How to Run the Student Entry Date Report in Sakai

For online classes, each student's exact date of entry into the class ("E" date) is the date the student first submitted a forum post or reply, a test or quiz, or an assignment in Sakai.

For hybrid/blended classes, instructors will record two "E" dates: (1) for the seated portion of class, the "E" date is the date the student first comes to class, and (2) for the online portion of class, the "E" date is the date the student first submitted a forum post or reply, a test or quiz, or an assignment in Sakai.

In the Sakai site for your online, hybrid, or blended course, be sure to include one or more activities in Forums, Tests & Quizzes, or Assignments for students to submit between the start date and census date for your class. Student submissions before the start date cannot count for attendance or course entry.

After the course census date, instructors will run the *Student Entry Date for Online/Hybrid/Blended Courses* report in Sakai to determine each student's exact entry date ("E" date) for online attendance.

TO RUN THE REPORT AND DETERMINE STUDENT ENTRY DATES:
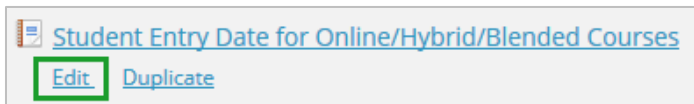
1. In the Sakai site for your class, click **Statistics** in the course menu on the left.
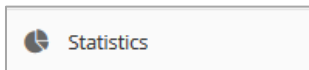
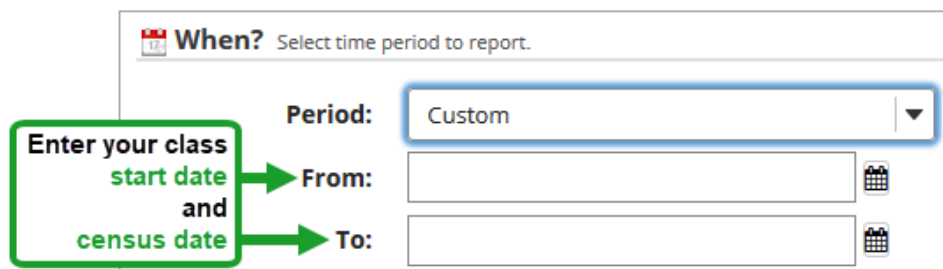2. Click the **Reports** tab along the top.
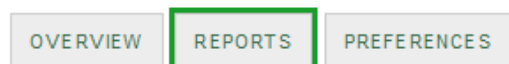
3. Click **Edit** under the report titled *Student Entry Date for Online/Hybrid/Blended Courses*.

4. Under **When?** click the drop-down beside **Period** and choose **Custom**.
   - Beside **FROM:** enter the class **start date**
   - Beside **TO:** enter the class **census date**

   TIP: To find the exact **census date** for your class, log in to webadvisor.durhamtech.edu, click Faculty, click Class Roster, then click on a particular section.

   > **Note for instructors with a "combined" site** (multiple sections in one Sakai site):
   >
   > To make it easier to enter E dates in WebAdvisor, run a separate report for each section.
   > - Under **Who?** Click the drop-down beside **Users** and choose **Group**.
   > - Then click the drop-down beside **Group** to choose a section.

5. Scroll to the bottom and click **Generate report**. The lower part of the screen displays the report, which lists submissions for each student (20 records displayed per page).

6. To identify each student's entry date, sort the report by DATE and then by NAME. To do this: (1) Click the **DATE** column heading, and then (2) click the **NAME** column heading.

The report is now sorted alphabetically by student, with the earliest submission displayed first for each student.

7. On screen, the report shows just 20 records per page. To easily display all records, scroll to the bottom and click **EXPORT**, then click **EXPORT PDF**. This will download a printable PDF version of the report that lists all entries for all students (sorted by name and date).

8. **Each student's earliest submission as listed in the report is his/her exact entry date for attendance purposes.** Mark this date with an **E** for the student in WebAdvisor > Web Attendance Tracking.

   For example: In the sample report pictured above, student Anna Bean's earliest submission was on 1/23/17. In Web Attendance Tracking, the instructor would mark an **E** in the column representing 1/23/17 for student Anna Bean.

   For instructions on entering E dates in WebAdvisor, see *Web Attendance Tracking for Curriculum Courses: Faculty User Procedure* [http://bit.ly/web-attendance-instructions]

9. **No shows:** Check the report to see if any students are NOT listed. Students not listed in the report did not submit an online activity by the census date.
   - **For online classes**, students who do not appear in the report are no shows.
   - **For hybrid/blended classes**, students who do not appear in the report are no shows **only** if they also did not attend the seated portion of the class by the census date.

   Note: The report will include any students who submitted an online activity but subsequently dropped the course (and are no longer in the Sakai site).

   For important instructions on handling no shows, see *Web Attendance Tracking for Curriculum Courses: Faculty User Procedure* [http://bit.ly/web-attendance-instructions]

For detailed information on attendance, see *Web Attendance Tracking for Curriculum Courses: Faculty User Procedure* [http://bit.ly/web-attendance-instructions]

For additional guidance, see *Attendance Requirements for Curriculum Online, Hybrid, and Blended Classes* [http://bit.ly/attendance-online-hybrid]