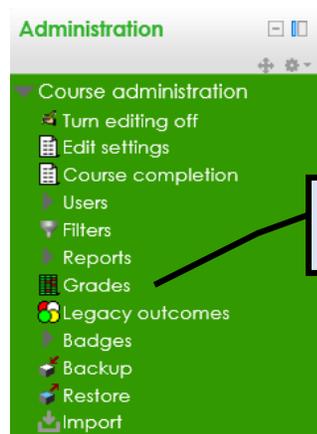


How to Check for Online Attendance

At the end of the “census day” or the following day, you need to submit an official attendance report in your Faculty Portal that is based on whether students completed the **Syllabus Agreement EVA** activity in your course. The “census day” is listed on the Academic Calendar (located on the college website at the “Inside CC” link.) Doing this is **VERY IMPORTANT** since it determines a student’s ability to receive financial aid.

Besides marking attendance on the census day, you must also mark weekly attendance based on completion of the activity/activities indicated in your syllabus. Your weekly attendance should be posted on the day also indicated in your syllabus. (A good time is the day after assignments are due.)

This first page explains how to check your course to see who has completed the Syllabus EVA Agreement activity. The second page shows how to mark attendance in your Faculty Portal.



Click “Grades” in the Administration block.

Joule Gradebook

View Categories Letters Import Export Settings My

Grader report Overview report

All Categories

Last name	First name	Chapter Quiz (15.0)	Homework Assignments (20.0)	Unit Exams (50.0)	Discussion Forums (10.0)	Term Paper (5.0)	Course total
Luachez	Cogdell	85	-	-	-	-	85

If you placed the Syllabus Agreement EVA activity in a category, select that category.

If you did not place the Syllabus Agreement EVA activity in a category, click the **Show uncategorized items** button.

Last name	First name	Syllabus Agreement EVA	Syllabus Quiz
Kassidy	Burton	1	69
Jessica	Goodwin	1	94
Kenny	Segura	-	-
Elizabeth	Taylor	1	88
Nickolas	Tierranegra	1	100
Isabel	Vargas	1	100
Shelby	Worthington	-	-
Overall average		1	90

In the **Syllabus Agreement EVA** column, those with a “1” completed the activity and are to be marked “Present” in your Faculty Portal attendance report. Those with a 0 or dash are to be marked “Absent.”

How to post attendance in Faculty Portal

Once you are logged into the Faculty Portal from Clarendon College's website, click **My Courses** and choose the course.

Course Attendance

- ▶ Attendance Entry
- ▶ Attendance Report

Next, click **Attendance Entry**

Attendance Entry

Course Start Date: 1/14/2014
Course End Date: 5/7/2014
Attendance Date: 08/19/2014
ex. mm/dd/yyyy
Schedule: _____
Display Students on the roster page: All

Next, type the current date.

Next, click **Load Daily Attendance**

Next, type the times using the format in the example below. You only have to do this the first time you mark attendance.

It doesn't matter what times you insert as long as the **Time To** is later than the **Time From**.

Display All students per page. Show Students Photo Show Withdrawn Students Sched Hrs 1

Time From 08:00 AM Time To 09:00 AM

Message from webpage: This change will reset any previously edited/saved student attendance hours. Do you wish to continue? [OK] [Cancel]

Message from webpage: Time from is greater than Time to. Please correct. [OK]

The first time you insert the times, you will probably get these two pop-up messages. Click OK with each one..

Display All students per page. Show Students Photo Show Withdrawn Students Sched Hrs 1

Time From 8:00 AM Time To 9:00 AM

Warning: Class will not meet on this day

Attendance Entry for Tuesday, August 19, 2014

Student ID	Student Name	Attendance
00000035939	1.Boehmisch, Amy Michelle ()	Present
00000040921	2.Coward, Teresa ()	Present

Choose **Absent** from the drop down list for appropriate students.

Save Daily Attendance [Cancel]

Last, click **Save Daily Attendance**