"How to" Report your Attendance

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

Summer 2019 Session	Start Date	Attendance due dates:
3W1	05/30/2019	05/30/2019 (Th)
5W1	05/30/2019	06/04/2019 (T)
10A	05/30/2019	06/11/2019 (T)
8W1	06/13/2019	06/20/2019 (Th)
3W2	07/08/2019	07/09/2019 (T)
5W2	07/08/2019	07/11/2019 (Th)

Log in to PeopleSoft from the FCC home page <u>www.frederick.edu</u> 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.

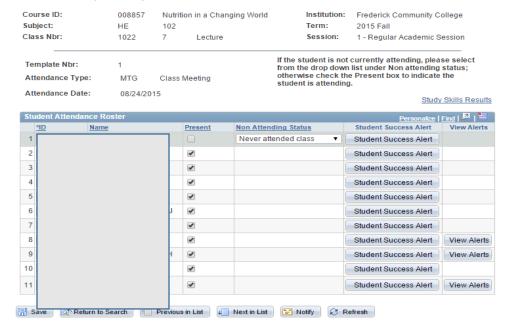
E-mail: helpdesk@frederick.edu

Once logged on the FCC Start Page click: Attendance Roster

The current term should appear (2195 for Summer 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



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 and veteran funds cannot be released until we receive your attendance report(s).
- ! <u>Not</u> 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.