



Anne Arundel Community College

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Dear Colleagues:

Federal regulations recently have changed regarding how student attendance at higher education institutions is used to determine student financial aid and veteran benefit eligibility. Attendance of students is a criterion for maintaining eligibility under these regulations. These regulatory changes resulted in the college completing a review of our policies and procedures regarding the use of student attendance records for financial aid and veteran benefit eligibility to determine the most reliable way to track attendance of students. The most effective way for meeting the attendance tracking requirement within the revised regulations is for faculty to report attendance.

Beginning in fall 2012 semester (August 22, 2011) all faculty who are teaching credit courses, as well as non-credit courses that are part of an academic program that is eligible to receive federal financial aid or veteran benefits, will track and report student attendance through an online Attendance Tracking System. Although the college recognizes that this is a new duty for faculty, it is important to our students' continuing access to their learning at AACC.

Attached are instructions for accessing and using the online system, as well as Frequently Asked Questions (FAQs) associated with the process. Additionally, there will be opportunities to ask additional questions about the use of the online system at upcoming department meetings, as well as at Faculty Orientation in August.

Thank you in advance for responding to this new federal requirement; it will make the difference in many of our students' success.

Please contact your department chair or director or Instructional Dean if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew L. Meyer". The signature is fluid and cursive, with the first name "Andrew" being more prominent.

Andrew L. Meyer
Vice President for Learning

Attachments



Anne Arundel Community College

Students First

Attendance Tracking System Frequently Asked Questions (FAQs) for Faculty

Why are faculty now required to take and report student attendance?

Federal regulations have recently changed regarding how attendance is used to determine student financial aid and veteran benefit eligibility. After thorough research, evaluation and discussion it was determined that the most effective and efficient way for the college to respond to the new regulations would be to require attendance to be tracked and reported for all credit courses, as well as non-credit courses that are part of an academic program that is eligible to receive federal financial aid or veteran benefits.

Will all faculty be required to track and report attendance?

All faculty who are teaching credit courses are required to track and report attendance. Additionally, faculty who are teaching non-credit courses that are eligible to receive federal financial aid or veterans benefits will be required to track and report attendance; these non-credit faculty will be notified on an individual basis.

When will this attendance tracking and reporting process begin?

This required attendance tracking and reporting will begin with the fall 2011 semester (August 22, 2011).

How often must attendance be tracked and reported?

Traditional course formats: Although attendance is required to be taken at each class meeting, attendance is only required to be reported once each week. Faculty do have the option to submit the attendance after each class meeting.

Online and hybrid formats: Participation for online and hybrid courses is only required to be tracked and reported once a week.

Is there a difference in reporting traditional face-to-face courses, vs. hybrid and online courses?

Because the structure of online and hybrid courses is very different from the structure of traditional courses, it is hard to determine whether or not a student is present. Therefore, for online and hybrid courses the attendance options are participated and did not participate.

What is the definition of present/participated?

There are no college-wide definitions for present/participated or absent/not participated. Each faculty member has the latitude to determine requirements for students to be considered present/participated in his/her courses. Whatever definition is determined by the faculty member should be applied consistently within each course.

Am I required to use attendance in the calculation of course grades?

Faculty are only required to track and report student attendance. Faculty do not have to use the attendance information in the calculation of students' grades.

If I am teaching a cross-listed course will I have to submit separate attendance records for each course?

No. All students in cross-listed courses will appear on the record of the "parent" course in the Attendance Tracking System. If the cross-listed course includes a non-credit course, only the students who are enrolled in the credit course will appear in the Attendance Tracking system.

I use Angel and sometimes merge my class rosters.

Will I have to submit attendance for each class?

The rosters in the Attendance Tracking system are not able to be merged. Therefore, faculty will have to submit attendance for each course separately.

How should "excused" absences be reported?

For this purpose, all absences are treated the same and should be reported as "absent".

What do I report if my scheduled class doesn't meet?

If a scheduled class doesn't meet, faculty will have the following reporting options:

- College closed: This should be used when the entire college was scheduled to be opened but had to be closed.
- Location unavailable: This should be used when the location where the class was scheduled to meet was unavailable, but the entire college was not closed.
- No class meeting: This should be used in situations when the class did not meet but it was not due to the college being closed or the class meeting location being unavailable.

What if I accidentally mark a student absent who was actually present, or make other mistakes with submitting attendance?

Faculty will have the ability to resubmit attendance information for any date where attendance has already been submitted.

How should attendance be tracked if a class meeting is being led by someone who is not the faculty of record?

The faculty of record should provide the "substitute" with a paper roster. The "substitute" should take the class attendance during the class meeting and provide the attendance to the faculty of record. The faculty of record can use the information received to enter the attendance information into the Attendance Tracking System.

Will students be able to access their attendance records?

The attendance records submitted in the Attendance Tracking System will not be able to be accessed by students.

WebAdvisor Academic Attendance Tracking Condensed Instructions

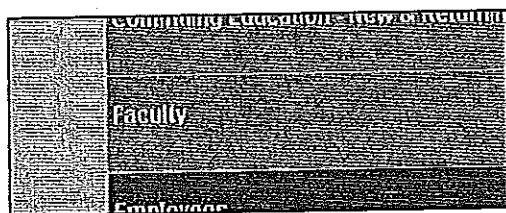
1. Log into the MyAACC portal. This is currently located at:

<https://mycampus.aacc.edu/cp/home/displaylogin>

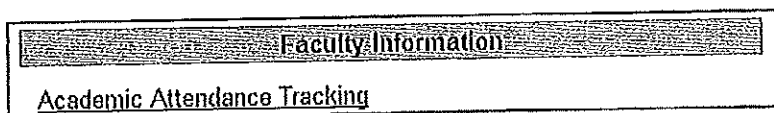
2. Once you are logged into MyAACC, click on the Self Services tab



3. Click on the Faculty link located on the Main Menu page.



4. Click on the Academic Attendance Tracking link located under the Faculty Information section.



5. Click on the hyperlink under the Class Name and Title column to choose a section to update attendance information.



Traditional Face-to-Face: The Meeting Date Form will appear.

Online, Hybrid, or no scheduled meeting times: The Week Ending Date Form will appear if the section has an online or hybrid instructional method or the section has no assigned scheduled meeting dates.

6. Choose an entry date:

- A. **Traditional Face-to-face:** Click on the hyperlink under the Available Dates column to choose the date. This will take you to the Attendance Tracking Form.
- B. **Online, Hybrid, or no scheduled meeting times:** Click on the hyperlink under the Week Ending column to choose the week. This will take you to the Participation Tracking Form.

7. Enter Student Info:

Traditional Face-to-Face

A. Attendance Tracking Form

This form is used to track attendance for the selected section and date. To complete the form, do only one of the following:

- 1) *If there are no absences:* Press any Submit button on the form. You are done.
 - 2) *If there are absences:* Choose the Absent option under the Attendance Type column for each student not present. Press any Submit button. You are done.
 - 3) *If the section did not meet:* Choose the appropriate option located on the 3rd line of the form (choices are: college closed, location unavailable, or no class meeting). Press any Submit button. You are done. In the Attd Submitted Column on the Attendance Tracking Form a "Y" will be listed for the date of attendance that was just submitted.
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Online, Hybrid, or no scheduled meeting times

B. Participation Tracking Form

This form is used to track participation for the selected section and week. To complete the form, do only one of the following:

- 1) *If every student participated for the week:* Press any Submit button on the form. You are done.
- 2) *If not every student participated for the week:* Choose the Did not Participate option under the Participation Type column for each student failing to participate during the week. Press any Submit button. You are done.
- 3) *If the section did not meet:* Choose the appropriate option located on the 3rd line of the form (choices are: college closed, location unavailable, or no class meeting – *these options are for sections that physically meet but do not have scheduled meeting dates recorded in the system*). Press any Submit button. You are done. In the Attd Submitted Column on the Participation Tracking Form a "Y" will be listed for the date of attendance that was just submitted.

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2/2 | Note: Non-submission of required attendance will result in: (a) after one week the faculty member will receive a personal email; (b) after two weeks the instructional coordinators and/or chairs will receive a report; and (c) instructional deans will receive reports of any faculty who have not submitted required attendance in more than two weeks.

WebAdvisor Academic Attendance Tracking

The Academic Attendance Tracking process is used to record students attending all undergraduate and identified continuing education sections. For sections where students do not attend a physical location or the section has multiple instructional methods, a participation tracking form is provided.

This process was created to maintain compliance with new federal financial aid requirements.

Location

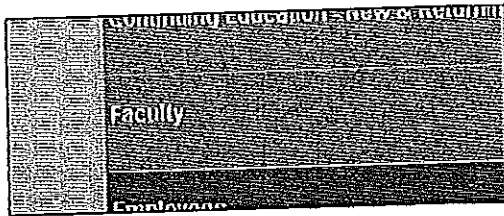
- Log into the MyAACC portal. This is currently located at:

<https://mycampus.aacc.edu/cp/home/displaylogin>

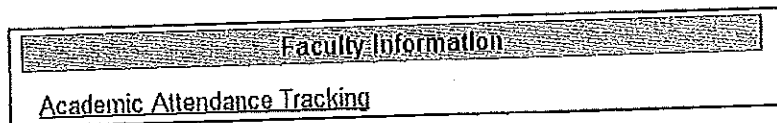
- Once you are logged into MyAACC, click on the Self Services tab



- Click on the Faculty link located on the Main Menu page.



- Click on the Academic Attendance Tracking link located under the Faculty Information section.



Section List

The first form presented is a list of sections assigned to the faculty member who has logged into the system. This list displays sections from the current term only. If more than one faculty member is assigned to a section, each member has the ability to track attendance.

FACULTY									
Academic Attendance Tracking									
Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term	
BPA-111-376 Business & Its Environment	03/28/11	05/08/11	GBTC	302	06:00PM - 08:00PM	M	GB	2011SP	
BPA-162-878 Business Communications	01/19/11	03/10/11					MC	2011SP	
BPA-217-401 Small Business Accounting	01/19/11	05/15/11	CRSC	233	06:30PM - 09:30PM	M	MC	2011SP	
CSI-110-700 Computer Literacy	01/21/11	05/15/11	GBTC	302	09:00AM - 12:40PM	S	GB	2011SP	
QSI-112-039 Computing & Information Tech	01/18/11	05/15/11	GALT	272	02:00PM - 03:40PM	TH	MC	2011SP	
CSI-121-848 Personal Comp Spreadsheet App	01/10/11	04/08/11					GB	2011SP	
NUR-221-002 Nursing Care Child/Families	03/14/11	05/10/11	GBTC	302	09:00AM - 12:30PM	TH	MC	2011SP	
ABS-302-261 GED Prep: Read & Writ	04/07/11	06/09/11	AMIL	302	06:30PM - 09:00PM	TH	AM	2011SP	
OCA-393-201 Mechanical Controls/Motors II	06/06/11	08/23/11	ALST	ALST	08:00AM - 01:00PM	MTWTF	OK	2011SP	

- Click on the hyperlink under the Class Name and Title column to choose a section to update attendance information.

Date Selection

One of two types of date forms is displayed depending on the section chosen.

Week Ending Dates
Choose an attendance week. List displays only current and previous dates.

Section	Start Date	End Date	Instr. Method(s)
BPA-162-878	01/19/11	03/10/11	OL

Week #	Week Ending	Attd Submitted
1	01/23/11	Y
2	01/30/11	Y
3	02/06/11	Y
4	02/13/11	Y
5	02/20/11	Y
6	02/27/11	Y
7	03/06/11	Y
8	03/13/11	

Week Ending Form

This form lists each week the section meets. The dates represent a week's worth of participation from the student concluding on the week ending date (Sunday of each week).

Once attendance has been submitted, the **Participation Submitted** column will display a "Y" for the associated week.

Meeting Dates
Choose an attendance date. List displays only current and previous dates.

Section	Start Date	End Date
BPA-111-375	03/28/11	05/06/11

Available Dates	Attd Submitted
03/29/11	Y
03/31/11	Y
04/05/11	Y
04/07/11	
04/12/11	
04/14/11	
04/19/11	
04/21/11	
04/26/11	
04/28/11	
05/03/11	
05/05/11	

Meeting Date Form

This form is used for sections with meeting locations only. The form list each date the section meets on or before today's date.

Once attendance has been submitted, the **Attendance Submitted** column will display a "Y" for the associated meeting date.

The Week Ending Date Form will appear if:

- the section has an online or hybrid instructional method or
- the section has no assigned scheduled meeting dates

Otherwise, the Meeting Date Form will appear.

- Click on the hyperlink under the Week Ending column to choose the week. This will take you to the Participation Tracking Form or
 - Click on the hyperlink under the Available Dates column to choose the date. This will take you to the Attendance Tracking Form.
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Attendance Tracking Form

This form is used to track attendance for the selected section and date. To complete the form, do one of the following:

- If there are no absences, press any Submit button on the form. You are done.
- Choose the Absent option under the Attendance Type column for each student not present. Press any Submit button. You are done.
- If the section did not meet, choose the appropriate option located on the 3rd line of the form (choices are: college closed, location unavailable, or instructor absent). Press any Submit button. You are done.

Section Attendance Tracking				
Section	Attendance Date	Title		
BPA-217-401	01/31/11	Small Business Accounting		
If there are no absences, please press the submit button to record full attendance				<input type="button" value="SUBMIT"/>
Choose dropdown to indicate the section was unavailable and then press the submit button				<input type="button" value="X"/>
System ID / Name	Attendance Type	Status	Total Absences	Crosslisted Section
1043307 Mr Christopher J. Batista	Present <input checked="" type="checkbox"/>		0	
4724654 Ms Melissa V. Coates	Present <input checked="" type="checkbox"/>		0	
1018013 Mr Christopher M. Dwyer	Present <input checked="" type="checkbox"/>		0	
1044801 Mr John R. Esberg	Present <input checked="" type="checkbox"/>		0	
1016511 Ashley J. Guss	Present <input checked="" type="checkbox"/>		0	
1045138 Mr Clayton D. Hardett	Present <input checked="" type="checkbox"/>		0	
0284103 Ms Donna K. Harrell	Present <input checked="" type="checkbox"/>	ADD	0	
0359448 Ms Sarah H. Herrel	Present <input checked="" type="checkbox"/>		0	
0553359 Ms Tanya D. Johnson	Present <input checked="" type="checkbox"/>	WITHDRAW	0	
1002110 Mr Kevin H. Kutz	Present <input checked="" type="checkbox"/>		0	

Attendance Tracking Form

The form also displays the student current status, total number of absences, and if the student belongs to a cross-listed section.

Once the course has been added or dropped, the student's name appears only during dates where the student was active.

Participation Tracking Form

This form is used to track participation for the selected section and week. To complete the form, do one of the following:

- If every student participated for the week, press any Submit button on the form. You are done.
- Choose the Did not Participate option under the Participation Type column for each student failing to participate during the week. Press any Submit button. You are done.
- If the section did not meet, choose the appropriate option located on the 3rd line of the form (choices are: college closed, location unavailable, or instructor absent – *these options are for sections that physically meet but do not have scheduled meeting dates recorded in the system*). Press any Submit button. You are done.

Section Participation Tracking					
Section	Week Ending Date	Title			
BPA-162-878	01/29/11	Business Communications			
If total participation occurred, please press the submit button to record full participation. <input type="button" value="SUBMIT"/>					
Choose dropdown to indicate the section was unavailable and then press the submit button. <input type="button" value="SUBMIT"/>					
System ID / Name	Participation Type	Status	Total Non-Particip	Cross-listed Section	
0022015 Ms. Stacy L. Allen	Did Not Participate		0		
0128015 Ms. Kira A. Brosig	Participated		0		
0605511/13 Olga Budeva	Participated		0		
1011261 Kere M. Cadde	Participated		0		
1007642 Mr. Richard D. Canton	Participated		0		
0935301 Stanislaw H. Dziedzic	Participated	WITHDREW	0		
0915522 Mr. Patricia A. Fisher, II	Did Not Participate		1		
0611934 Mr. Gary Graves	Participated		1		
1026552 Mr. Steven S. Hicks	Participated		1		
1022650 Ms. Courtney M. Jackson	Participated		0		
0700295 Mr. Joseph C. Johnson	Participated		0		
1035090 Mr. Kenneth C. Mack, II	Participated	WITHDREW	1		
0921872 Doreen J. Muggenberg	Participated		0		
1023704 Mr. Kristopher J. Neves	Participated		0	BPA-162-868	

Participation Tracking Form

The form also displays the student's current status, total number of weeks where no participation occurred, and if the student belongs to a cross-listed section.

Once the course has been add or dropped, the student's name appears only during dates where the student was active.

At this point, you are returned to the Section List Form. You can either click on the Main Menu or Faculty Menu link on the right top area of the form or choose another section from the list.

Attendance/ Participation Form Information

- **System ID/Name:**
The student's Datatel ID and name.
- **Attendance/Participation Type:**
These values are stored in the student's record:
 - *Present* – In attendance for the specified meeting date
 - *Absent* – not in attendance for the specified meeting date
 - *Participation* – sufficiently contributing to the section as defined by the instructor
 - *Did not Participate* – lacking involvement with the section as defined by the instructor
 - *College Closed* – used when college is not open, e.g., weather emergency
 - *Location Unavailable* – used when meeting location is not usable, e.g., power outage
 - *No Class Meeting* – instructor unavailable or meeting not required for that date
- **Status:**
Adjustments to the student's registration status.
 - *Add* – Registered for the section during the drop/add period
 - *Withdrew* – Withdrew or dropped from the section
- **Total Absences:**
The total number of absences recorded during the term.
- **Total Non-Participation**
The total number of weeks the student did not participate during the term.
- **Crosslisted Section:**
The section number if the student is not registered under the primary section.

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