

Attendance Tracker: Frequently Asked Questions

1. What does a blank attendance button indicate in Attendance Tracker?

A blank attendance “button” indicates **no attendance record** has been entered. It does not automatically mark a student absent. Mark every student either present or absent for every class meeting for which you enter attendance.

If a student has withdrawn from the class, please mark attendance (present or absent) for that student through the day of their withdrawal. Attendance Tracker will not allow you to enter attendance after their withdrawal date.

2. A student stopped attending my class, how should I use Attendance Tracker?

Students who attend class but then stop attending will **not be withdrawn** from your class. If a student is marked absent-only for fourteen consecutive calendar days, their registration status will be changed to “RN” status (meaning: registered-no longer attending).

Students will continue to appear on your class roster, Attendance Tracker, and Blackboard. If they attend class any time after their status change to “RN”, please mark them “**present**” and **submit a form** to have them reinstated in class: http://forms.stlcc.edu/Forms_Library/StudentReinstatement.pdf.

Enter a final grade and verify the last date of attendance when final grades are submitted for your class.

3. When am I required to take attendance for classes?

For in-person classes, regardless for when they start, attendance (present or absent) must be marked for every registered student for all class meetings during the first four weeks. We recommend taking attendance the entire semester.

For non-meeting classes (online, arranged, WPE, etc.), mark attendance the first day you are having “regular and substantive” interaction. St. Louis Community College has decided that online courses will be required to document an academic activity/assignment weekly. We recommend entering attendance twice a week if possible.

Please refer to the Attendance Policy and Procedures for additional information regarding policy and procedures: www.stlcc.edu/Faculty_and_Staff_Resources/.

4. Why are auditing students not showing up in Attendance Tracker?

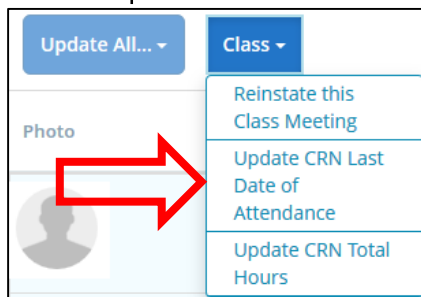
Auditing students do not appear in Attendance Tracker on the class roster. We are currently not collecting attendance for audit or senior audit students.

5. Why are there two separate records for my Hybrid class?

One or more of the records are for the classroom component of the hybrid class. The other is for the online class.

6. What do I have to do to make sure my attendance is saved?

Go to the Class section menu and click on “Update CRN Last Date of Attendance.” You must click on “Update CRN Last Date of Attendance” every time you take or update attendance.



7. Why do some students not have photos?

If there is an empty photo in your class attendance roster, you may direct the student to campus life to complete a photo.

8. I am having technical questions about Attendance Tracker, whom should I contact?

Review the Attendance Tracker Troubleshooting guide available at [www.stlcc.edu/Faculty and Staff Resources/](http://www.stlcc.edu/Faculty_and_Staff_Resources/). Contact the Information Technology Help Desk at St. Louis Community College by email helpdesk@stlcc.edu or phone 314-539-5113.