Documenting Attendance for Students in Online Classes
at Durham Technical Community College

For those classes that are taught online, the instructor should mark the 'attendance' of students by designating a weekly lesson, class assignment, and/or discussion forum participation as indicating an 'attendance' for the class. For example, a student could be marked as 'attending the class' if s/he has completed a specified number of postings in a discussion forum or submitted a specified assignment via email. There should be a time deadline (such as 9 PM each Friday evening) clearly designated in the attendance information.

To ensure that we meet state reporting requirements, online instructors should enter the actual date of entry for each enrolled student from the first day of the term through the first ten days of the semester including weekend days and any holidays that may be included in the first ten days (e.g., Martin Luther King Jr. January holiday). The entry date for the student is the exact calendar day that an assignment is submitted/completed.

Online faculty should require the completion of an assignment based on the required course orientation during the first ten days of the class.

After the census date, the attendance can be recorded based on the week during which the designated assignment is submitted/completed. All online instructors should use Wednesday of each week as their "attendance" date.

The total number of "class" meetings shown on the roster should equal the number of weeks of instruction (e.g., 16 weeks for a 16 week semester).

Students who enter after tenth day of the semester can be recorded as entering on the weekly attendance "day." Please note that these students cannot be used in the calculation of Student Membership Hours on the 10% report.