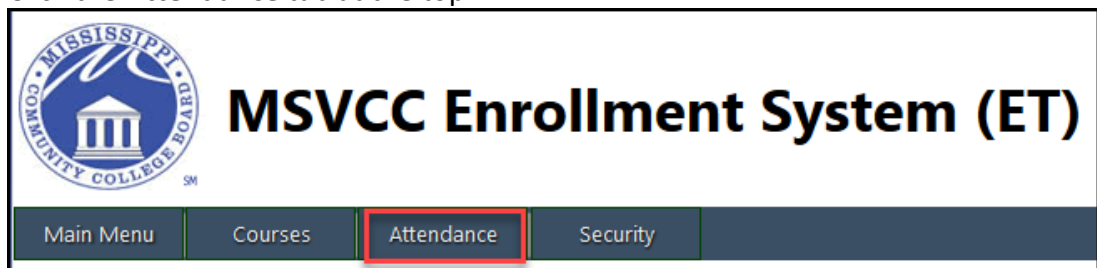




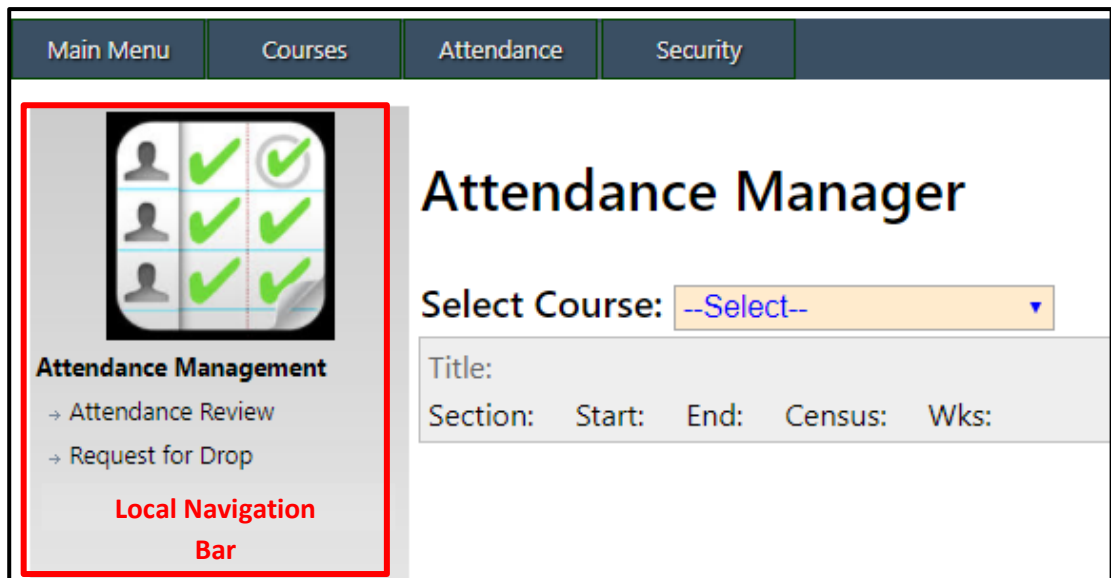
MS Virtual Community College ET Attendance Tool Instructor Guide

1. Log Into the Enrollment Tool (ET)

- a. Log into the **Enrollment Tool (ET)**.
- b. Select the current **Semester** on the **Main Menu** page.
- c. Click the **Attendance** tab at the top.



- d. The **Attendance Manager** Local Navigation Bar is comprised of the following tools:
 - **Attendance Review:** This is the main Attendance Manager Tool and is the default page for the Attendance tab.
 - **Request for Drop:** This will display a list of all students who have a Request for Withdrawal.



2. Entering Attendance in the Attendance Manager Tool

The **Attendance Manager** tool is designed for you to take attendance for your students once a week for 15 and 8 week courses and twice a week for 3 and 4 week courses.

- a. Select a course from the **Select Course** dropdown menu and choose a date from the **Choose Date** dropdown menu.

Attendance Manager

Select Course: --Select-- Choose Date: --Select--

Title:

Section: Start: End: Census: Wks:

- b. Your students will appear along with a drop down box to filter your list of students.
 - **All Students:** This will display all students that are in your course in the Enrollment Tool.
 - **Non Local Students:** This will display only the non-local students in your course and will not display students from your local institution.

All Students

Set All Present

Present: **18** Absent: **2**

ID.	Absences	Reason	LDA	Attendance	Drop
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- c. Click the **Set All Present** button to add the **Present** status to all students. This button will only work once per attendance date. After you have clicked it once, you will then need to modify the attendance status by following the instructions in step “e”.

Attendance Manager

Select Course: LLS 1313 OO3 Choose Date: 01/21/2018

Title: **Spring 2018 LLS1313 OO3 Orientation (MSVCC)**

Section: LLS 1313 OO3 Start: 01/16/2018 End: 04/27/2018 Census: 02/18/2018 Wks: 15

Course Allowed Absences: **2**

All Students

Set All Present

Present: **18** Absent: **2**

No.	Student	ID.	Absences	Reason	LDA	Attendance	Drop
1			1	Instructor Dropped	02/18/2018	Absent	
2			1			Absent	Req. Drop
3			0			Present	Req. Drop
4			0			Present	Req. Drop

- d. The number of absences allowed for that course will appear at the top along with the total number of students present and the total number of students absent for that attendance period.

Course Allowed Absences: 2

All Students
▼

Set All Present

Present: 14
Absent: 2

- e. Click on the **Attendance** status of a student to change their attendance status from Present to Absent and vice versa.
- Once you change the status it is automatically saved.
 - The **Attendance** status of a course can be changed at will as long as the course is still in progress. After a course closes, the Status can no longer be edited.

No.	Student	ID.	Absences	Reason	LDA	Attendance	Drop
1			0	Student Request	08/23/2017	Present	
2			0			Present	Req. Drop
3			1			Absent	Req. Drop
4			0			Present	Req. Drop

- f. If you would like to print a copy of your attendance for that course/date, click the **Printer** icon.

Title: **Spring 2018 LLS1313 OO3 Orientation (MSVCC)**

Section: LLS 1313 OO3 Start: 01/16/2018 End: 04/27/2018 Census: 02/18/2018 Wks: 15

Course Allowed Absences: 2

All Students
▼

Set All Present

Present: 14
Absent: 2

Attendance Report for a particular course/day:

MSVCC Attendance Report Date: Tuesday, August 29, 2017 Attendance Date: 08/27/2017						
Fall 2017 Enrollment Data						
<small>(LLS 1313 OO3) - Fall 2017 LLS1313 OO3 Orientation (MSVCC)</small>						
<small>Instructor: Start: 08/21/2017 End: 12/01/2017 Census: 09/24/2017 Weeks: 15</small>						
No.	Student	ID.	Absences	Reason	LDA	Attendance
1			0	Student Request	08/23/2017	Present
2			0			Present
3			1			Absent
4			0			Present

3. Request Drop – Student Withdrawals

- a. If a student needs to be withdrawn from a course, click the **Req. Drop** button in the **Drop** column of the student that needs to be withdrawn.

No.	Student	ID.	Absences	Reason	LDA	Attendance	Drop
1			0	Student Request	08/23/2017	Present	
2			0			Present	Req. Drop
3			1			Absent	Req. Drop
4			0			Present	Req. Drop

- b. The **Request Withdrawal** box will appear.

Request Withdrawal

Student:

*Type:

Comment:

- c. In the **Type** box, select one of the two options:
1. **Request Drop:** Select this option to withdraw the student from the course. If you select **Request Drop**, continue to step “d”. All **Requests for Drop** will be sent to the student’s Host school eLearning office for processing.
 2. **Working with Student:** Select this option if the student has received more than the allowed number of absences but you are currently working with the student to receive the appropriate documentation so the student will not be withdrawn. If you select **Working with Student**, skip to step “e”.
- d. If **Request Drop** is selected as the **Type**, a **Reason** dropdown box and an **LDA** box will appear.
- **Reason:** Select one of the four **Reason** options:
 1. **Never Attended**
 2. **Student Request**
 3. **Instructor Dropped**
 4. **Other**
 - **LDA:** Enter the student’s LDA in the format MM/DD/YYYY.

Request Withdrawal	
Student:	<input type="text"/>
Type:	Request Drop ▼
Reason:	--Select-- ▼
LDA:	MM/DD/YYYY

- e. Enter a comment in the **Comment** box if additional information is needed by the eLearning office.
- f. Click **Request Drop** to complete the request or click **Cancel** to cancel the request.
- g. After you click **Request Drop**, the student will appear in blue, and the **Req. Drop** button will be removed.


No.	Student	ID.	Absences	Reason	LDA	Attendance	Drop
1			0	Student Request	08/23/2017	Present	
2			0			Present	
3			1			Absent	Req. Drop

4. Request for Drop

The **Request for Drop** tool will display all students you have requested to drop or are working with.



- a. In the Local Navigation Bar, select **Request for Drop**.
- b. All of the students you have requested to drop will be displayed with the following information:
 - **Name:** This will display the student name.
 - **Course:** This will display the course name.
 - **Allowed AB:** This will display the number of weeks in the term and the allowed absences for that particular term. Information will be listed in the format “weeks in term”/ “allowed absences”. For example, “15/2” indicates the course is a 15 week course that has 2 allowed absences.
 - **Std Absences:** This will display the number of absences currently recorded for the student.
 - **Action:** This will display the type (“Request Drop” or “Working with Student”)
 - **Reason:** This will display the reason the student is being dropped.
 - **LDA:** This will display the LDA entered.
 - **Status**
 1. **Open:** Open indicates that the eLearning Office has NOT processed the Request for Drop/Withdrawal.
 2. **Closed:** Closed indicates that the eLearning Office has processed the Request for Drop/Withdrawal.
 - **Del:** This will display a delete button so you can delete a Request for Drop.

Request for Drop

Search by: Last Name Value: 

Requested Drop Page Size: 25 Page Number: Records: 2 of 2

Filter by Site: -Select- Course: -Select- Instructor: -Select- Status: -Select-

Name	Course	Allowed AB	Std Absences	Action	Reason	LDA	Status	Del
[Redacted]	LLS 1313 OO3	15 / 2	1	Request Drop	Instructor Dropped	03/15/2018	Open	
[Redacted]	LLS 1313 OO3	15 / 2	0	Working with Student			Open	

- c. To edit an “Open” request, click on the name of the student.
- The **Request Withdrawal** box will appear.
 - Make your changes and then click **Update Request**.
 - You can also delete a request by clicking **Delete**.

Course Allowed Absences: 2

Request Withdrawal

Student:

Type:

Reason:

LDA:

Comment:

- d. To delete an “Open” request, click **Delete/Trash** icon in the **Del** column. If you delete a request, the name will be removed from the **Request for Drop** tool, and the **Req. Drop** button will reappear on the **Attendance Review** tool.