

## “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 (allow as many class meetings as possible in order to provide the most accurate attendance “snap shot” for each student by the session attendance due date):**

Spring 2019 Session	Start Date	Attendance due dates :
1 <sup>st</sup> 5 week (5W1)	January 28, 2019	January 31, 2019 ( Th) OR after 1 <sup>st</sup> class
1 <sup>st</sup> 7 week (7W1)	January 28, 2019	February 4, 2019 (M)
1 <sup>st</sup> 8 week (8W1)	January 28, 2019	February 5, 2019 (T)
1 <sup>st</sup> 10 week (10A)	January 28, 2019	February 7, 2019 (Th)
1 <sup>st</sup> 7 week Sat (7WS)	February 2, 2019	February 9, 2019 (Sat)
<b>15 week (1)</b>	<b>January 28, 2019</b>	<b>February 12, 2019 (T)</b>
14 week Sat (14W)	February 2, 2019	February 16, 2019 (Sat)
13 week (13W)	February 11, 2019	February 25, 2019 (M)
2 <sup>nd</sup> 5 week (5W2)	March 4, 2019	March 7, 2019 (Th) OR after 1 <sup>st</sup> class
2 <sup>nd</sup> 10 week (10B)	March 4, 2019	March 14, 2019 (Th)
2 <sup>nd</sup> 8 week (8W2)	March 18, 2019	April 2, 2019 (T)
2 <sup>nd</sup> 7 week Sat (7WT)	March 23, 2019	April 6, 2019 (Sat)
2 <sup>nd</sup> 7 week (7W2)	April 1, 2019	April 8, 2019 (M)
3 <sup>rd</sup> 5 week (5W3)	April 15, 2019	April 18, 2019 (Th) OR after 1 <sup>st</sup> class

Log in to PeopleSoft from the FCC home page [www.frederick.edu](http://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](mailto:helpdesk@frederick.edu)

Once logged on the FCC Start Page click: Attendance Roster

The current term should appear **(2193 for Spring 2019)**. 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](#)

ID	Name	Present	Non Attending Status	Student Success Alert	View Alerts
1 117		<input type="checkbox"/>	Never attended class	Student Success Alert	
2 12		<input checked="" type="checkbox"/>		Student Success Alert	
3 12		<input checked="" type="checkbox"/>		Student Success Alert	
4 105		<input checked="" type="checkbox"/>		Student Success Alert	
5 12		<input checked="" type="checkbox"/>		Student Success Alert	
6 104	J	<input checked="" type="checkbox"/>		Student Success Alert	
7 120		<input checked="" type="checkbox"/>		Student Success Alert	
8 12		<input checked="" type="checkbox"/>		Student Success Alert	View Alerts
9 12	H	<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. **For courses containing both a lecture and lab component, make sure to report attendance for the lecture portion of the course. (If you have a student attending who is not on this list notify Records and Registration immediately at 301-846-2431).**
- ! DO NOT CHANGE an Attendance REPORT in PeopleSoft after the Attendance due date. IF you submitted an erroneous Attendance Report for a particular student, you should contact [pgrzybowski@frederick.edu](mailto: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.*