

## “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**

Semester Session	Start Date	REPORT ATTENDANCE BY THIS DATE
15 week session	August 25, 2014	September 8, 2014 (M)
10 week session	September 30, 2014	October 10, 2014 (F)
1st 5 week session	August 25, 2014	August 30, 2014 (Sat)
1 <sup>st</sup> 7 week session	August 25, 2014	September 4, 2014 (Th)
1 <sup>st</sup> 8 week session	August 25, 2014	September 4, 2014 (Th)
1 <sup>st</sup> 7 week Saturday	September 6, 2014	September 13, 2014 (Sat)
14 week Saturday	September 6, 2014	September 20, 2014 (Sat)
13 week session	September 8, 2014	September 22, 2014 (M)
2 <sup>nd</sup> 5 week session	September 30, 2014	October 4, 2014 (Sat)
2 <sup>nd</sup> 8 week session	October 14, 2014	October 22, 2014 (W)
2 <sup>nd</sup> 7 week Saturday	October 25, 2014	November 1, 2014 (Sat)
2 <sup>nd</sup> 7 week session	October 21, 2014	October 28, 2014 (T)
3 <sup>rd</sup> 5 week session	November 5, 2014	November 10, 2014 (M) **Tuesday classes may report on 11/11/14

### Mount Airy Classes

Semester Session	Start Date	REPORT ATTENDANCE BY THIS DATE
15 week classes	September 2, 2014	September 15, 2014 (M)
7 week 1 session	September 2, 2014	September 9, 2014 (T)
7 week 2 session	October 27, 2014	November 3, 2014 (M)

1. Log in to People Soft from the FCC home page [www.frederick.edu](http://www.frederick.edu)

**To Log in** scroll down (Left bottom) and click on Faculty & Staff box, then click on PeopleSoft Login (top Left).

Enter your PeopleSoft **User ID**. If you are a full time faculty member, your ID is the first initial of your first name, followed by your last name. This is all in CAPITAL letters. If you are an adjunct instructor, your ID is a capital W followed by your FCC employee ID number. If you do not know your FCC ID, please contact your Academic Office Manager or the pay roll department at 301-846-2461.

Enter your **password**. If you have never used the system before or you do not remember your password, you can change your password from the login screen. Just click on the “Reset My Password” link and follow the instructions. Your password must be at least 8 characters long and must contain at least 1 digit. ***If you are unable to log in or locked out of PS, contact the Help Desk [psassist@frederick.edu](mailto:psassist@frederick.edu).***

2. Once logged on the FCC Start Page click: **Attendance Roster** *bottom of page*
3. The current term should appear **(2149)**. If not, click **Search** and choose the correct term. ***\*Term is not the same as year.***
4. 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 and Early Alert Roster

Course ID: 003437 Stress Management  
 Subject: HE 201  
 Class Nbr: 4269 ONL4 Lecture

Institution: Frederick Community College  
 Term: 2010 Spring  
 Session: 7 Week Session #1

Template Nbr: 1  
 Attendance Type: MTG Class Meeting  
 Attendance Date: 01/23/2010

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						
ID	Name	Present	Non Attending Status	Early Alert	View Alerts	
1 1999999	Elise Brown	<input checked="" type="checkbox"/>		Early Alert	View Alerts	
2 1888888	Fred Brown	<input type="checkbox"/>	Stopped attending	Early Alert	View Alerts	
3 1777777	Gwen Brown	<input type="checkbox"/>	Never attended class	Early Alert	View Alerts	
4 1666666	Kim Brown	<input checked="" type="checkbox"/>		Early Alert	View Alerts	

- 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](mailto:pgrzybowski@frederick.edu) immediately.
- You should report attendance- **after the on-campus class**- just BEFORE the Attendance due date. Example: You teach a Tuesday/Thursday class and the attendance report is due on a Monday :

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 <b>CLASS</b>	3	4 <b>CLASS</b>	5	6
7	8 <b>REPORT DUE</b>	9	10	11	<div style="border: 1px solid black; padding: 5px;">           You can enter attendance any time after Thursday, but no later than Monday         </div>	

- Due dates are updated each semester and can be found from the FCC home page <http://www.frederick.edu/faculty-staff/peoplesoft-faculty-support.aspx>
- 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 and 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.