

“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:**

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 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 **(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

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 [?] [X]			
ID	Name	Present	Non Attending Status	Student Success Alert	View Alerts
1		<input type="checkbox"/>	Never attended class	Student Success Alert	
2		<input checked="" type="checkbox"/>		Student Success Alert	
3		<input checked="" type="checkbox"/>		Student Success Alert	
4		<input checked="" type="checkbox"/>		Student Success Alert	
5		<input checked="" type="checkbox"/>		Student Success Alert	
6	J	<input checked="" type="checkbox"/>		Student Success Alert	
7		<input checked="" type="checkbox"/>		Student Success Alert	
8		<input checked="" type="checkbox"/>		Student Success Alert	View Alerts
9	H	<input checked="" type="checkbox"/>		Student Success Alert	View Alerts
10		<input checked="" type="checkbox"/>		Student Success Alert	
11		<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 and veteran 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.*