

## Attendance Tips for Curriculum Online and Hybrid Classes - DRAFT

*Web Attendance Tracking for Curriculum Courses: Faculty User Procedure* (separate document) articulates important rules instructors must follow to record attendance for all curriculum classes.

The information below offers additional guidance to help instructors who teach online and hybrid courses plan course activities and maintain attendance records that meet regulatory requirements. It includes the steps to determine and report students' course entry dates ("E" dates).

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### Background (Why Do We Have to Do This?)

A combination of state and federal regulations require that attendance in online courses and in the online portion of hybrid courses must be based on student submission of an activity or assignment.

State compliance officers are especially concerned with verifying each student's exact date of "entry" into a course – which is the exact date each student submits his or her first activity or assignment. Federal rules specify that online activities used for attendance must be academically related.

Colleges must maintain records of student submissions that verify attendance and be able to show these records to auditors upon request – typically one to two years after the class took place. Following the steps below will help ensure that your attendance records are accurate and meet audit requirements.

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### Set Up Course Entry Activities in Sakai

All online and hybrid courses must have an activity (or combination of activities) **IN SAKAI** available from the course start date through the course **census date**. The activity (or activities) must be in the **Forums** tool, **Tests & Quizzes** tool, or **Assignments** tool in Sakai.

Examples of acceptable activities to use for course entry include a quiz about the course syllabus or a discussion prompt asking what students hope to learn in the class.

#### Please note:

- The **census date** can vary from one section to another based on term length, delivery method, etc. To find the exact census date for each section you are teaching, log in at [webadvisor.durhamtech.edu](http://webadvisor.durhamtech.edu), click Faculty, click Class Roster, then click on a particular section.
- Student submissions before the start date cannot count for attendance or course entry. Therefore, if you publish your Sakai site before the course start date, be sure to set all activities to be "unavailable" to students until the course start date.

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### Communicate Course Entry Requirements to Students

In your syllabus and course site, clearly communicate the entry requirement to students with a message such as those shown below, depending on the type of class:

#### FOR ONLINE CLASSES

*Students must submit an online activity\* in Sakai between the class start date and [insert your class census date] in order to officially "enter" the class. Students who do not submit an online activity in Sakai between these dates will be dropped from the class as a "no show" and may not receive a refund or may be required to repay financial aid funds.*

*\*Online activities that qualify for course entry are submitting a forum post or reply in Sakai, submitting a quiz or test in Sakai, and submitting an assignment in the Assignments tool in Sakai.*

## FOR HYBRID CLASSES

Students must submit an online activity\* in Sakai between the class start date and [insert your class census date] in order to officially “enter” the online portion of the class. Students who do not submit an online activity in Sakai between these dates may be dropped from the class as a “no show” and may not receive a refund or may be required to repay financial aid funds.

\*Online activities that qualify for course entry are submitting a forum post or reply in Sakai, submitting a quiz or test in Sakai, and submitting an assignment in the Assignments tool in Sakai.

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## Run a Report in Sakai to Determine Student Entry Dates

After the census date, instructors will run the *Student Entry Date for Online/Hybrid Courses* report in Sakai to determine each student’s entry date (“E” date).

This report lists all submissions students made in Forums, Tests & Quizzes, and Assignments in Sakai (within a specified time period). Using this report you will determine each student’s earliest submission for recording in the attendance system.

## FOLLOW THESE INSTRUCTIONS TO RUN THE REPORT

- [How to Run the Student Entry Date Report in Sakai](https://goo.gl/B6tkvq) [https://goo.gl/B6tkvq]

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## Record Entry Dates in Web Attendance Tracking

Each student’s earliest submission date, as listed in the *Student Entry Date for Online/Hybrid Courses* report in Sakai, is the student’s **official entry date** into the course.

The instructor will mark this date with an **E** for each student in the college’s Web Attendance Tracking system at [webadvisor.durhamtech.edu](http://webadvisor.durhamtech.edu). (For details, see *Web Attendance Tracking for Curriculum Courses: Faculty User Procedure*.)

### *Note about multiple Web Attendance rosters:*

In the Web Attendance Tracking system, some online classes may have more than one attendance roster, and all hybrid classes will have at least two and possibly more attendance rosters.

- **For online classes:** Only one roster must be marked with E dates and other attendance data. (Data entered on one roster will populate any other rosters automatically.)
- **For hybrid classes:** All rosters must be marked! Enter the E date as determined above on the roster(s) representing the online portion of the course. On the roster(s) representing the seated portion of the class, use the date the student first attended class as the E date.

## IMPORTANT NOTE ABOUT NO SHOWS

If a student does not appear in the *Student Entry Date* report in Sakai, this means the student did not submit anything in Forums, Tests & Quizzes, or Assignments in Sakai during the specified period.

- **For online classes,** students not listed in the report are “no shows.”
- **For hybrid classes,** students who do not appear in the report are “no shows” **only** if they also did not attend the seated portion of class by the census date.

For important information on handling no shows, see *Web Attendance Tracking for Curriculum Courses: Faculty User Procedure*.

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## Manage Ongoing Attendance after Course Entry

Each week throughout the course, there must be at least one academically-related activity that requires student submission and can be used to determine attendance for the week.

After the initial course entry period, instructors have greater flexibility in choosing the types activities that will be used for attendance. These weekly activities can be...

- **in Sakai** (preferred), utilizing any tool in Sakai that facilitates student work (Forums, Tests & Quizzes, Assignments, Blogs, Student Pages, Meetings, etc.)
- **on a publisher-provided platform** (if applicable)  
If activities used for attendance are outside of Sakai, the course site on Sakai must clearly indicate what each week's activity is (e.g. title or topic) and where it is located (e.g. name of publisher site).

An auditor visiting the Sakai site must be able to see that there was an activity or assignment **each week** and where it took place (if not in Sakai).

## MARKING ABSENCES AFTER COURSE ENTRY

A student who does not submit any online activities during a particular week is considered absent for the week. The instructor will mark the student with an **A** for absent in Web Attendance for that week.

Instructors must choose a consistent day of the week on which to mark absences. For example, in a class where online activities are due each Friday, the instructor would mark an **A** in Web Attendance in the Friday column for a particular week for any students who did not submit any activities that week.

Instructors are expected to log in to Web Attendance Tracking and update attendance information once a week in order to keep records up-to-date.

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## Additional Information

Durham Tech has several procedures and policies regarding attendance that instructors are expected to follow. The list below may not be all-inclusive.

- Web Attendance Tracking for Curriculum Courses: Faculty User Procedure  
[TBD]
- [College Catalog Information on Attendance, Withdrawals, and Class Absences](https://www.durhamtech.edu/catalog/studentrights.htm#attendance)  
[https://www.durhamtech.edu/catalog/studentrights.htm#attendance]
- [Excused Absences Policy and Procedure](https://www.durhamtech.edu/policiesprocedures/classabsences.htm)  
[https://www.durhamtech.edu/policiesprocedures/classabsences.htm]
- [How to Run the Student Entry Date Report in Sakai](https://goo.gl/B6tkvq)  
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