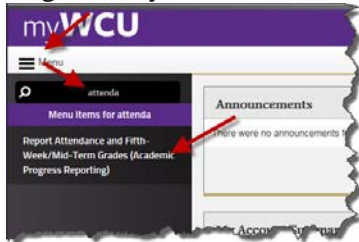


Attendance & Progress Reporting Handout

Quick Start

Login to myWCU. Menu Search (search word "attendance")



Detailed Instructions

Once you select "Reporting Attendance..." from the myWCU menu, use the pull downs to select the correct term and course. The screenshots below illustrate how to report attendance 1) student-by-student from the main grid or 2) in-mass using the mass update form.

Reporting by Student by Student from the Main Grid

Academic Progress Reporting Main Grid
ART104-01 81888 Intro to the Visual Arts

[Choose another class](#) Header is link to Mass Update form [FAQ/Help](#)

Attendance		Progress					
Student ID	Name	Mass Updt 1st-wk	Mass Updt 2nd-wk		Mass Updt 5th-wk	Mass Updt 8th-wk	Mass Updt 11th-wk
		ATTN	Required	Drop	Required	Optional	Optional
		ATTN	Required	Drop	Required	Optional	Optional
		ATTN *	Required	Drop	Required	Optional	Optional
		ATTN	Required	Drop	Required	Optional	Optional
		Required	Required	Drop	Required	Optional	Optional
		Required	Required	Drop	Required	Optional	Optional
		Required	Required	Drop	Required	Optional	Optional
		Required	Required	Drop	Required	Optional	Optional
		Required	Required	Drop	Required	Optional	Optional
		Required	Required	Drop	Required	Optional	Optional
		Required	Required	Drop	Required	Optional	Optional
		Required	Required	Drop	Required	Optional	Optional

STANDARD ENTRY OPTION
Click in cell to report attendance and/or progress information

Asterisk indicates a comment has been recorded

Red indicates required reporting. Color will clear as data is recorded. Clear the red and you're done.

Drop option goes away after census day.

8/5/2012

Attendance Attended Did Not Attend Class Did Not Meet No Report Collected

Additional Comments: (Visible to Student)

Other Comments (Not Visible to Students)

New navigation buttons allow reporting without returning to main grid each time data is saved.

<< Prev Save&Prev Save Cancel Save&Next Next >>

Using the Mass Update Form

When using the mass update form to report attendance, make sure the names and not just the numbers match. Misreporting a student as 'attended' can cause serious down-stream problems for the student and the university.

Academic Progress Reporting Mass-Update Second-week reporting

ART104-01 81888 Intro

Go back **Checkbox to "select all"** **Pull-down list of choices** FAQ/Help

Mass update selected records to:		Apply	Cancel
<input type="checkbox"/>	Student ID	Name	
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	

Attended
Did Not Attend
Class Did Not Meet
No Report Collected

Red clears as you report

Guidance for Most Commonly Asked Questions

- **Online Classes:** The standard for reporting attendance in an online class is one of engagement. A student needs to do more than login for a minute or two to be reported as attending an online class.
- **Intermittent Attendance:** Within the week, please do not switch students from "attended" to "did not attend" except to correct a reporting error. Students only need to attend one class meeting during the week to be reported as attending.
- **Students who Email (but don't attend):** If through their contact you determine the student intends to participate and engage in your course, you have the discretion to report them as attending with an appropriate comment. This is an atypical but acceptable type of attendance. If you are unsure or if they don't seem committed, you should report that they did not attend with an appropriate comment. Comments, especially in the atypical cases, are very helpful.
- **Mistakenly Reported as Attended:** If you report a student as attending in error, please correct your error as soon as you become aware of it. You should also make an appropriate comment.