

“How to” Report your Attendance

In order to report the most accurate attendance information for students, please report only once per term and **report no later than the dates listed in the chart below:**

Fall 2017 Session	Start Date	Attendance due dates :
1 st 5 week (5W1)	August 21, 2017	8/24/17 (Th)
1 st 7 week (7W1)	August 21, 2017	8/28/17 (M)
1 st 8 week (8W1)	August 21, 2017	8/29/17 (T)
1 st 10 week (10W1)	August 21, 2017	8/30/17 (W)
1 st 7 week Sat (7WS)	August 26, 2017	9/2/17 (Sat)
15 week	August 21, 2017	9/5/17 (T)
14 week Sat (14W)	August 26, 2017	9/9/17 (Sat)
13 week (13W)	September 5, 2017	9/18/17 (M)
2 nd 5 week (5W2)	September 26, 2017	9/29/17 (F)
2 nd 10 week (10W2)	September 26, 2017	10/6/17 (F)
2 nd 8 week (8W2)	October 10, 2017	10/18/17 (W)
2 nd 7 week (7W2)	October 17, 2017	10/24/17 (T)
2 nd 7 week Sat (7WT)	October 21, 2017	10/28/17 (Sat)
3 rd 5 week (5W3)	October 31, 2017	11/6/17 (M)

Log in to PeopleSoft from the FCC home page www.frederick.edu and click on:

Faculty & Staff → PeopleSoft (Campus Solutions)

Enter your PeopleSoft username - (Username is the same name as in your frederick.edu e-mail address; first initial of your first name, followed by your last name). If you need assistance with this, please contact your Academic Office Manager.

Enter your password- (Use your network password to login; it is the same password that you use for your Outlook e-mail or Blackboard).

Do you need to reset password? Your options:

Online: <https://password.frederick.edu/>

Phone: Helpdesk @ X333 or off campus @ 301-846-2400 and pressing # to dial the extension and enter #3333.

E-mail: helpdesk@frederick.edu

Once logged on the FCC Start Page click: [Attendance Roster](#)

The current term should appear **(2179 for Fall 2017)**. If not, click [Search](#) and choose the correct term. ****Term is not the same as year.***

Once you choose the class you should see your attendance roster. ***(If you have a student attending who is not on this list notify Records and Registration immediately at 301-846-2431).***

Attendance (Fin. Aid) and Student Success Alert Roster

Course ID: 008857 Nutrition in a Changing World Institution: Frederick Community College
 Subject: HE 102 Term: 2015 Fall
 Class Nbr: 1022 7 Lecture Session: 1 - Regular Academic Session

Template Nbr: 1
 Attendance Type: MTG Class Meeting
 Attendance Date: 08/24/2015

If the student is not currently attending, please select from the drop down list under Non attending status; otherwise check the Present box to indicate the student is attending.

[Study Skills Results](#)

Student Attendance Roster				Personalize	Find
ID	Name	Present	Non Attending Status	Student Success Alert	View Alerts
1 117		<input type="checkbox"/>	Never attended class	Student Success Alert	
2 127		<input checked="" type="checkbox"/>		Student Success Alert	
3 122		<input checked="" type="checkbox"/>		Student Success Alert	
4 105		<input checked="" type="checkbox"/>		Student Success Alert	
5 121		<input checked="" type="checkbox"/>		Student Success Alert	
6 104		<input checked="" type="checkbox"/>		Student Success Alert	
7 120		<input checked="" type="checkbox"/>		Student Success Alert	
8 123		<input checked="" type="checkbox"/>		Student Success Alert	View Alerts
9 123		<input checked="" type="checkbox"/>		Student Success Alert	View Alerts
10 110		<input checked="" type="checkbox"/>		Student Success Alert	
11 116		<input checked="" type="checkbox"/>		Student Success Alert	View Alerts

Save Return to Search Previous in List Next in List Notify Refresh

Check "Present" box for all students currently attending. If a student never attended or has stopped attending, select the appropriate response under the "Non Attending Status" column.

Click Save (you must **Save** to ensure the report is recorded).

Click on "Next in List" if you are teaching more than one course.

Click **Save** (you must **Save** to ensure the report is recorded).

You will receive a confirmation e-mail.

Please keep in mind:

- ! Financial aid funds cannot be released until we receive your attendance report(s).
- ! Not reporting attendance by the due date skews enrollment numbers reported to the Department of Education.
- ! Reports must be submitted through PeopleSoft.
- ! You should report attendance ONE time (**no later than the due date listed above**) for each class you are teaching. DO NOT CHANGE AN ATTENDANCE REPORT AFTER THE INITIAL SUBMISSION IN PEOPLESOFT. IF you submit an erroneous Attendance Report for a particular student, you should contact pgrzybowski@frederick.edu immediately.
- ! You must report "Attendance" for on-line courses by the due dates listed. "Attendance" for online courses is defined by a student participating in an "academic activity" such as:
 - *physically attending a class where there is an opportunity for direct interaction between the instructor & students;*
 - *submitting an academic assignment;*
 - *taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;*
 - *attending a study group that is assigned by the school;*
 - *participating in an online discussion about academic matters;*
- *initiating contact with a faculty member to ask a question about the academic subject studied in the course.*