FAQs for Attendance Reporting during a mainly remote learning environment

1) Why is it necessary to submit "attendance" on the Attendance Roster?

"Attendance" confirmation is <u>required</u> for all federal aid recipients, and since it is not always known who is or who will become a federal aid recipient, each student in the course should have their "attendance" status reported on the Attendance Roster. **Timely and accurate Attendance Roster reporting is an important part in a student receiving their financial aid, and FCC staying in compliance with Title IV FSA (Federal Student Aid) regulations.**

2) How will I know when Attendance/the Attendance Roster report is due?

About one week before the start of the semester, an initial email is sent to all faculty which includes the Attendance reporting due dates and instructions. Outlook calendar appointments are sent to faculty for each session. Email reminders are also sent to all faculty's <u>Frederick.edu email addresses</u> about 24 hours before the attendance reporting deadline date. Attendance Reporting due dates and instructions are also available each semester under the intranet Faculty How-To Guides.
https://www.frederick.edu/faculty-staff/download/people-soft/attendancereportinginstructions.aspx

3) Do I need to report attendance for the lab, S or A component of my class?

No. You do not need to report attendance for the lab, S, or A components. However, please make sure you are reporting attendance for the lecture component of the course. Note that the lecture section will be listed below the lab section in PeopleSoft.

4) Can a student email the course instructor, mentioning their personal circumstances which are prohibiting them from being able to perform academic activity, constitute "attendance"?

The answer will depend on whether or not the student's communication encompasses " initiating contact with a faculty member to ask a question about the academic subject studied in the course." A student email explaining that they plan to "attend" soon or at a certain point in the near future does <u>not</u> constitute "attendance"; however, a student email asking for clarification on any activity subject matter, does fall under the "attendance" requirements.

5) Can a student record in Bb, showing that the student only "accessed" or logged into the course for a remote session activity, constitute "attendance"?

No. Student access or Bb records showing that a student only logged into the Online or Structured Remote course cannot be considered as "attendance"/academic activity.

6) Can a student record in Bb showing that a student "attempted activity" count for "attendance"?

Yes. "Attempted activity" does constitute "attendance"/academic activity.

7) What does "participation" encompass when identifying if a student has/is "participating in an online discussion about academic matters" or "participating in computer-assisted instruction"?

Participation does require that a student complete some sort of activity submission (i.e., interaction in a group discussion or posting).

8) Does a student being logged into a live session, SR course count as "attendance"?

Yes. While Bb records showing that a student only "accessed" a site does <u>not</u> constitute "attendance", it has been determined that a student showing present at a <u>live</u>, structured remote session does meet the "**participating in a computer-assisted instruction**" requirement.

9) Why am I sometimes asked to provide the Last Date of Attendance (LDA) for students after I have already reported their "Attendance" in PeopleSoft?

There are times when a student's LDA is needed to either submit a required federal aid recalculation or to determine if the student has yet earned 100% of their initial federal aid award amount, by acquiring the student's LDA.

10) How can I find a student's course "attendance"/academic activity in Bb <u>after</u> the student drops or withdraws from the Online or Structured Remote course?

You can run a report in Black Board that shows all student "submissions" to the course which would constitute as academic activity.
From the Control Panel > Evaluation > Course Reports, you can run a report called "Single Course User Participation Report" which does show data for dropped students even if you don't see them in your Grade Center. However, if a student has not submitted work through Blackboard, they will not show on this report.
For Bb assistance, please open a service desk ticket with Blackboard/OLII at https://servicedesk.frederick.edu

11) Does completion of the Academic Integrity Pledge, constitute "attendance"?

No. Completion only of the Honesty Pledge, does <u>not </u>count as "attendance"/academic activity.

12) At the end of the term, when entering "F", "FNA", or "I" grades, what date should be entered for the Last Date of Attendance (LDA) for the student?

The LDA date should be based on the student's last date of academic activity according to the student's course records, and <u>cannot </u>be a date during a College break or Holiday, when no courses were in session.
If a student attended through the end of the course, then the LDA should be the last date of the session (as listed in the course catalog).
If a student has "never attended"/did not perform any academic activity, the LDA should be listed as <u>one day prior</u> to the start of the course session, which will denote "never attended".

13) I received an Attendance *Perfect Form* email with a link, is this legitimate?

Yes. Since moving to remote operations, attendance verification paper forms have been replaced with the electronic attendance verification *Perfect Forms*, which are emailed to the course instructor to complete, and provide any updated attendance information/date for the

student. The student is also copied on this Perfect Form, but is restricted from completing the Instructor section.

14) If I made an error with my initial Attendance Roster report, and it is past the course session Attendance due date, what should I do?

Please contact Pam Grzybowski at PGrzybowski@frederick.edu, before you make any changes to the reported Attendance Roster snap-shot in PeopleSoft, to ensure that any financial aid student attendance record changes can be identified and reviewed ASAP in order to adhere to Title IV aid eligibility requirements.

15) What do I do if I reported a student as "never attending" on the Roster, but then the student submits academic activity after the attendance reporting due date?

Please do not change/update your Attendance Roster reports after the listed due date, as this will invalidate the integrity of the attendance reporting snap-shot. Financial Aid students who require an "attendance check-up" will have an Attendance Verification *Perfect Form* emailed to the assigned faculty member.

16) Can I make changes to my Attendance Roster before the session due date?

Yes. The Attendance Roster snap-shot will not be captured until right after the attendance reporting due date for each session.

17) Why is my Attendance Roster due so early for some modular sessions?

The Attendance due date for each course session is scheduled before the established College Census date, in order to identify financial aid "Expunge" candidates who are sent to the Registrar. A late attendance report can impact students negatively with either a delayed financial aid release or cause them to be excluded from the Expunge process.

18) I have some students who will have to be reported as "never attended", will this make them lose their financial aid with no future chance to earn it back?

Attendance confirmation is a requirement for federal aid, so a student will not be able to have their federal aid award/s released until the necessary attendance has been confirmed. However, whenever possible, a student's federal aid award will be put on Hold until an attendance check-up (via Perfect Form or email) can be made for the student after the initial "never attended" report.

19) Why are some students on my course Attendance Roster, but not on my Class Roster in PeopleSoft?

The Attendance Roster will capture all student registered for the course as of the start of the session. As students drop or withdraw from a course, they will disappear from the Class Roster,

but they still need to have their Attendance Reported to confirm if they began "attendance" or not.

20) Why are there students who appear on my Attendance and Class Rosters AFTER I already reported Attendance by the due date?

There are times when Registration will retroactively add students to a course (past the standard session add dates and attendance due dates), so these students will then appear and require Attendance Roster reporting after the standard due date.

21) Can a student purchase course materials (text books, e-books, access codes, etc…) from the FCC Bookstore using their pending financial aid?

Yes. Student who have sufficient financial aid award amounts may charge required course materials from the FCC Bookstore using their pending financial aid. http://bookstore.frederick.edu/home