“How to” Report your Attendance

In order to report the most accurate attendance information for students, please report only once per term and report no later than the dates listed in the chart below:

<table>
<thead>
<tr>
<th>Fall 2019 Session</th>
<th>Start Date</th>
<th>Attendance due dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>5W1</td>
<td>8/26/19</td>
<td>8/30/19 (or first class meeting)</td>
</tr>
<tr>
<td>7H1</td>
<td>8/24/19</td>
<td>9/3/19</td>
</tr>
<tr>
<td>10A</td>
<td>8/26/19</td>
<td>9/9/19</td>
</tr>
<tr>
<td>1</td>
<td>8/24/19</td>
<td>9/9/19</td>
</tr>
<tr>
<td>13W</td>
<td>9/10/19</td>
<td>9/25/19</td>
</tr>
<tr>
<td>5W2</td>
<td>10/1/19</td>
<td>10/4/19 (or first class meeting)</td>
</tr>
<tr>
<td>10B</td>
<td>10/1/19</td>
<td>10/11/19</td>
</tr>
<tr>
<td>7H2</td>
<td>10/17/19</td>
<td>10/24/19</td>
</tr>
<tr>
<td>5W3</td>
<td>11/6/19</td>
<td>11/11/19 (or first class meeting)</td>
</tr>
</tbody>
</table>

From [www.frederick.edu](http://www.frederick.edu)
Click on Faculty & Staff
Click on Student Records (this will direct you to PeopleSoft Campus Solutions)
Enter your PeopleSoft username - (first initial of your first name, followed by your last name). If you need assistance with this, please contact your Academic Office Manager.
Enter your password- (Use your network password to login; it is the same password that you use for your Outlook e-mail or Blackboard).

**Password Help:** Online: [https://password.frederick.edu/](https://password.frederick.edu/)   E-mail: helpdesk@frederick.edu
On campus phone: X3333   Off campus phone: 301-846-2400 (#, X333)
1. Click FCC Faculty Center

2. Click Class Roster

3. Click Attendance Roster

4. Search by Term (SUMMER TERM= **2199**) *Term is not the same as year.*
5. Your class roster(s) will appear. Open the roster by clicking on the Term column associated with the class for which you are reporting.

6. Check the Present checkbox or, if applicable, provide a Non-Attending Status. After marking attendance for each student, hit SAVE.

(If you have a student attending who is not on this list notify Records and Registration immediately at 301-846-2431).
Please keep in mind:

! Financial aid and veteran funds cannot be released until we receive your attendance report(s).

! **Not reporting attendance by the due date skews enrollment numbers reported to the Department of Education.**

! Reports must be submitted through PeopleSoft.

! You should report attendance **ONE time (no later than the due date listed)** for each class you are teaching. **DO NOT CHANGE AN ATTENDANCE REPORT AFTER THE INITIAL SUBMISSION IN PEOPLESOFT.** If you submit an erroneous Attendance Report for a particular student, you should contact pgrzybowski@frederick.edu immediately.

! You must report “Attendance” for on-line courses by the due dates listed. “Attendance” for **online courses** is defined by a student participating in an “academic activity” such as:

  - physically attending a class where there is an opportunity for **direct interaction between the instructor & students**;
  - submitting an **academic assignment**;
  - taking an exam, completing an **interactive tutorial, or participating in computer-assisted instruction**;
  - attending a **study group that is assigned by the school**;
  - participating in an **online discussion about academic matters**;
  - initiating contact with a **faculty member to ask a question about the academic subject studied in the course**.