Web Attendance Tracking in WebAdvisor

To access the module, log-in to WebAdvisor and click on Web AttendanceTracking.

You will get a submenu with three options: Attendance Tracking , Div/Dept Attendance Search and Attendance Tracking Export.

Click on **Attendance Tracking.**   You will get a screen that has a "From Start Date" box and a list of all the classes you currently teach. To begin, enter the *date* **(MM/DD/YY)** you want to start recording attendance. Initially this will be the first day of the semester. That date will be the start date listed in the 6th column. Type this date in the box and *choose* the first class to record attendance. Click **SUBMIT**

Choose One	Class Name and Title	Del	Mthd	Faculty	Start D
○	CIS-115-H1 Intro to Prog & Logic	HY	CLASS	L. Bryan	01/11
○	CIS-115-H2 Intro to Prog & Logic	HY	CLASS	L. Bryan	01/11
○	CTS-289-H1M System Support Project	HY	CLASS	L. Bryan	01/11
○	WBL-111-01WA Work-Based Learning I	WB		L. Bryan	01/11
○	WBL-111-02WA Work-Based Learning I	WB		L. Bryan	01/11

The next screen will show the selected class and all the currently enrolled students. For each student you will see a status column with a date and a row of ten attendance dates. Currently enrolled students have a status of "New" or "Add" and the date of registration. The date of each class is indicated by a four digit code of MMDD. For example, 0114 = January 14th. For each student you need to put an "E" on the date he or she first attended the class. **For statistical purposes we only want to use the three attendance codes:**

E = Students first day; A = Absent; T = Tardy   (Please DO NOT USE the other codes.)

BE SURE TO CHECK THE FIRST BOX THAT SAYS "I hearby certify that I am submitting the attendance information via. electronic transmission in lieu of a signature."   When you are finished, click SUBMIT.

Attendance must be updated every week. At the end of the semester you will check the second box that says "This is my final submission. All attendance has been entered for the section. "   PLEASE do not click this box until the last day of the term after you have updated ALL attendance for the semester. Call or e-mail Andrea Carter-Fisher or Carlton Bryan

Example of how to handle a "Never Attend"
If a student never attended class, please click the "No Show" box in the third column.

Membership   A = Absent, E = Students first day, EL = Students first and last day, ET = Student entered first day tardy, L = Last day student attended, T = Tardy, TL = Tardy last day.
Contact Hours   Enter the number of hours attended in increments of quarter hours.

Student	Status	No Show	Days	0114	0121	0128	0204	0211	0218	0225	0303			Last Date
Beeding, Ezekial	New 11/06/15	☑												
Edwards, Steven	New 11/05/15	☐	8	E										03/03/16
Heath, Eric	New 01/05/16	☐	7		E									03/03/16
McDonald, Ciara	New 01/05/16	☐	8	E										03/03/16
Pait, Michael	New 01/07/16	☐	7		E									03/03/16
Seals, Ronnie	New 11/06/15	☐	8	E										03/03/16
Smith, Andrew	New 11/06/15	☐	7		E									03/03/16
Stocks, Kocoa	New 11/05/15	☐	8	E										03/03/16

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Check All That Apply
☑ I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.
☐ This is my final submission. All attendance has been entered for this section.

SUBMIT

After clicking Submit and then go back to this section the student will NOT show anymore!
Don't forget to submit a drop form with your No Shows (Never Attends)!

Membership   A = Absent, E = Students first day, EL = Students first and last day, ET = Student entered first day tardy, L = Last day student attended, T = Tardy, TL = Tardy last day.
Contact Hours   Enter the number of hours attended in increments of quarter hours.

Student	Status	No Show	Days	0114	0121	0128	0204	0211	0218	0225	0303			Last Date
Edwards, Steven	New 11/05/15	☐	8	E										03/03/16
Heath, Eric	New 01/05/16	☐	7		E									03/03/16
McDonald, Ciara	New 01/05/16	☐	8	E										03/03/16
Pait, Michael	New 01/07/16	☐	7		E									03/03/16
Seals, Ronnie	New 11/06/15	☐	8	E										03/03/16
Smith, Andrew	New 11/06/15	☐	7		E									03/03/16
Stocks, Kocoa	New 11/06/15	☐	8	E										03/03/16

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SUBMIT

Examples of regular attendance.

Membership   A = Absent, E = Students first day, EL = Students first and last day, ET = Student entered first day tardy, L = Last day student attended, T = Tardy, TL = Tardy last day.

Contact Hours   Enter the number of hours attended in increments of quarter hours.

Student	Status	No Show	Days	0303										Last Date
Edwards, Steven	New 11/05/15	☐	8	A										03/03/16
Heath, Eric	New 01/05/16	☐	7	T										03/03/16
McDonald, Ciara	New 01/05/16	☐	8	A										03/03/16
Pait, Michael	New 01/07/16	☐	7	T										03/03/16
Seals, Ronnie	New 11/06/15	☐	8	A										03/03/16
Smith, Andrew	New 11/06/15	☐	7											03/03/16
Stocks, Kocoa	New 11/06/15	☐	8											03/03/16

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[SUBMIT]

Membership   A = Absent, E = Students first day, EL = Students first and last day, ET = Student entered first day tardy, L = Last day student attended, T = Tardy, TL = Tardy last day.

Contact Hours   Enter the number of hours attended in increments of quarter hours.

Student	Status	No Show	Days	0114	0121	0128	0204	0211	0218	0225	0303			Last Date
Edwards, Steven	New 11/05/15	☐	7	E							A			03/03/16
Heath, Eric	New 01/05/16	☐	7		E						T			03/03/16
McDonald, Ciara	New 01/05/16	☐	7	E							A			03/03/16
Pait, Michael	New 01/07/16	☐	7		E						T			03/03/16
Seals, Ronnie	New 11/06/15	☐	7	E							A			03/03/16
Smith, Andrew	New 11/06/15	☐	7		E									03/03/16
Stocks, Kocoa	New 11/06/15	☐	8	E										03/03/16

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[SUBMIT]