

“How to” Report your Attendance

In order to report the most accurate attendance information for students, please report only **once** per course and **report no later than the dates/time listed in the chart below;**

The Pledge does NOT count as "Attendance"/Academic Engagement (see last page for "Attendance" criteria)

Fall 2021 Session	Start Date	Attendance due dates, due by 10AM
5W1	8/21/21	8/27/21 by 10am
7H1	8/21/21	8/30/21 by 10am
10A	8/21/21	9/3/21 by 10am
1	8/21/21	9/7/21 by 10am
13W	9/7/21	9/22/21 by 10am
5W2	9/28/21	10/4/21 by 10am
10B	9/28/21	10/11/21 by 10am
7H2	10/12/21	10/20/21 by 10am
5W3	11/3/21	11/9/21 by 10am

From www.frederick.edu

Click on Faculty & Staff

Click on Student Records (this will direct you to PeopleSoft Campus Solutions)

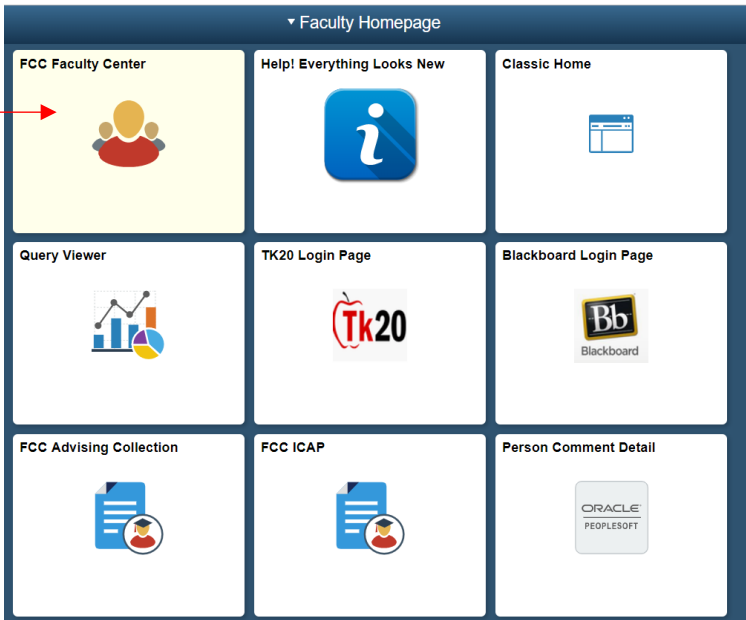
Enter your PeopleSoft username - (first initial of your first name, followed by your last name). If you need assistance with this, please contact your Academic Office Manager.

Enter your password- (Use your network password to login; it is the same password that you use for your Outlook e-mail or Blackboard).

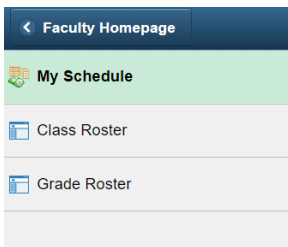
Password Help: Online: <https://password.frederick.edu/> E-mail: helpdesk@frederick.edu

On campus phone: X3333 Off campus phone: 301-846-2509

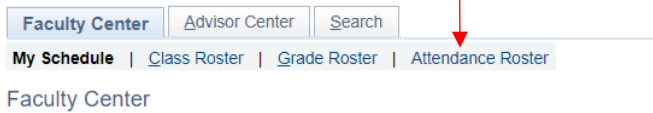
1. Click FCC Faculty Center



2. Click Class Roster



3. Click Attendance Roster



4. Search by Term (**FALL TERM= 2219**) **Term is not the same as year.*

Class Attendance by Template

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: Term = 2195

Search Advanced Search

- Your class roster(s) will appear. Open the roster by clicking on the Term column associated with the class for which you are reporting.

Class Attendance by Template

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Term = 2195

Search Advanced Search

Search Results

View All First 1-4 of 4 Last

Term	Subject Area	Catalog Nbr	Session	Class Section	Description	Course ID	Course Offering Nbr	Class Nbr	Course Component	Attendance Type	Attendance Date	Attendance Date To	Empl ID
2195 MATH	120	8W1	ONL1	Statistics	003189	1	249	Lecture	Meeting	06/13/2019	06/13/2019	1225489	
2195 MATH	120	8W1	ONL2	Statistics	003189	1	250	Lecture	Meeting	06/13/2019	06/13/2019	1225489	
2195 MATH	175	8W1	ONL1	Applied Calculus	003187	1	382	Lecture	Meeting	06/13/2019	06/13/2019	1225489	
2195 MATH	185	8W1	1	Calculus I	003190	1	324	Lecture	Meeting	06/13/2019	06/13/2019	1225489	

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

Faculty Center

Attendance and Early Alert Roster

Course ID 003189 Statistics Institution: Frederick Community College
 Subject MATH 120 Term: 2019 Summer
 Class Nbr 249 ONL1 Lecture Session: 1st 8-week

Template Nbr 1
 Attendance Type MTG Class Meeting
 Attendance Date 06/13/2019

If the student is not currently attending, please select from the drop down list under Non attending status; otherwise check the Present box to indicate the student is attending.

Study Skills Results

Student Attendance Roster Personalize Find Student Success Alert

ID	Name	Present	Non Attending Status	Student Success Alert
1		<input type="checkbox"/>	Never attended class Stopped attending	Student Success Alert

Save Return to Search Previous in List Next in Refresh

(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 may not be released until we receive your attendance report(s).
- ! Not reporting attendance by the due date could skew enrollment reports to the Department of Education.
- ! Reports must be submitted through PeopleSoft to provide a College Record.
- ! You should report attendance ONE time (**no later than the due date/time 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, or have attendance reporting questions, you should contact pgrzybowski@frederick.edu .
- ! “Attendance” for all course structures (Online, Hybrid, F2F, and Structured Remote) is defined by a student participating in academic engagement (Note: The Academic Integrity Pledge is NOT "Attendance") such as:
 - *Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;*
 - *Submitting an academic assignment;*
 - *Taking an assessment or an exam;*
 - *Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;*
 - *Participating in a study group, group project, or an online discussion that is assigned by the institution; or*
 - *Interacting with an instructor about academic matters.*

**Attendance Reporting FAQs are available under the online Faculty Support site*