

# Reporting Attendance

Attendance should be reported once per semester no later than the dates listed in the chart below.  
The Pledge does NOT count as Attendance or Academic Engagement.

Fall 2024 Session	Start Date	Attendance Due by 11:59 p.m.
1 (15 week)	8/24/2024	Friday, 9/6
7H1	8/24/2024	Friday, 9/6
10A	8/24/2024	Friday, 9/6
5W1	8/24/2024	Friday, 9/6
13W	9/10/2024	Monday, 9/23
10B	10/1/2024	Monday, 10/14
5W2	10/1/2024	Monday, 10/14
7H2	10/16/2024	Tuesday, 10/29
5W3	11/6/2024	Tuesday, 11/19

Report attendance for all courses by the due dates listed. Attendance for all course structures (e.g.: Online, F2F, Structured Remote, and Hybrid) is defined by a student participating in **academic engagement** such as:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment, which includes participation in an online introductory post;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- Interacting with an instructor about academic matters.

*\*Attendance Reporting FAQs are available under the online Faculty Support site\**

Please keep in mind:

- Financial aid and veteran funds may not be released until attendance is reported.
- Enrollment reports required by the Department of Education are inaccurate when attendance is not reported by the due date.
- Reports must be submitted through PeopleSoft to provide a College Record.
- Attendance reports should **not** be changed after the initial submission in PeopleSoft. Please contact Pam Grzybowski ([pgrzybowski@frederick.edu](mailto:pgrzybowski@frederick.edu)) with questions or if an erroneous attendance report is submitted.

## PeopleSoft Reporting Instructions

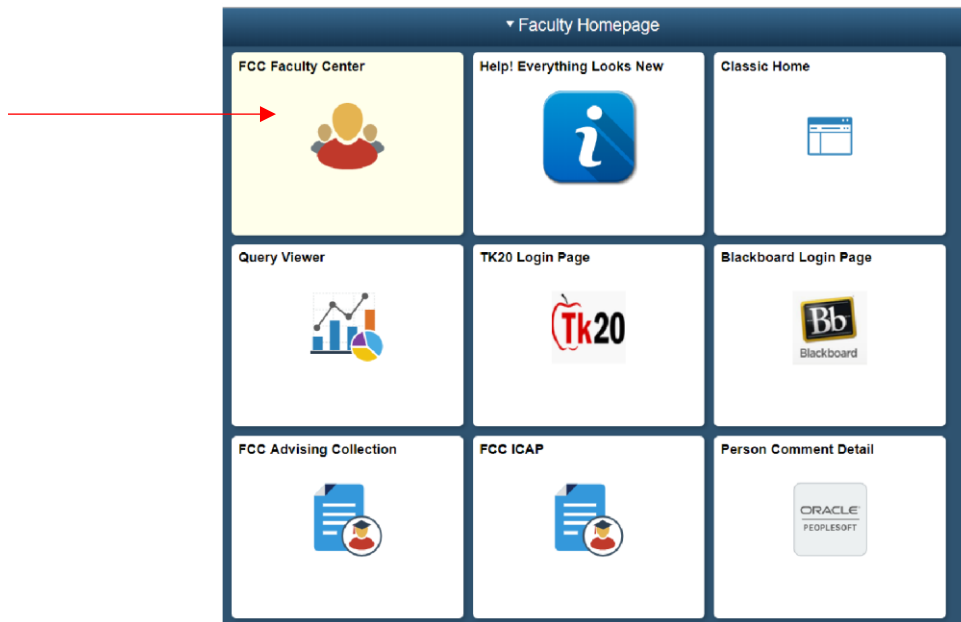
- Log into PeopleSoft <https://cs.frederick.edu/psp/csprd/?cmd=login> by entering your PeopleSoft username (first initial of your first name followed by your last name). Please contact your Academic Office Manager if you need assistance with this.
- Enter your password- (Use your network password to login; it is the same password that you use for your Outlook e-mail or Blackboard).

### Password Help:

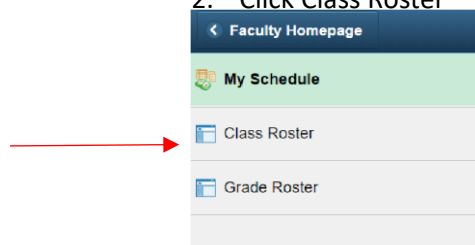
Online: <https://password.frederick.edu/>

E-mail: [helpdesk@frederick.edu](mailto:helpdesk@frederick.edu) Phone: 301 846 2509

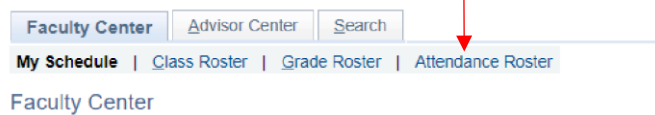
1. Click FCC Faculty Center



2. Click Class Roster



3. Click Attendance Roster



4. Search by Term (**Fall TERM= 2249**) *\*Term is not the same as year.*

### Class Attendance by Template

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: Term = 2195

Search Advanced Search

5. Your class roster(s) will appear. Open the roster by clicking on the Term column associated with the class for which you are reporting.

Class Attendance by Template

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: Term = 2195

Search Advanced Search

Search Results

View All First 1-4 of 4 Last

Term	Subject Area	Catalog Nbr	Session	Class	Section	Description	Course ID	Course Offering Nbr	Class Nbr	Course Component	Attendance Type	Attendance Date	Attendance Date To	Empl ID
2195	MATH	120	8W1	ONL1	Statistics	003189	1	249	Lecture	Meeting	06/13/2019	06/13/2019	1225489	
2195	MATH	120	8W1	ONL2	Statistics	003189	1	250	Lecture	Meeting	06/13/2019	06/13/2019	1225489	
2195	MATH	175	8W1	ONL1	Applied Calculus	003187	1	382	Lecture	Meeting	06/13/2019	06/13/2019	1225489	
2195	MATH	185	8W1	1	Calculus I	003190	1	324	Lecture	Meeting	06/13/2019	06/13/2019	1225489	

6. Check the Present checkbox or, if applicable, provide a Non-Attending Status. After marking attendance for each student, hit SAVE.

**Notify Records Registration by dialing if you have a attending who list.**

Attendance and Early Alert Roster

Course ID 003189 Statistics Institution: Frederick Community College  
Subject MATH 120 Term: 2019 Summer  
Class Nbr 249 ONL1 Lecture Session: 1st 8-week

Template Nbr 1  
Attendance Type MTG Class Meeting  
Attendance Date 06/13/2019

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 | Student Success Alert

ID	Name	Present	Non Attending Status	Student Success Alert
1		<input type="checkbox"/>	<input type="text" value="Never attended class Stopped attending"/>	<input type="checkbox"/>

Save Return to Search Previous in List Next in Refresh

**and immediately (301) 846-2431 student is not on this**