

LOS ANGELES COMMUNITY COLLEGE DISTRICT



SIS Modernization Faculty (Instructor) Portal Training Guide

Created on August 2017

Recording Positive Attendance

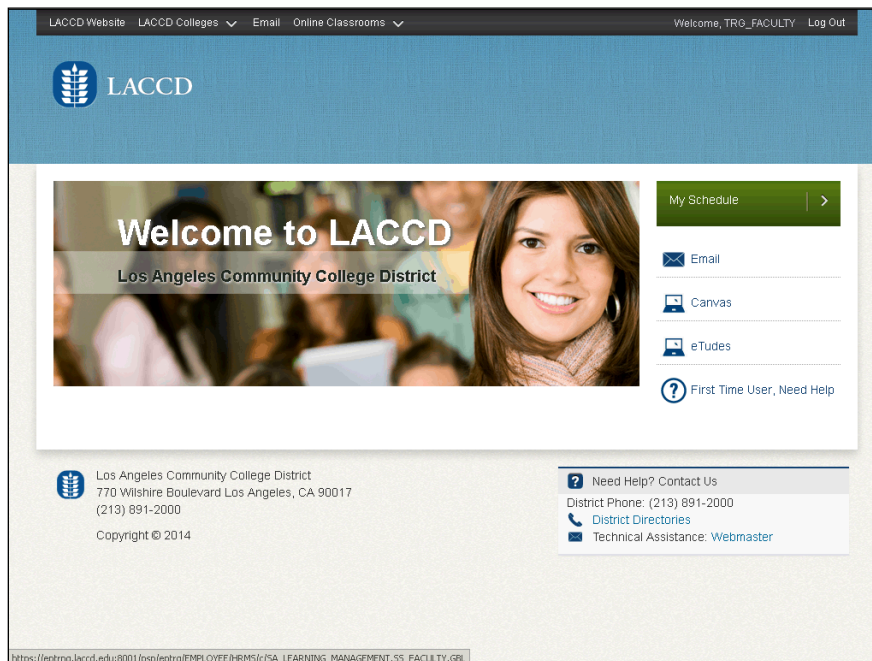
Procedure

The District is required to maintain accurate records of student enrollment and attendance. Attendance records are reported to the State for funding purposes.

Attendance may reflect attendance in a class as recorded by a faculty member and/or participation in a class as reported via the PeopleSoft interface with CI Track.

Positive attendance roster will be available for use by faculty in self-service to record student attendance hours in Positive Attendance classes and to record Arranged hours (TBA). Positive attendance roster is aligned with existing PeopleSoft rosters to ensure a consistency.

In this Topic we will learn how to record and track positive attendance for a class from a Faculty's perspective.




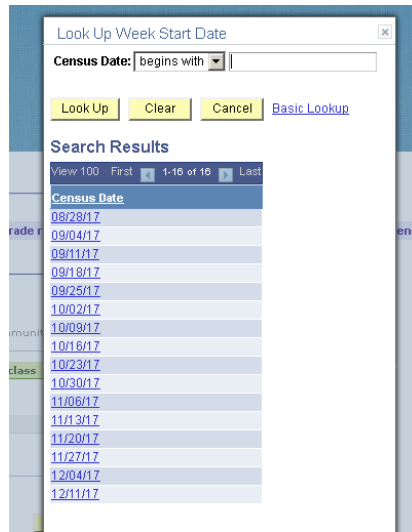
Step	Action
1.	Click the My Schedule link. My Schedule
2.	Use The Faculty Center page to specify your term and view current class roster. Note: You can change the term by clicking the Change Term button.

JavaScript:submitAction_wmX(document.wm0,CLASS_SRCH_WPK2_CLASS_ADV_LINK#0);

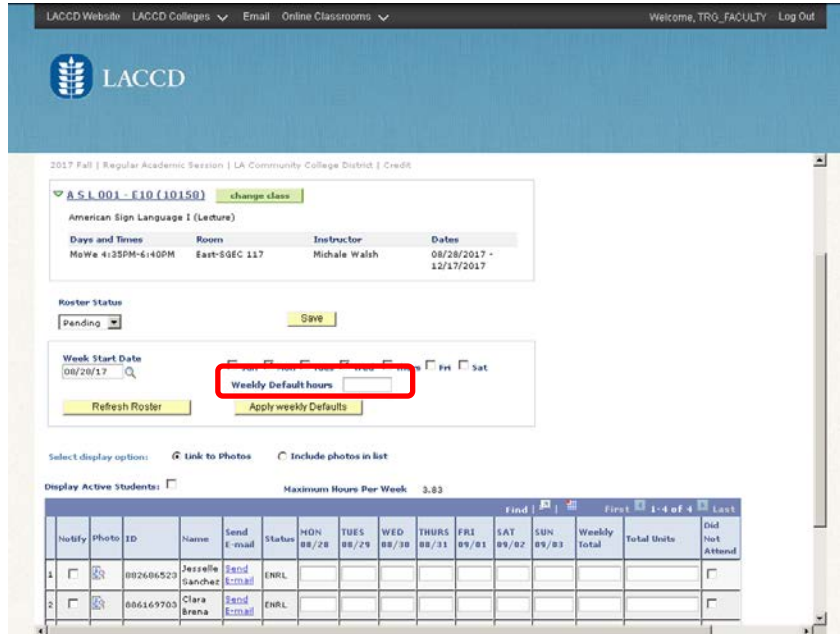
Step	Action
3.	Click the Positive Attendance Roster link. Positive Attendance Roster

JavaScript:submitAction_wmX(document.wm0,LAC_POGATTD_WPK_LAC_CENZUS_DT#prompt);

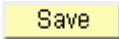

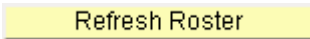
Step	Action
4.	A weekly “attendance sheet” is required to allow faculty that have Positive Attendance classes to enter student participation. Separate rosters or rows (see example screenshot below) are available for all weeks between the start and end dates of these classes.
5.	Note: To create a new week of positive attendance, you will need to specify the specific week you desire. Click the Look up Week Start Date button. 



Step	Action
6.	Separate rows are produced for all weeks between the start and end dates of these classes. Click the desired week link. 08/28/17



Step	Action
7.	Faculty has the ability to set a Weekly Default Hours value, and a way to apply those hours to all enrolled students. Individually select the class "days" then click in the Weekly Default hours field.
8.	Enter the desired information into the Weekly Default hours field.
9.	Click the Apply weekly Defaults button. This will copy the number of hours you entered in the Weekly Default hours to all selected days in the week in the attendance table. Apply weekly Defaults

Step	Action
10.	<p>Students are displayed on the weekly attendance sheet if they are enrolled at any point within the week. Students who are no longer enrolled in the class will not appear on the weekly attendance sheet starting the week after their enrollment ended. The hours the student attended prior to ending enrollment is still stored, and the total hours should still be calculated and stored accordingly.</p> <p>If a student does not attend the particular week or day you can click the Did Not attend option.</p> <p>Even the students who Dropped are recorded for hours and are retained in state reporting.</p>
11.	<p>Click the Save button.</p> 
12.	<p>Click the Look up Week Start Date icon to select the second week from start date.</p> 
13.	<p>Click the desired week link.</p> <p>09/04/17</p>
14.	<p>Click the Refresh Roster button to clear information in the form.</p> 

Step	Action
15.	To enter the attendance individually, click in the day’s field for each student. <input type="text"/>
16.	Enter the desired information into the “day” field. Continue entering information into each field as required for each student.
17.	If a student did not attend class, click the Did Not Attend option. This option represents that the student did not attend the class for the week. These students should be stored/reported as having attended 0.00 hours for the week. <input type="checkbox"/>
18.	Click the Save button to save the details in the page. <input type="button" value="Save"/>

Roster Status: Pending Save

Week Start Date: 08/28/17 Search

Sun Mon Tues Wed Thurs Fri Sat
 Weekly Default hours:

Refresh Roster Apply weekly Defaults

Select display option: Link to Photos Include photos in list

Display Active Students: Maximum Hours Per Week: 3.03

	Notify	Photo	ID	Name	Send E-mail	Status	MON 08/28	TUES 08/29	WED 08/30	THURS 08/31	FRI 09/01	SAT 09/02	SUN 09/03	Weekly Total	Total Units	Did Not Attend
1	<input type="checkbox"/>		882686523	Jesselle Sanchez	Send E-mail	ENRL	1.00		1.00					2.00	8.00	<input type="checkbox"/>
2	<input type="checkbox"/>		886169703	Clara Brena	Send E-mail	ENRL	1.00		1.00					2.00	8.00	<input type="checkbox"/>
3	<input type="checkbox"/>		886540542	Diana Banos	Send E-mail	ENRL	1.00		1.00					2.00	5.00	<input type="checkbox"/>
4	<input type="checkbox"/>		886707473	Kevin Valle	Send E-mail	ENRL	1.00		1.00					2.00	8.00	<input type="checkbox"/>

[Select All](#) [Clear All](#)

notify selected students notify all students [Printer Friendly Version](#)

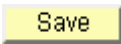

Step	Action
19.	The system restricts and displays an error if the total number of hours entered for any particular week exceeds Maximum Hours Per Week . The roster display the Maximum Hours Per Week based on data from the Schedule of Classes for the class.
20.	Faculty who wish to record weekly attendance hours outside of PeopleSoft should be able to enter the student's total attendance hours at the end of the class without the need to fill out the weekly attendance hours in PeopleSoft.
21.	Until the Roster Status is "Pending", you can change the attendance of all the students.
22.	Click the Roster Status list. <input type="text" value="Pending"/>

The screenshot shows the LACCD Roster Status page. At the top, there are navigation links for 'LACCD Website', 'LACCD Colleges', 'Email', and 'Online Classrooms'. The user is logged in as 'Welcome, TRG_FACULTY'. The LACCD logo is on the left. The main content area has a 'Roster Status' section with a dropdown menu currently set to 'Pending'. Below the dropdown are 'Refresh Roster' and 'Apply weekly Defaults' buttons. A 'Week Start Date' field is set to '08/28/17', and there are checkboxes for days of the week (Sun, Mon, Tues, Wed, Thurs, Fri, Sat). Below this is a 'Select display option:' section with 'Link to Photos' selected and 'Include photos in list' unselected. A 'Display Active Students:' checkbox is also present. The 'Maximum Hours Per Week' is set to 3.83. A table with 13 columns (Notify, Photo, ID, Name, Send E-mail, Status, MON, TUES, WED, THURS, FRI, SAT, SUN, Weekly Total, Total Units, Did Not Attend) displays four students. At the bottom, there are 'Select All' and 'Clear All' links, 'notify selected students' and 'notify all students' buttons, and a 'Printer Friendly Version' link.

Step	Action
23.	Click the Posted list item.

Posted

This screenshot is identical to the one above, but the dropdown menu in the 'Roster Status' section is now set to 'Posted'. The rest of the page content, including the table and navigation elements, remains the same.

Step	Action
24.	Click the Save button. 
25.	A warning is displayed asking you to confirm since the transactions posted will be final and cannot be modified. Click the OK button. 
26.	Once the Roster Status becomes "Posted", all the fields are grayed out and one will not be able to make any changes to the same.
27.	You have successfully Recorded Positive Attendance for the students in a class. End of Procedure.