
Used after census date by instructor to certify roster.  
Notice that button is greyed out until after census date**

A Wing, A324 Lab/Shop Hours  
M/T/W/Th/F/Sa/Su -  
8/16/2021 - 10/11/2021  
Distance Education/Online, ONLNE Lab/Shop Hours  
Seats Available 9 of 20  
[Deadline Dates](#)  
Waitlisted 0

Roster Attendance **Census** Grading Books Permissions Waitlist

8/20/2021 Census

| Student Name | Student ID | Never Attended | Last Date of Attendance | Class Level        | Credits |
|--------------|------------|----------------|-------------------------|--------------------|---------|
| [REDACTED]   | [REDACTED] |                |                         | Freshman Associate | 1       |

Certify

## II – Recording Attendance for a Face to Face class:

Select a face to face class

Manage your courses by selecting a section below

| Section   | Times   | Books   | Census Dates   |
|---|---|---|--|
| <a href="#">ACA-111-01W: College Student Success</a>  | M 11:15 AM - 12:10 PM<br>8/16/2021 - 12/14/2021                                   | TBD<br>Classroom Hours  | 8/23/2021 Census   |
| <a href="#">ACA-111-04I: College Student Success</a>  | TBD<br>8/16/2021 - 12/14/2021   | Off Campus Locations for CU,<br>OFFC1<br>Classroom Hours                    | 8/23/2021 Census   |
| <a href="#">ACA-111-51E: College Student Success</a>  | 10/12/2021 - 12/14/2021   | Distance Education/Online, ONLNE<br>Online Class                            | 10/21/2021 Census - Certification Opens<br>On 10/21/2021 |
| <a href="#">ACA-111-51W: College Student Success</a>  | M/W 12:40 PM - 1:35 PM<br>10/12/2021 - 12/14/2021                                 | TBD<br>Classroom Hours  | 10/25/2021 Census - Certification Opens<br>On 10/25/2021 |
| <a href="#">ACA-122-57H: College Transfer Success</a> | T 12:40 PM - 1:35 PM<br>10/12/2021 - 12/14/2021<br>TBD<br>10/12/2021 - 12/14/2021 | TBD<br>Lab/Shop Hours<br>Distance Education/Online, ONLNE<br>Lab/Shop Hours | 10/21/2021 Census - Certification Opens<br>On 10/21/2021 |

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The roster for the class is the default screen that will be displayed – as shown below:

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ACA-111-01W: College Student Success

2021 Fall Semester  
Graham Campus

M 11:15 AM - 12:10 PM  
8/16/2021 - 12/14/2021  
TBD

Seats Available 16 of 20  
[Deadline Dates](#)

Waitlisted 0

Roster Attendance Census Grading Books Permissions Waitlist

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

| Student Name | Student ID | Class Level                  | Preferred Email |
|--------------|------------|------------------------------|-----------------|
|              |            | Freshman Certificate/Diploma |                 |
|              |            | Freshman Associate           |                 |
|              |            | Freshman Certificate/Diploma |                 |

Daily Work · Faculty · Faculty Overview

### Section Details

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## ACA-111-01W: College Student Success

2021 Fall Semester  
Graham Campus

M 11:15 AM - 12:10 PM  
8/16/2021 - 12/14/2021  
TBD

**Seats Available** 16 of 20

[Deadline Dates](#)

**Waitlisted** 0

Roster **Attendance** Census Grading Books Permissions Waitlist

Update All Select Date 8/23/2021 (Monday)

| Student   | 11:15 AM          | Last Attendance Recorded | P | A | E | L |
|---|-------------------|--------------------------|---|---|---|---|
|  | Select Attendance |                          | 0 | 0 | 0 | 0 |
|  | Select Attendance |                          | 0 | 0 | 0 | 0 |
|  | Select Attendance |                          | 0 | 0 | 0 | 0 |

Select Date

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### ACA-111-01W: College Student Success

2021 Fall Semester  
Graham Campus

M 11:15 AM - 12:10 PM  
8/16/2021 - 12/14/2021  
TBD

**Seats Available** 16 of 20

[Deadline Dates](#)

**Waitlisted** 0

Roster **Attendance** Census Grading Books Permissions Waitlist

Update All Select Date 8/23/2021 (Monday)

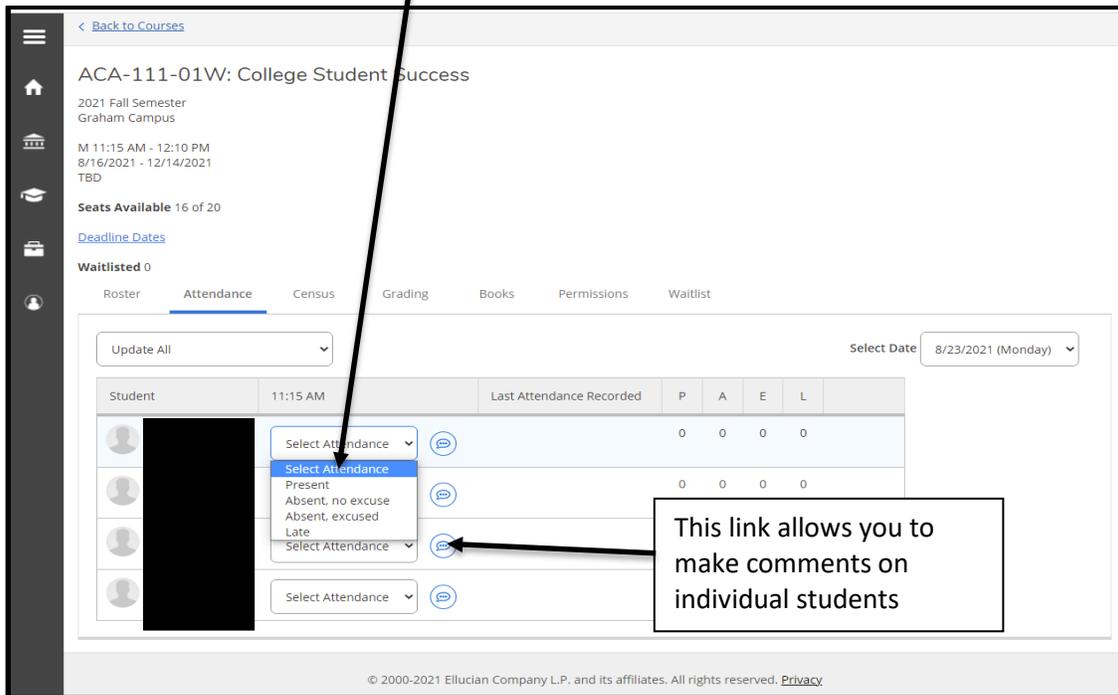
- Update All
- Update Empty Records to Present
- Update Empty Records to Absent

| Student   | 11:15 AM          | Last Attendance Recorded | P | A | E | L |
|---|-------------------|--------------------------|---|---|---|---|
|  | Select Attendance |                          | 0 | 0 | 0 | 0 |
|  | Select Attendance |                          | 0 | 0 | 0 | 0 |
|  | Select Attendance |                          | 0 | 0 | 0 | 0 |
|  | Select Attendance |                          | 0 | 0 | 0 | 0 |

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Select either "Update All" as shown above or

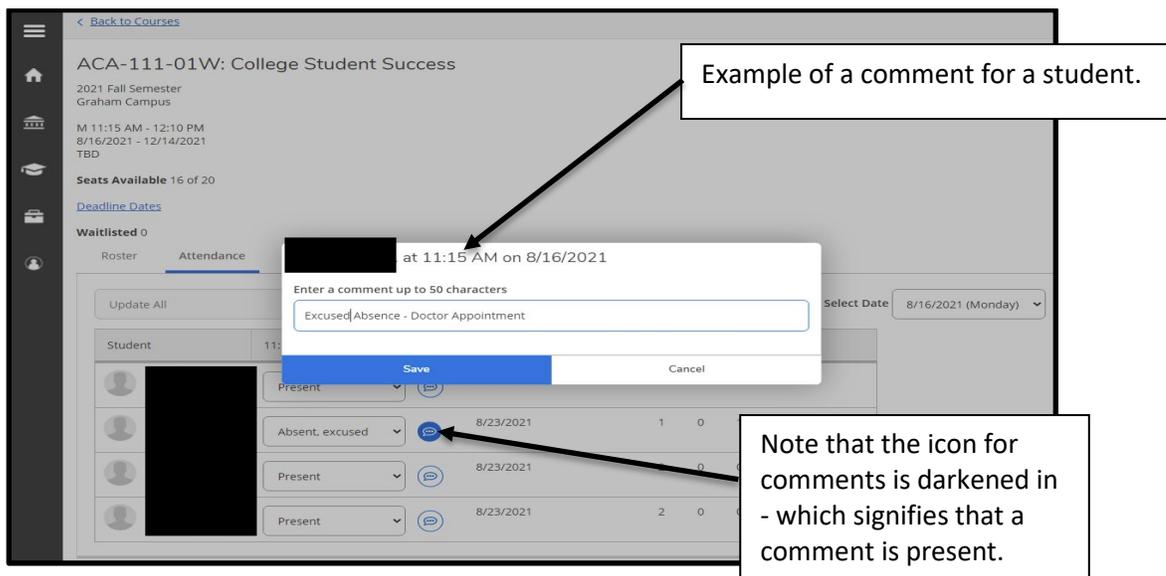
Select "Attendance" for each student as shown below



Note that there are four options for attendance:

- P = Present
- A = Absent – No Excuse
- E = Absent – Excused
- L = Late

**(A tip –If you have a large number of students in the class, it is a time consuming process to individually mark attendance for each individual student when perhaps only one of the students is not present. So - use the Update all function and then go to the attendance record for that individual student who is not present and change his attendance record to the appropriate one.)**



## Final Attendance in Self Service – Face to Face Example

ACA-111-01W: College Student Success  
2021 Fall Semester  
Graham Campus  
M 11:15 AM - 12:10 PM  
8/16/2021 - 12/14/2021  
TBD  
Seats Available 16 of 20  
[Deadline Dates](#)  
Waitlisted 0

Roster **Attendance** Census Grading Books Permissions Waitlist

Update All Select Date 8/16/2021 (Monday)

| Student    | 11:15 AM        | Last Attendance Recorded | P | A | E | L |
|------------|-----------------|--------------------------|---|---|---|---|
| [Redacted] | Present         | 8/23/2021                | 2 | 0 | 0 | 0 |
| [Redacted] | Absent, excused | 8/23/2021                | 1 | 0 | 1 | 0 |
| [Redacted] | Present         | 8/23/2021                | 2 | 0 | 0 | 0 |
| [Redacted] | Present         | 8/23/2021                | 2 | 0 | 0 | 0 |

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### Some items to be aware of:

1<sup>st</sup> – There is no enter or submit button – whatever you enter is automatically updated and synched to our database (Colleague).

**2<sup>nd</sup> - Instructors cannot go back and change attendance for prior dates. Academic Deans will have that access.**

3<sup>rd</sup> – Students can see their attendance for their classes but not any comments you have entered.

4<sup>th</sup> – Attendance must be taken for each student listed for each date that you take attendance.

5<sup>th</sup> – The “Last Attendance Recorded” column shows the last date that attendance was recorded.

6<sup>th</sup> – The P (Present), A (Absent – Unexcused), E (Absent – Excused), and L (Late) columns are cumulative and will show the totals as of the last date that attendance was recorded.

7<sup>th</sup> – Be aware that the requirement for a student to attend a class on or before the census date is still a requirement – nothing has changed on that aspect of attendance. In addition – the college requirement is that if a student misses 20% of a class they must be dropped.

### III – Online courses

Select an online (E) course

Daily Work · Faculty · Faculty Overview

Manage your courses by selecting a section below

Click on "ACA-111-02E ..."

| Section   | Times   | Locations   | Books | Census Dates   |
|---|---|---|-------|--|
| <a href="#">ACA-111-01W: College Student Success</a>  | M 11:15 AM - 12:10 PM<br>8/16/2021 - 12/14/2021   | TBD<br>Classroom Hours  |       | 8/23/2021 Census   |
| <a href="#">ACA-111-02E: College Student Success</a>  | M/T/W/Th/F/Sa/Su -<br>8/16/2021 - 12/14/2021  | Distance Education/Online,<br>ONLNE<br>Online Class   |       | 8/25/2021 Census - Certification Opens<br>On 8/25/2021   |
| <a href="#">ACA-111-04I: College Student Success</a>  | TBD<br>8/16/2021 - 12/14/2021   | Off Campus Locations for CU,<br>OFFC1<br>Classroom Hours  |       | 8/23/2021 Census   |
| <a href="#">BIO-111-05H: General Biology I</a>        | M 11:15 AM - 12:45 PM<br>8/16/2021 - 12/14/2021<br>TBD<br>8/16/2021 - 12/14/2021<br>M 1:00 PM - 4:00 PM<br>8/16/2021 - 12/14/2021 | H Bldg, 126<br>Classroom Hours<br>Distance Education/Online,<br>ONLNE<br>Classroom Hours<br>H Bldg, 302<br>Lab/Shop Hours |       | 8/25/2021 Census - Certification Opens<br>On 8/25/2021   |
| <a href="#">ACA-111-51E: College Student Success</a>  | TBD<br>10/12/2021 - 12/14/2021  | Distance Education/Online,<br>ONLNE<br>Classroom Hours  |       | 10/21/2021 Census - Certification Opens<br>On 10/21/2021 |
| <a href="#">ACA-111-51W: College Student Success</a>  | M/W 12:40 PM - 1:35 PM<br>10/12/2021 - 12/14/2021   | TBD<br>Classroom Hours  |       | 10/25/2021 Census - Certification Opens<br>On 10/25/2021 |
| <a href="#">ACA-122-57H: College Transfer Success</a> | T 12:40 PM - 1:35 PM<br>10/12/2021 - 12/14/2021   | TBD<br>Lab/Shop Hours   |       | 10/21/2021 Census - Certification Opens<br>On 10/21/2021 |

Roster appears as shown below

Daily Work · Faculty · Faculty Overview

Section Details

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### ACA-111-02E: College Student Success

2021 Fall Semester  
Online Course

M/T/W/Th/F/Sa/Su -  
8/16/2021 - 12/14/2021  
Distance Education/Online, ONLNE Online Class

Seats Available 0 of 25

[Deadline Dates](#)

Waitlisted 0

Click on "Attendance"

Roster Attendance Census Grading Books Permissions Waitlist

Print Email All Export

| Student Name | Student ID | Class Level         | Preferred Email |
|--------------|------------|---------------------|-----------------|
|              |            | Sophomore Associate |                 |
|              |            | Freshman Associate  |                 |
|              |            | Freshman Associate  |                 |

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### ACA-111-02E: College Student Success

2021 Fall Semester  
Online Course

M/T/W/Th/F/Sa/Su -  
8/16/2021 - 12/14/2021  
Distance Education/Online, ONLNE Online Class

Seats Available 0 of 25

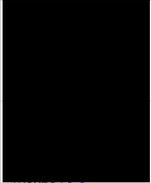
[Deadline Dates](#)

Waitlisted 0

Roster Attendance Census Grading Books Permissions Waitlist

Student Name or ID  Update All

08/24/2021

| Student   | Date      | Last Attendance Recorded                           |
|---|-----------|--|
|  | 8/24/2021 | Select Attendance <input type="button" value="v"/> |
|  | 8/24/2021 | Select Attendance <input type="button" value="v"/> |

August 2021

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |

**Select Date to Record Attendance"**

**Note – In order to stay in the class the student must complete an assignment on or prior to the census date and an attendance code of P annotated for that date.**

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#### ACA-111-02E: College Student Success

2021 Fall Semester  
Online Course

M/T/W/Th/F/Sa/Su -  
8/16/2021 - 12/14/2021  
Distance Education/Online, ONLNE Online Class

Seats Available 0 of 25

[Deadline Dates](#)

Waitlisted 0

Roster Attendance Census Grading Books Permissions Waitlist

Student Name or I.D.  Update All  08/24/2021

| Student    | Date      | Last Attendance Recorded | P | A | E | L |
|------------|-----------|--------------------------|---|---|---|---|
| [Redacted] | 8/24/2021 |                          | 0 | 0 | 0 | 0 |
| [Redacted] | 8/24/2021 |                          | 0 | 0 | 0 | 0 |

Select either "Update All" as shown above or "Select Attendance" for each student to record attendance as shown below

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#### ACA-111-02E: College Student Success

2021 Fall Semester  
Online Course

M/T/W/Th/F/Sa/Su -  
8/16/2021 - 12/14/2021  
Distance Education/Online, ONLNE Online Class

Seats Available 0 of 25

[Deadline Dates](#)

Waitlisted 0

Roster Attendance Census Grading Books Permissions Waitlist

Student Name or I.D.  Update All  08/24/2021

| Student    | Date      | Last Attendance Recorded | P | A | E | L |
|------------|-----------|--------------------------|---|---|---|---|
| [Redacted] | 8/24/2021 |                          | 0 | 0 | 0 | 0 |
| [Redacted] | 8/24/2021 |                          | 0 | 0 | 0 | 0 |

**(A tip –If you have a large number of students in the class, it is a time consuming process to individually mark attendance for each individual student when perhaps only 1 of the students is not present. So - use the Update all function and then go to the attendance record for that individual student who is not present and change his attendance record to the appropriate one.)**

## Final Example for Online class:

M/T/WTh/F/Sa/Su -  
8/16/2021 - 12/14/2021  
Distance Education/Online, ONLINE Online Class

Seats Available 0 of 25

[Deadline Dates](#)

Waitlisted 0

Roster Attendance Census Grading Books Permissions Waitlist

Student Name or I  Update All  08/24/2021

| Student  | Date      | Last Attendance Recorded | P | A | E | L |
|--|-----------|--------------------------|---|---|---|---|
| <input type="text" value="Present"/>           | 8/24/2021 | 8/24/2021                | 3 | 0 | 0 | 0 |
| <input type="text" value="Absent, no excuse"/> | 8/24/2021 | 8/24/2021                | 0 | 3 | 0 | 0 |
| <input type="text" value="Present"/>           | 8/24/2021 | 8/24/2021                | 3 | 0 | 0 | 0 |
| <input type="text" value="Present"/>           | 8/24/2021 | 8/24/2021                | 2 | 0 | 1 | 0 |
| <input type="text" value="Present"/>           | 8/24/2021 | 8/24/2021                | 3 | 0 | 0 | 0 |

Some items to be aware of:

1<sup>st</sup> – There is no enter or submit button – whatever you enter is automatically updated and synched to our database (Colleague).

**2<sup>nd</sup> - Instructors cannot go back and change attendance for prior dates. Academic Deans will have that access.**

3<sup>rd</sup> – Students can see their attendance for their classes but not any comments you have entered.

4<sup>th</sup> – The “Last Attendance Recorded” column shows the last date that attendance was recorded.

5<sup>th</sup> – The P (Present), A (Absent – Unexcused), E (Absent – Excused), and L (Late) columns are cumulative and will show the totals as of the last date that attendance was recorded.

6<sup>th</sup> – Be aware that the requirement for a student to attend a class on or before the census date to remain in the class is still a requirement. In addition – the college requirement is that if a student does not complete an assignment in 14 consecutive days they must be dropped from the class. Our attendance policy has not changed. If questions on our online attendance policy contact the Distance Learning Director.

## IV – Hybrid Course

Select a hybrid class as shown below:

Manage your courses by selecting a section below

2021 Fall Semester

| Section   | Times   | Locations   | Availability | Books | Census Dates     |
|---|---|---|--------------|-------|------------------|
| <a href="#">ACA-122-47H: College Transfer Success</a> | T/Th 12:40 PM - 1:35 PM<br>8/16/2021 - 10/11/2021<br>M/T/W/Th/F/Sa/Su -<br>8/16/2021 - 10/11/2021 | A Wing, A324<br>Lab/Shop Hours<br>Distance<br>Education/Online, ONLNE<br>Lab/Shop Hours | 9 / 20 / 0   |       | 8/20/2021 Census |
| <a href="#">ACA-111-01W: College Student Success</a>  | M 11:15 AM - 12:10 PM<br>8/16/2021 - 12/14/2021   | TBD<br>Classroom Hours  | 16 / 20 / 0  |       | 8/23/2021 Census |
| <a href="#">ACA-111-02E: College Student Success</a>  | M/T/W/Th/F/Sa/Su -<br>8/16/2021 - 12/14/2021  | Distance<br>Education/Online, ONLNE<br>Online Class                                     | 0 / 25 / 0   |       | 8/25/2021 Census |
| <a href="#">ACA-111-04I: College Student Success</a>  | TBD<br>8/16/2021 - 12/14/2021   | Off Campus Locations for<br>CU, OFFC1<br>Classroom Hours                                | 18 / 20 / 0  |       | 8/23/2021 Census |

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Class roster appears

Section Details

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### ACA-122-47H: College Transfer Success

2021 Fall Semester  
Graham Campus

T/Th 12:40 PM - 1:35 PM  
8/16/2021 - 10/11/2021  
A Wing, A324 Lab/Shop Hours

M/T/W/Th/F/Sa/Su -  
8/16/2021 - 10/11/2021  
Distance Education/Online, ONLNE Lab/Shop Hours

**Seats Available** 9 of 20

[Deadline Dates](#)

**Waitlisted** 0

Roster **Attendance** Census Grading Books Permissions Waitlist

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

| Student Name | Student ID | Class Level        | Preferred Email |
|--------------|------------|--------------------|-----------------|
|              | [REDACTED] | Freshman Associate | [REDACTED]      |
|              | [REDACTED] | Freshman Associate | [REDACTED]      |

Click on Attendance

### Select a date

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ACA-122-47H: College Transfer Success

2021 Fall Semester  
 Graham Campus

T/Th 12:40 PM - 1:35 PM  
 8/16/2021 - 10/11/2021  
 A Wing, A324 Lab/Shop Hours

M/T/W/Th/F/Sa/Su -  
 8/16/2021 - 10/11/2021  
 Distance Education/Online, ONLINE Lab/Shop Hours

Seats Available 9 of 20

[Deadline Dates](#)  
[Waitlisted 0](#)

Roster Attendance Census Grading Books Permissions Waitlist

Update All Select Date 8/16/2021 (Monday) Export

| Student    | Time not specified | Last Attendance Recorded | P | A | E | L |
|------------|--------------------|--------------------------|---|---|---|---|
| [Redacted] | Select Attendance  |                          | 0 | 0 | 0 | 0 |
| [Redacted] | Select Attendance  |                          | 0 | 0 | 0 | 0 |
| [Redacted] | Select Attendance  |                          | 0 | 0 | 0 | 0 |

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ACA-122-47H: College Transfer Success

2021 Fall Semester  
 Graham Campus

T/Th 12:40 PM - 1:35 PM  
 8/16/2021 - 10/11/2021  
 A Wing, A324 Lab/Shop Hours

M/T/W/Th/F/Sa/Su -  
 8/16/2021 - 10/11/2021  
 Distance Education/Online, ONLINE Lab/Shop Hours

Seats Available 9 of 20

[Deadline Dates](#)  
 Waitlisted 0

Roster Attendance Census Grading Books Permissions

Update All Select Date 9/2/2021 (Thursday)

| Student    | Time not specified | 12:40 PM          | Last Attendance Recorded | P | A | E | L |
|------------|--------------------|-------------------|--------------------------|---|---|---|---|
| [Redacted] | Select Attendance  | Select Attendance |                          | 0 | 0 | 0 | 0 |

For hybrid sections, the class meeting time is not specified for the online portion, only for the face to face portion. Attendance must be recorded for both portions. Enter a P for the first date the student attends the face to face portions whether in-person or virtually. Enter an A for Absent if the student did not attend. For the online portion enter a P in the "Time Not specified" column using the date the assignment was completed.

## V: Independent Study Classes

Select the Independent Study class (I) that you wish to record attendance for as shown below:

The screenshot shows the 'ellucian' interface with the user 'kpdobbins979'. The page title is 'Faculty Overview'. A callout box with the text 'Click on "ACA-111-04I ..."' has an arrow pointing to the course 'ACA-111-04I: College Student Success' in the table below.

| Section   | Times   | Locations   | Books | Census Dates   |
|---|---|---|-------|--|
| <a href="#">ACA-111-01W: College Student Success</a>  | M 11:15 AM - 12:10 PM<br>8/16/2021 - 12/14/2021   | TBD<br>Classroom Hours  |       | 8/23/2021 Census   |
| <a href="#">ACA-111-02E: College Student Success</a>  | 8/16/2021 - 12/14/2021  | Distance Education/Online,<br>ONLNE<br>Online Class   |       | 8/25/2021 Census - Certification Opens<br>On 8/25/2021   |
| <a href="#">ACA-111-04I: College Student Success</a>  | TBD<br>8/16/2021 - 12/14/2021   | Off Campus Locations for CU,<br>OFFC1<br>Classroom Hours  |       | 8/23/2021 Census   |
| <a href="#">BIO-111-05H: General Biology I</a>        | M 11:15 AM - 12:45 PM<br>8/16/2021 - 12/14/2021<br>TBD<br>8/16/2021 - 12/14/2021<br>M 1:00 PM - 4:00 PM<br>8/16/2021 - 12/14/2021 | H Bldg, 126<br>Classroom Hours<br>Distance Education/Online,<br>ONLNE<br>Classroom Hours<br>H Bldg, 302<br>Lab/Shop Hours |       | 8/25/2021 Census - Certification Opens<br>On 8/25/2021   |
| <a href="#">ACA-111-51E: College Student Success</a>  | TBD<br>10/12/2021 - 12/14/2021  | Distance Education/Online,<br>ONLNE<br>Classroom Hours  |       | 10/21/2021 Census - Certification Opens<br>On 10/21/2021 |
| <a href="#">ACA-111-51W: College Student Success</a>  | M/W 12:40 PM - 1:35 PM<br>10/12/2021 - 12/14/2021   | TBD<br>Classroom Hours  |       | 10/25/2021 Census - Certification Opens<br>On 10/25/2021 |
| <a href="#">ACA-122-57H: College Transfer Success</a> | T 12:40 PM - 1:35 PM<br>10/12/2021 - 12/14/2021   | TBD<br>Lab/Shop Hours   |       | 10/21/2021 Census - Certification Opens<br>On 10/21/2021 |

Click on Attendance as shown below:

The screenshot shows the 'ellucian' interface for 'Section Details' of 'ACA-111-04I: College Student Success'. A callout box with the text 'Click on "Attendance"' has an arrow pointing to the 'Attendance' tab in the navigation bar.

Section Details  
[Back to Courses](#)

ACA-111-04I: College Student Success  
 2021 Fall Semester  
 Graham Campus

TBD  
 8/16/2021 - 12/14/2021  
 Off Campus Locations for CU, OFFC1 Classroom Hours

Seats Available 18 of 20  
[Deadline Dates](#)

Waitlisted 0

Roster Attendance Census Grading Books Permissions Waitlist

Print Email All Export

| Student Name | Student ID | Class Level                   | Preferred Email |
|--------------|------------|-------------------------------|-----------------|
|              | [REDACTED] | Sophomore Certificate Diploma | [REDACTED]      |

The following screen will pop up. **Note that attendance is recorded in hh:mm (hh= hours and mm = minutes).** An example of 1 hour and 30 minutes would be listed as 01:30. An example entry for 45 minutes is 00:45. **Entry must be 4 digits**

ellucian | kpdobbins979 | Sign out | Help

Daily Work | Faculty | Faculty Overview

### Section Details

[Back to Courses](#)

#### ACA-111-04: College Student Success

2021 Fall Semester  
Graham Campus

TBD  
8/16/2021 - 12/14/2021  
Off Campus Locations for CU, OFFC1 Classroom Hours

Seats Available 18 of 20

[Deadline Dates](#)

Waitlisted 0

Roster | **Attendance** | Census | Grading | Books | Permissions | Waitlist

Student Name or ID |  |  |

| Student    | Overall Hours | Hours to (8/24/2021) |  | Date      |
|------------|---------------|----------------------|--|-----------|
| [Redacted] | 00:00         | 00:00                | <input type="text" value="hh:mm"/> <input type="button" value="Calendar"/> | 8/24/2021 |
| [Redacted] | 01:30         | 01:30                | <input type="text" value="hh:mm"/> <input type="button" value="Calendar"/> | 8/24/2021 |

[Back to Courses](#)

### ACA-111-04: College Student Success

2021 Fall Semester  
Graham Campus

TBD  
8/16/2021 - 12/14/2021  
Off Campus Locations for CU, OFFC1 Classroom Hours

Seats Available 18 of 20

[Deadline Dates](#)

Waitlisted 0

Roster | **Attendance** | Census | Grading | Books | Permissions | Waitlist

Student Name or ID |  |  |

Click on Calendar and select date to record attendance

| Student    | Overall Hours | Hours to (8/16/2021) |  | Date |
|------------|---------------|----------------------|--|------|
| [Redacted] | 00:00         | 00:00                | <input type="text" value="hh:mm"/> <input type="button" value="Calendar"/> |      |
| [Redacted] | 00:00         | 00:00                | <input type="text" value="hh:mm"/> <input type="button" value="Calendar"/> |      |

August 2021

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 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 | 1  | 2  | 3  | 4  |

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Shown below is what pops up if you select a date outside the course dates or a future date.

Section Details  
ACA-111-04I: College Student Success  
2021 Fall Semester  
Graham Campus  
TBD  
8/16/2021 - 12/14/2021  
Off Campus Locations for CU, OFFC1 Classroom Hours  
Seats Available 18 of 20  
Deadline Dates  
Waitlisted 0

Roster Attendance Census Grading Books Permissions Waitlist

Student Name or I.D.       
Date entered is less than minimum allowed date of 08/16/2021

| Student | Overall Hours | Hours to (8/16/2021) | <input type="text" value="hh:mm"/> | <input type="button" value="Message"/> | Date      |
|---------|---------------|----------------------|------------------------------------|--|-----------|
|         | 00:00         | 00:00                | <input type="text" value="hh:mm"/> | <input type="button" value="Message"/> | 8/16/2021 |
|         | 00:00         | 00:00                | <input type="text" value="hh:mm"/> | <input type="button" value="Message"/> | 8/16/2021 |

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### Final Attendance in Self Service – Independent Study Class Example

Section Details  
ACA-111-04I: College Student Success  
2021 Fall Semester  
Graham Campus  
TBD  
8/16/2021 - 12/14/2021  
Off Campus Locations for CU, OFFC1 Classroom Hours  
Seats Available 18 of 20  
Deadline Dates  
Waitlisted 0

Roster Attendance Census Grading Books Permissions Waitlist

Student Name or I.D.

| Student | Overall Hours | Hours to (8/24/2021) | <input type="text" value="hh:mm"/> | <input type="button" value="Message"/> | Date      |
|---------|---------------|----------------------|------------------------------------|--|-----------|
|         | 03:30         | 03:30                | <input type="text" value="hh:mm"/> | <input type="button" value="Message"/> | 8/24/2021 |
|         | 03:30         | 03:30                | <input type="text" value="hh:mm"/> | <input type="button" value="Message"/> | 8/24/2021 |

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## VI – Class Roster Certification

(This takes the place of the paper copy of the census roll that we have used in the past.)

**Note: You have to certify each of your courses after the 10% (census date) of your class by following the below procedures:**

**Click on the Class then Click on the Census Column and the following appears**

BIO-275-SB: Microbiology  
Summer 2021  
Pitt Community College  
T/Th 11:00 AM - 1:50 PM  
5/26/2021 - 7/28/2021  
Humber, 215 Lab/Shop Hours  
TBD  
5/26/2021 - 7/28/2021  
Asynchronous Class, WEB Classroom Hours  
Seats Available 19 of 20  
[Deadline Dates](#)  
Waitlisted 0

Roster Attendance **Census** Grading Books Permissions Waitlist

6/1/2021 Census

6/1/2021 Census

Certify

| Student Name | Student ID | Never Attended           | Last Date of Attendance | Class Level         | Credits |
|--------------|------------|--------------------------|-------------------------|---------------------|---------|
|              | [REDACTED] | <input type="checkbox"/> | M/d/yyyy                | Sophomore Associate | 4       |

Click on the far right button entitled “Certify” – ***this cannot be done until after the census date. So if the census date is October 21 then beginning on October 22 this button is enabled and can be selected.***

Certify Census Attendance

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

Cancel Submit

Select **Submit**. A message will display that the census certification has completely successfully.

ellucian. UNIVERSITY satkinson sign out Help

Daily Work Faculty Faculty Overview

Census Certification completed successfully

**Note that this must be done for each class**