

Attendance Roster Tutorial

1. Enter my.whittier.edu as usual.
2. After logging in, go to the “Law Faculty Registration Tools” channel and choose “Secure Non-my-whittier.edu Utilities”. You will have to enter your my.whittier.edu credentials again.



3. Select a term:

A form consisting of a dropdown menu with the text "Select Term" and a yellow "GO" button to its right. To the left of the dropdown menu is a vertical decorative bar with horizontal lines.

4. Available courses for that term selected will filter. Select a course.

A form consisting of a dropdown menu with the text "Select Course" and three yellow buttons to its right: "Online Roster", "Print(letter)", and "Print(legal)". To the right of the buttons is a vertical decorative bar with horizontal lines.

- Once you choose a course, you can go directly to the “Online Roster” or you can print out an online roster on letter or legal size paper.
- For this tutorial, click on the “Online Roster” button:

5. The attendance Roster now appears. You will first define the number of absences that each radio button will calculate. Click on the “modify values” link to begin:

A horizontal bar with a light gray background and rounded ends. It contains five radio button options: "Not Absent" (one white circle), "0.5" (two white circles), "1" (three white circles), "1.5" (four white circles), and "2" (five white circles). To the right of these options is a blue link labeled "modify values".

6. If want each absence to be worth 1 day, you can put 1 in the first box, and leave the other boxes blank. In this example, it shows a range of absences from .5 to 2. This gives you the flexibility to give partial or multiple absences for a given meeting period.

Assigning custom attendance values

The following form allows you to define the value for each of the four available options for absences. Simply provide a numeric value (may include decimals) for each of the four levels and click "Save".

You may not change the first value, as it always signifies no absence, or zero.

○ = 0, not absent
○● = 0.5
○●● = 1
○●●● = 1.5
○●●●● = 2

[Save & Close](#)

○ = Not Absent ○● = 0.5 ○●● = 1 ○●●● = 1.5 ○●●●● = 2 [close screen](#)

7. Next, you will define the total number of days the class will meet.

[Click here to define total number of attendance periods / dates](#)

8. Enter the number of actual meeting periods the class will meet during the term, and hit the save button:

Set number of periods :

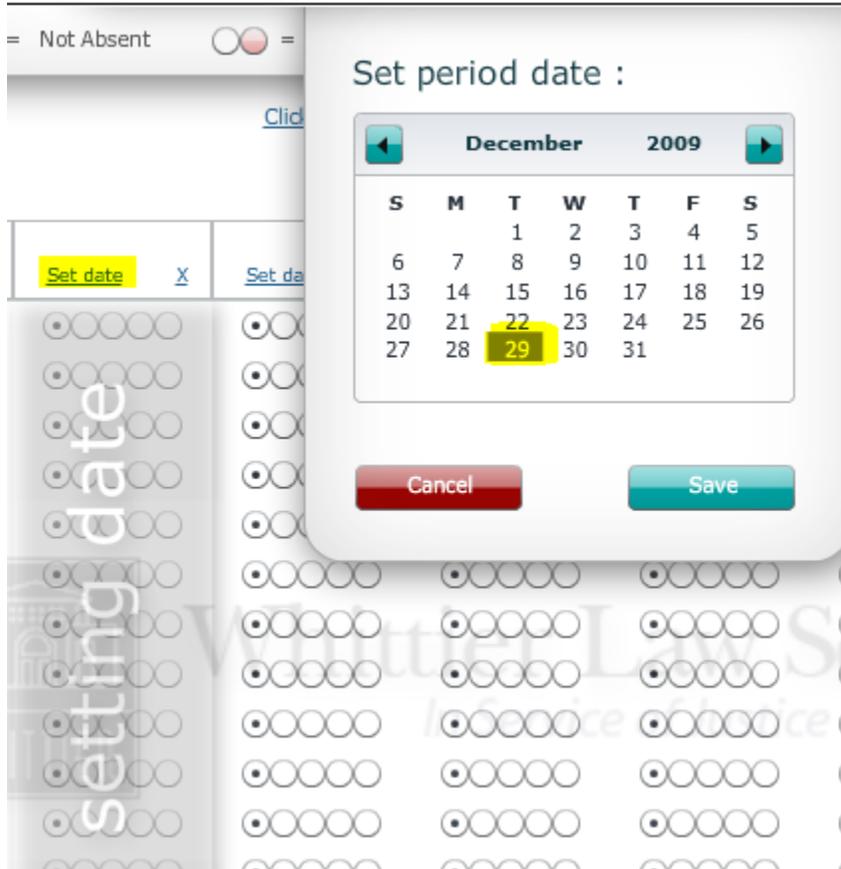
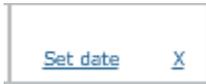
Please enter the total meeting periods for this course. For example, for a typical fall or spring term, if your course meets one day a week, you will meet 14 times over the duration of the term (1x a week * 14weeks). If you meet twice a week, you will meet 28 times over the term (2x a week * 14 weeks). When calculating meeting periods, do not count the final exam period.

Note: Once meeting periods are defined, you cannot decrease the number of meeting periods from this window as this could result in unintentional data loss. To remove periods, click the "X" above the column you want to remove.

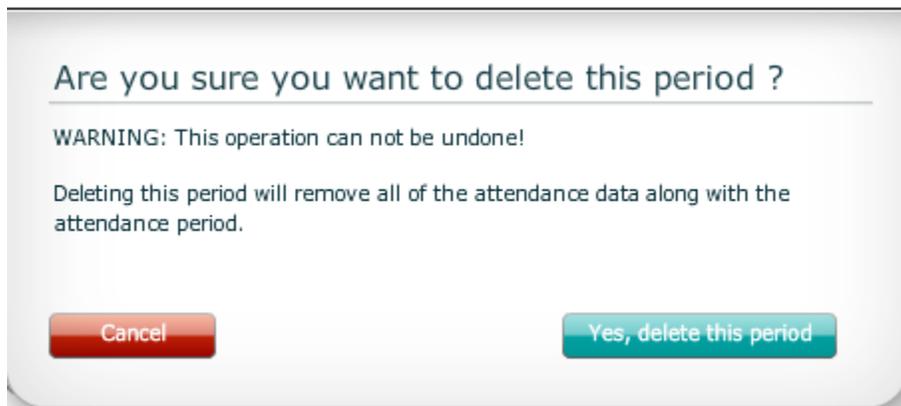
Number of periods : [Save](#)

[Cancel](#)

9. Click on the “Set date” link, to define a date for each meeting period.



10. To delete a meeting period, click on the “x” next to the “Set date” link.



11. You can begin entering absences.

CRN: 2353
 Course: KLS 205 - Sport Photography
 Instructor: Sherry Calvert

[Click here to define total number of attendance periods / dates](#)

Save Changes

Student	Set date X	Set date	Days Missec	% Missec	Send Notice	Email Sent				
George Apostolov	○●○○○○	○●○○○○	○●○○○○	○●○○○○	○●○○○○	○●○○○○	0.0	0.0		4/20/10
Deena Arenas	○●○○○○	○●○○○○	○●○○○○	○●○○○○	○●○○○○	○●○○○○	0.0	0.0		

12. Click the "Save" button to save your entries.

CRN: 2353
 Course: KLS 205 - Sport Photography
 Instructor: Sherry Calvert

[Click here to define total number of attendance periods / dates](#)

Save Changes



13. As you enter more absences, a percentage is automatically calculated.

Student	Set date X	Set date	Days Missec	% Missec	Send Notice	Email Sent				
George Apostolov	○●●○○○	○●○○○○	○●○○○○	○●○○○○	○●○○○○	○●○○○○	1.0	16.6		4/20/10
Deena Arenas	○●○○○○	○●●○○○	○●○○○○	○●○○○○	○●○○○○	○●○○○○	1.0	16.6		

Once the percentage of classes missed reaches 10%, a **blue** email button appears in the "Send Notice" column.

Student	Set date X	Set date	Days Missec	% Missec	Send Notice	Email Sent				
George Apostolov	○●●○○○	○●○○○○	○●●○○○	○●○○○○	○●○○○○	○●○○○○	2.0	33.3	email	4/20/10
Deena Arenas	○●○○○○	○●●○○○	○●○○○○	○●○○○○	○●○○○○	○●○○○○	1.0	16.6		

When the percentage of absences reach 20%. The email button turns **red**.

Student	meeting 1	meeting 2	meeting 3	meeting 4	meeting 5	meeting 6	Days Missec	% Missec	Send Notice	Email Sent
Apostolov, George - 2015651	○●○○○○	○●○○○○	○●○○○○	○●○○○○	○●○○○○	○●○○○○	2.0	20.0	email	
Arenas, Deena - 20102269	○●○○○○	○●○○○○	○●○○○○	○●○○○○	○●○○○○	○●○○○○	0.0	0.0		

Under either scenario, you can send an email to the student by clicking on the "Send Email" button.

14. A new screen pops up. The student will be sent a summary of their absences, and the Dean of Students will be cc'd. You are also able to include information in the edit box provided. Then hit the "Send Email" button to send:

Email to student :

The following will be sent automatically
Dear [STUDENT_FIRST_NAME],

As of today, you have missed the following days in [CRN] [SUBJ] [NUMBER] - [TITLE] :

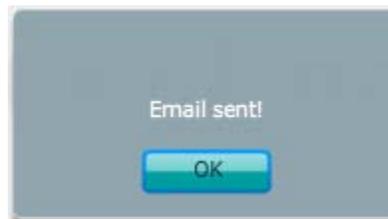
Days Missed : [NUMBER_MISSED]

Percentage missed of total days : [PERCENTAGE_MISSED]

A copy of this notice has also been sent to the Dean of Student Services

Use the following text area to customize the email notice being sent

Please see me ASAP!!!



15. In addition to the student, the instructor and the Assistant Dean of Student Affairs will receive the following:

```
From: wvanellis@law.whittier.edu [mailto:wvanellis@law.whittier.edu]
Sent: Wednesday, April 21, 2010 2:19 PM
To: tamran@webclarity.com; naten@webclarity.com
Cc: Wayne Van Ellis
Subject: Test - Attendance Warning for Sport Photography
```

Dear George Apostolov,

As of today, you have missed the following days in 2353 KLS 205 - Sport Photography :

Days Missed : 3

Percentage missed of total days : 50

A copy of this notice has also been sent to the Dean of Student Services

Please see me ASAP!!!