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:

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

- 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:

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.

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:

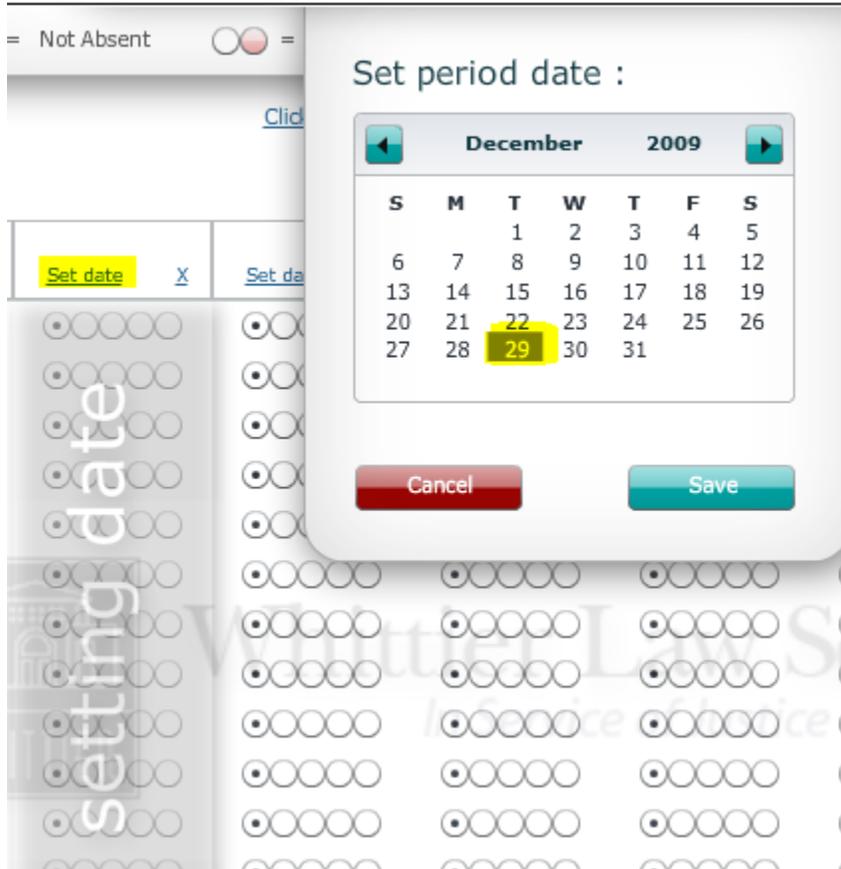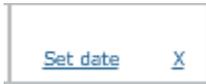9. Click on the "Set date" link, to define a date for each meeting period.

| Set date | X |

= Not Absent

Set period date :

◀	December			2009		▶
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Cancel   Save

Set date   X

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

| Set date | X |

Are you sure you want to delete this period ?

WARNING: This operation can not be undone!

Deleting this period will remove all of the attendance data along with the attendance period.

Cancel   Yes, delete this period
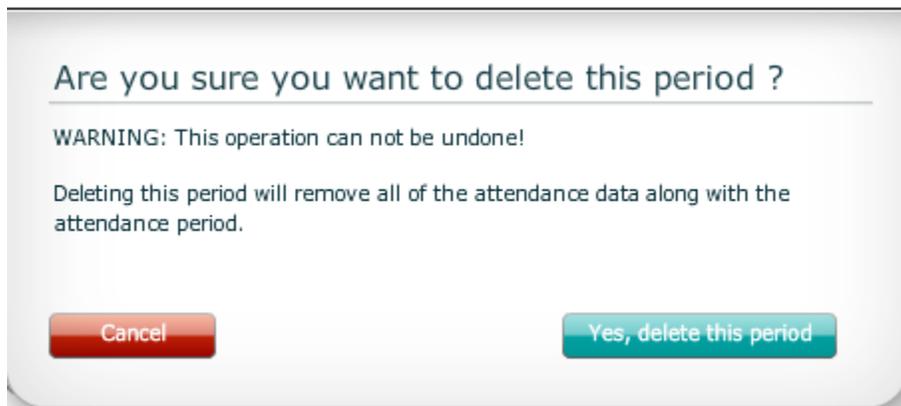
11. You can begin entering absences.

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

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

Student	Set date	X	Set date	X	Set date	X	Set date	X	Set date	X	Set date	Days Missed	% Missed	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	X	Set date	X	Set date	X	Set date	X	Set date	Days Missed	% Missed	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 Missed	% Missed	Send Notice	Email Sent
	Set date	X	Set date	X	Set date	X	Set date	X	Set date	X	Set date	X				
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],

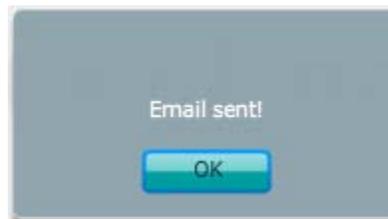As of today, you have missed the following days in [CRN] [SUBJ] [NUMBER] - [TITLE] :

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!!!

| Cancel, do not send | Send Email |

Email sent!

OK

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

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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!!!
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