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# MS Virtual Community College

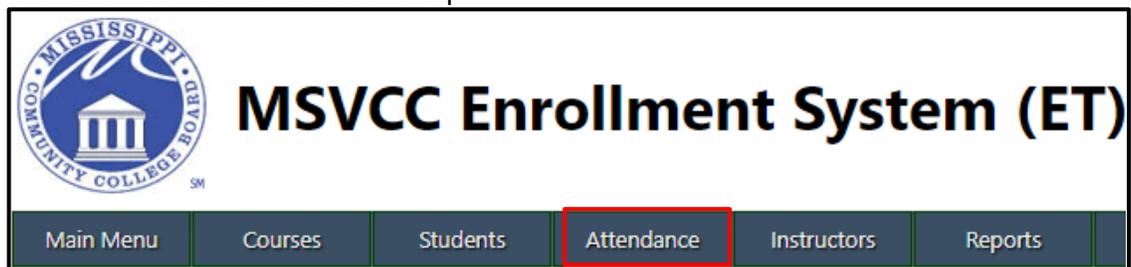
## ET Attendance Tool

### ELC Role Guide

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## 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 a Provider report that shows a list of all courses each school has put in the **Enrollment Tool** (ET Provider Courses) to teach 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. The Request for Drop has a filter option to allow you to navigate between two reports/views:
    1. **Provider Request for Drop Report – INSTITUTION Requested Drop:** This displays all students who have been requested to drop by the Provider institution.
    2. **Host Request for Drop Report – Other CC Requested Drop:** This displays the Host institution's students taking courses from other institutions who have been requested to drop by the provider institution. Use this report to process Withdrawal Requests for your students (students you host).
  - **Working with Student Report:** This is a Provider report and will display a list of all students taking the courses your institution is teaching who have a Request for Withdrawal and that the instructor is working with (Reason will display "Working with Student").
- e. **Terminology Notes:**
  - **Provider:** Teaches the course and supports the instructor.
  - **Host:** Lists the courses and enrolls the student (where the student registers for classes).

## 2. Attendance Review

**Attendance Review** is a Provider report that shows a list of all courses each school has put in the **Enrollment Tool** (ET Provider Courses) to teach. Use this report to check the number of times attendance has been taken and the date of the last attendance taken in the courses your instructors are teaching.

ID.	Course	College	Term	Instructor	Attendance Taken	Last Attendance Taken
<a href="#">ACC221335</a>					14	<a href="#">04/22/2018</a>
<a href="#">ACC221336</a>					14	<a href="#">04/22/2018</a>

- a. In the Local Navigation Bar, select **Attendance Review**.
- b. All of the MSVCC courses that your institution is teaching will be displayed with the following information:
  - **ID:** This will display the course ID. Clicking on the ID will take you to the **Attendance Manager** tool for that particular course.
  - **Course:** This will display the course name.
  - **College:** This will display the college that is teaching the course.
  - **Term:** This will display the term.
  - **Instructor:** This will display the instructor teaching the course.
  - **Attendance Taken:** This will display the number of attendance periods that attendance has been taken for.

- **Last Attendance Taken:** This will display the last date attendance was taken. Clicking on the date in this column will display the Attendance Report for that particular course/day.

MSVCC Attendance						
Spring 2018 Enrollment Data						Report Date: Friday, April 27, 2018
<small>(ACC 2213 35) - SP2018-ACC221335-PRINCIPLES OF ACCOUNTING I</small>						
<small>Instructor:</small>		<small>Start: 01/16/2018</small>	<small>End: 04/27/2018</small>	<small>Census: 02/18/2018</small>	<small>Weeks: 15</small>	
No.	Student	ID.	Absences	Reason	LDA	Attendance
1			0			Present
2			1	Student Request	02/14/2018	
3			1			Present
4			0			Present

- c. You can filter by **Site**, **Subject**, and **Term**.
- d. To check the number of times attendance has been taken and the date of the last attendance taken for a particular term, select a term in the **Term** dropdown box.

**Example:** All MAR08 courses should display the same number in the **Attendance Taken** column when you check it. In the example below, you would know to contact the instructor who had only taken attendance 3 times to get him/her to record attendance.

Attendance Review						
Search by: Course Id		Value:		GO		
Page Size: 25		Page Number: 1		Records: 25 of 41		
Filter by Site:		Subject: --Select--		Term: MAR08		
ID.	Course	College	Term	Instructor	Attendance Taken	Last Attendance Taken
					4	04/08/2018
					4	04/08/2018
					0	
					4	04/08/2018
					4	04/08/2018
					3	04/01/2018
					4	04/08/2018

### 3. Entering Attendance in the Attendance Manager Tool

- Click on **Attendance Review**.
- In the **ID** column, click the ID of the course you want to view. This will take you to the **Attendance Manager** tool. The **Attendance Manager** tool is designed for instructors to take attendance for their students once a week for 15 and 8 week courses and twice a week for 3 and 4 week courses.

### Attendance Review

Search by: Course Id Value:  GO

Page Size: 25 Page Number: 1 Records: 25 of 300

Filter by Site:  Subject: --Select-- Term: --Select--

ID.	Course	College	Term	Instructor	Attendance Taken	Last Attendance Taken
<a href="#">ACC221335</a>					14	<a href="#">04/22/2018</a>
<a href="#">ACC221336</a>					14	<a href="#">04/22/2018</a>

- c. Choose a date from the **Choose Date** dropdown menu. You can also select a different course by choosing a course in the **Select Course** dropdown menu.

### Attendance Manager

[Return](#)

Select Course:  Choose Date:

Title: **Spring 2018 LLS1313 003 Orientation (MSVCC)**  
 Section: LLS 1313 003 Start: 01/16/2018 End: 04/27/2018 Census: 02/18/2018 Wks: 15

- d. 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
- Non Local Students

Set All Present

Present: 18 Absent: 2

ID.	Absences	Reason	LDA	Attendance	Drop

- e. 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 “g”.

### Attendance Manager

Select Course:  Choose Date:

Title: **Spring 2018 LLS1313 003 Orientation (MSVCC)**  
 Section: LLS 1313 003 Start: 01/16/2018 End: 04/27/2018 Census: 02/18/2018 Wks: 15

Course Allowed Absences: 2

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

- f. 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

- g. 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

- h. 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**

**Fall 2017 Enrollment Data**

(LLS 1313 OO3) - Fall 2017 LLS1313 OO3 Orientation (MSVCC)

Instructor: Start: 08/21/2017 End: 12/01/2017 Census: 09/24/2017 Weeks: 15

Report Date: Tuesday, August 29, 2017

Attendance Date: 08/27/2017

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

## 4. Request Drop – Student Withdrawals in the Attendance Manager Tool

- 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 in the **Attendance Manager** tool.

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:

Cancel
Request Drop

- 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

- Enter a comment in the **Comment** box if additional information is needed by the eLearning office.
- Click **Request Drop** to complete the request or click **Cancel** to cancel the request.
- 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

## 5. Request for Drop

The **Request for Drop** tool will display a list of all students who have a Request for Withdrawal.

- In the Local Navigation Bar, select **Request for Drop**.
- Request for Drop** displays 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.

- c. The Request for Drop has a filter option to allow you to navigate between two reports/views.



- 1. Provider Request for Drop Report – INSTITUTION Requested Drop:** This displays all students who have been requested to drop by the Provider institution.
  - For school's that are NOT putting their local students in the ET, this report will only display non-local students taking their courses.
  - Schools will not be able to click on non-local students (students from other schools taking your courses) to process the request for drop. Requests for drop must be processed by the Host institution.
  - Requests with a status of "Open" will display a delete button.
  - Example:** The HOLMESCC Requested Drop report would show all students in Holmes courses that had been requested for drop. Holmes cannot click on the two ECCC students. The two ECCC students that appear at the top of the list would appear on the ECCC "Other CC Requested Drop" report for processing.

Request for Drop		Search by: Last Name		Value:	GO	X		
HOLMESCC Requested Drop		Page Size: 25	Page Number:	Records: 7 of 7				
Filter by Site:	-Select-	Course:	-Select-	Instructor:	-Select-	Status:	-Select-	
Name	Course	Allowed AB	Std Absences	Action	Reason	LDA	Status	Del
<a href="#">StudentTest_Jan (ECCC)</a>	ACC 1111 Test	8 / 1	0	Working with Student			Open	
<a href="#">StudentTest_Jack (ECCC)</a>	ACC 1111 Test	8 / 1	4	Request Drop	Instructor Dropped	05/01/2018	Open	
<a href="#">StudentTest_Jane (HOLMESCC)</a>	ACC 1111 Test	8 / 1	0	Request Drop	Student Request	05/01/2018	Open	
<a href="#">StudentTest_John (HOLMESCC)</a>	ACC 1111 Test	8 / 1	0	Request Drop	Instructor Dropped	05/01/2018	Open	

- 2. Host Request for Drop Report – Other CC Requested Drop:** This displays the Host institution's students taking courses from other institutions who have been requested to drop by the provider institution. Use this report to process Withdrawal Requests for your students (students you host).
  - If the status is "Open", the ELC will have the ability to click on the name of their student to process the request for drop.
  - Note for both reports: ELCs will only have the ability to process Requests for Drops for their students (the students they host).

- **Example:** For Holmes CC, this report would display all Holmes students taking courses from other schools and who have a request for drop. In the image below, we are looking at the Holmes “Other CC Requested Drop” report. It displays Holmes students taking an ECCC course. These students have been requested to drop by either the East Central CC instructor or eLearning staff at East Central CC. Holmes will click on the names of their students to process the request.

Request for Drop								
Other CC Requested Drop		Search by: Last Name	Value:	GO				
		Page Size: 25	Page Number:	Records: 3 of 3				
Filter by Site: -Select-	Course: -Select-	Instructor: -Select-	Status: -Select-					
Name	Course	Allowed AB	Std Absences	Action	Reason	LDA	Status	Del
<a href="#">StudentTest_Jim (HOLMESCC)</a>	PSY 1513 272	8 / 1	0	Request Drop	Instructor Dropped	05/01/2018	Close	
<a href="#">StudentTest_Joe (HOLMESCC)</a>	PSY 1513 272	8 / 1	0	Request Drop	Student Request	05/01/2018	Open	
<a href="#">StudentTest_Bob (HOLMESCC)</a>	PSY 1513 272	8 / 1	0	Request Drop	Instructor Dropped	05/03/2018	Open	

d. To process the **Request for Drop/Withdrawal** for your student (host student):

- Click on the **Other CC Requested Drop** report.
- Click on the name of the student.
- The Student Profile – Withdrawal/No Show box will appear.

Student Profile		Return
Student Id:	Std. Enrolled:	
Name:	Telephone:	
Email:	Status:	
College:	Campus:	
Course: LLS 1313 OO3	Enrolled: 07/21/2017	Term: AUG15
WITHDRAW/NO SHOW		
This process will withdraw/remove Stephanie Bailey from the current course.		
Reason: Student Request	Last known date of attendance: 8/29/2017	
Comment: Enter Comments Here - SF.		
<b>Withdraw Student</b>		

- Complete the process for withdrawal and click **Withdraw Student**. Once you have completed the withdrawal, the status on the **Request for Drop** will change to **Closed**.
- Please note that the **Instructor** role does not allow for the withdrawing of students. Only those with **ELC** or **ELC Assistant** role have the ability to process a withdrawal request.

## 6. Working with Student Report

The **Working with Student Report** is a provider report and will display a list of all students taking the courses your institution is teaching who have a Request for Withdrawal and that the instructor is working with (Reason will display “Working with Student”).

**Note:** For schools that are NOT putting their local students in the ET, this report will only display non-local students taking their courses.

Working with Student							
		Page Size: 25		Page Number:		Records: 1 of 1	
Filter by Course: --Select--		Instructor: --Select--		Status: --Select--			
No.	Student	Course	Allowed AB	Std Absences	Reason	LDA	Status
1		DDT 2433 71 39679	15 / 2	3	Working with Student		Open