

# SSC Campus – Attendance Tracking

Two main ways exist in SSC Campus to track attendance in courses. The first is instructor-reported attendance which can be reported at any time directly through the platform on the instructor’s home page. The second, Enrollment Census Report, was designed with Financial Aid services in mind; this feature allows a staff member or administrator to request the last date of attendance for specific students in specific courses from instructors. Please see below for additional detail about workflows and screenshots.

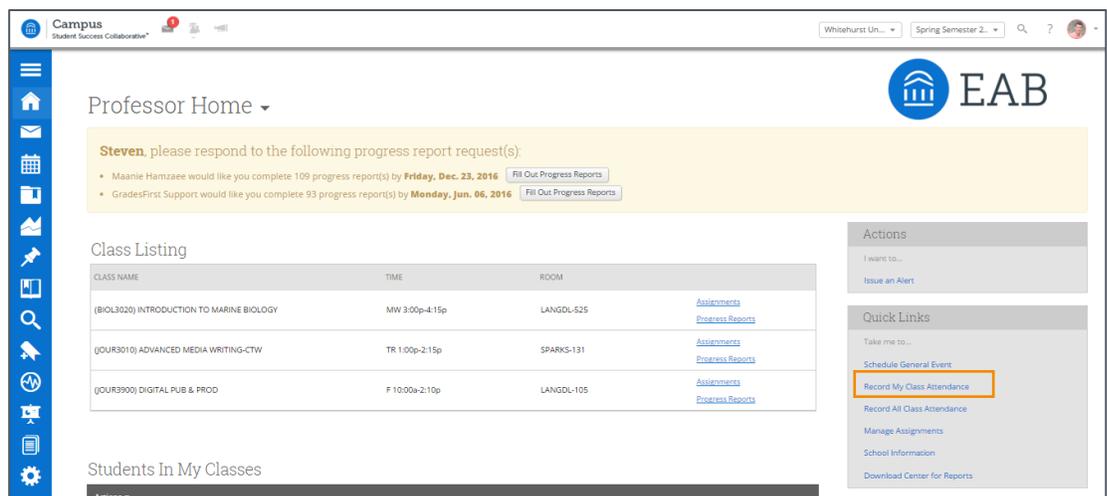
## Absences

Access to attendance reporting feature is controlled by the ‘Absence Recording’ permissions in the first section of the User Roles. Permission to report and view absences can be awarded separately.

Instructors have the option to record attendance for any course meeting at any point. This is useful so that faculty can continue to call role or gather attendance at class through their existing methods and report it through the tool at their convenience.

### Absence Reporting Workflow

1. An instructor selects the ‘Record My Class Attendance’ option from the ‘Quick Links’ section on their Professor Home Page.



**Professor Home**

Steven, please respond to the following progress report request(s):

- Maanie Hamzaee would like you complete 109 progress report(s) by **Friday, Dec. 23, 2016** [Fill Out Progress Reports](#)
- GradesFirst Support would like you complete 93 progress report(s) by **Monday, Jun. 06, 2016** [Fill Out Progress Reports](#)

CLASS NAME	TIME	ROOM	
(BIOL302) INTRODUCTION TO MARINE BIOLOGY	MW 3:00p-4:15p	LANGOL-525	<a href="#">Assignments</a> <a href="#">Progress Reports</a>
(JOUR301) ADVANCED MEDIA WRITING-CTW	TR 1:00p-2:15p	SPARKS-131	<a href="#">Assignments</a> <a href="#">Progress Reports</a>
(JOUR390) DIGITAL PUB & PRID	F 10:00a-2:10p	LANGOL-105	<a href="#">Assignments</a> <a href="#">Progress Reports</a>

**Students In My Classes**

**Quick Links**

- Schedule General Events
- Record My Class Attendance**
- Record All Class Attendance
- Manage Assignments
- School Information
- Download Center for Reports

2. The instructor selects the course and date they wish to report attendance for.

The screenshot shows the 'Course Attendance' page in the EAB system. On the left, there are three course options: BIOL3020-5 (MW 2:00p-4:15p), JOUR3010-10 (TR 1:00p-2:15p), and JOUR3900-15 (F 1:00p-2:10p). The 'JOUR3010-10' course is selected. Below the course list is a calendar for April 2016, with the 28th highlighted as the selected date. The main area displays the course title 'JOUR3010-10 ADVANCED MEDIA WRITING-CTW: Thursday, Apr. 28, 2016' and a table for marking attendance.

STUDENT	ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCUSED?	PATTERN	
Amescua, Maina	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Beattie, Mira	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Blitz, Cayla	1 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Brothern, Huella	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Dukeshier, Aldona	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Hayball, Ingrid	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Izumi, Kylemore	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Justus, Harvey	1 (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Kidwell, Keira	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Lambey, Leah	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Leitzke, Hera	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Meridith, Nitara	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Nett, Oksana	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Pabelick, Cathleen	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Palomaki, Ted	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Prinos, Ram	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Mark Remaining Present							

3. The instructor marks students as either 'Present', 'Absent', or 'Tardy'. If marked either 'Absent' or 'Tardy', they can also select the 'Excused' radio button. The column titled 'Pattern' on the right-hand side shows the pattern of attendance for this student for up to the last 5 course meetings. He/she also has the option to mark only the students who are 'Absent' or 'Tardy' and then use the option below the grid to mark the remaining students present. This allows faculty to only report the absent students. After completing the grid for that course at that time, the instructor selects the 'Save Attendance' button below the grid.

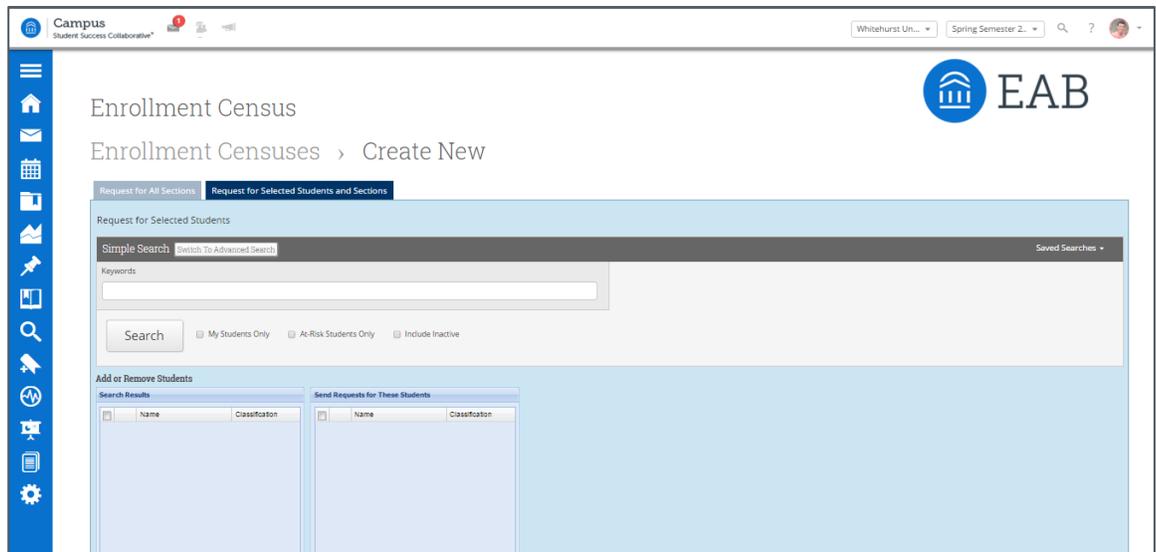
This screenshot shows the same attendance grid as the previous one, but with several cells marked. In the 'PRESENT?' column, the cells for Beattie, Mira; Brothern, Huella; Hayball, Ingrid; and Justus, Harvey are marked with a green circle. In the 'ABSENT?' column, the cells for Blitz, Cayla; Justus, Harvey; and Lambey, Leah are marked with a red circle. In the 'TARDY?' column, the cells for Amescua, Maina; Izumi, Kylemore; and Lambey, Leah are marked with a yellow circle. The 'EXCUSED?' column has a checkmark in the cell for Justus, Harvey. The 'PATTERN' column shows vertical bars of different colors (green, red, yellow) representing the attendance status for each student. At the bottom of the grid, there is a checkbox labeled 'Mark Remaining Present' which is checked.

# Enrollment Census Campaign

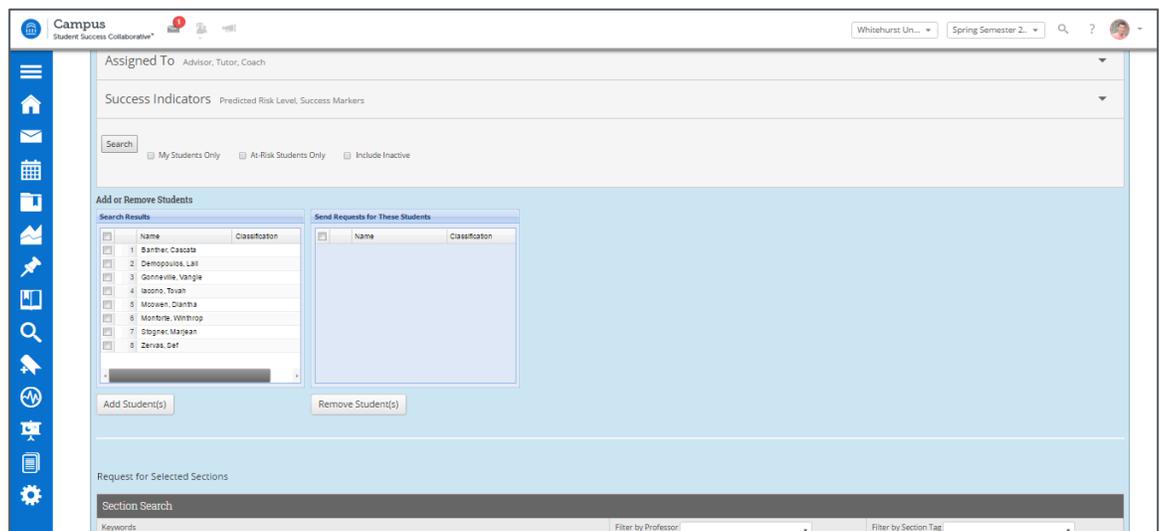
Enrollment Census Campaigns are housed in the 'Campaigns' tab in the left-hand menu. Access to view, create, and delete Progress Report Campaigns are controlled by the 'Progress Report Permission' section in the User Roles. These permissions can be awarded to any role – but would typically be awarded to financial aid counselors or administrators.

## Enrollment Census Workflow

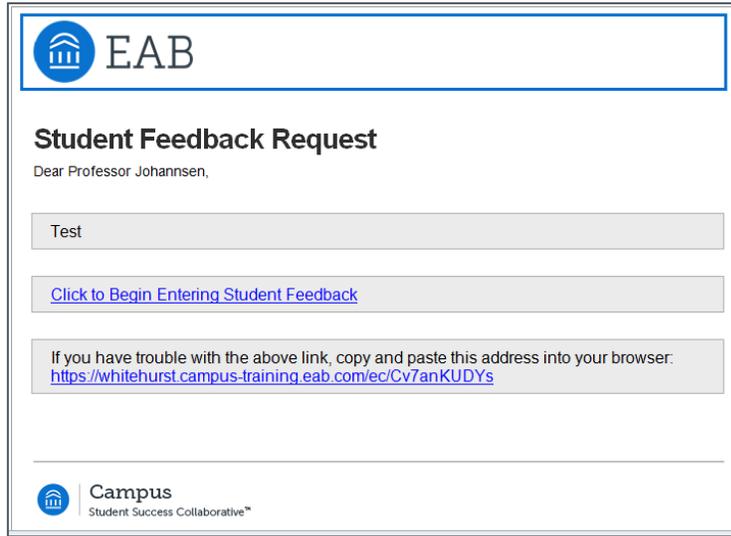
1. A staff member/ administrator selects 'Enrollment Census Campaign' from the actions menu on the right-hand side of the Campaigns screen.
2. The staff member/ administrator selects whether they would like to request faculty feedback about all students or just selected students and/or sections.



3. After using the advanced search, the staff member/ administrator adds or removes the students who meet those criteria to the campaign. For example, in the screenshot below, all students enrolled in 'BIOL2107K' are returned in the results, and those can be manually added to the list of students for whom the staff member/ administrator is requesting attendance.



4. After confirming the students for whom attendance should be requested, the staff member/ administrator can customize the messaging instructors will receive, including the e-mail subject and content of the message.
5. The relevant instructor(s) receive an email that prompts them to indicate the last date of attendance in their course.



6. The instructor then clicks through the link in the email to indicate whether students are 'Active' or 'Inactive'. If the student is 'Inactive', the instructor can note the last dates of attendance for a particular student were.

