

## Recording No Shows & Last Attendance Date for R2T4

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Students who have stopped attending a class or have never attended the class at all may be recorded using a roster within the Faculty Center. Recording the last day of attendance for students who have initially attended the class, but have stopped attending at some point will assist colleges in their efforts to address Return of Title IV funds. Colleges can run several queries to pull information recorded on this roster or to identify roster that still need to be utilized.

A list of students that have stopped attending and have a last date of attendance recorded can be retrieved by running the following queries:

- **K\_LAST\_ATTENDANCE\_DATE:** This query will display the information by the delivering campus.
- **K\_LAST\_ATTENDANCE\_DATE\_HC:** This query will display the information by the home campus of the student.

A list of “no show” students may be retrieved by running the following queries (*only students who never attended any class meetings should be recorded as no shows*):

- **K\_NOSHOW\_LIST:** This query will display the information by the delivering campus.
- **K\_NOSHOW\_LIST\_HOME\_CAMPUS:** This query will display the information by the home campus of the student.

A list of students who have received a grade of “E” or “F”, but do not have a last date of attendance recorded can be retrieved by running the following queries:

- **K\_SR\_MISSING\_LAST\_ATTEND\_DT9:** This query will display the information by the delivering campus.
- **K\_SR\_MISS\_LAST\_ATTEND\_HC:** This query will display the information by the home campus of the student.

To record no shows or last attendance date, follow the instructions within this section.

1. The **Faculty Center** should display the **My Schedule** page as soon as you login to PeopleSoft. *If it does not, you may navigate to it by selecting **Main Menu, Self Service, Faculty Center, My Schedule.***

ORACLE® Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster | no show/last date of attendance

### Faculty Center

#### My Schedule

Spring 2010 | KCTCS [change term](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster  NoShow/Last Date of Attendance

To view data for a different class, you must select the Class, Grade, or NoShow roster icon for that class.

My Teaching Schedule > Spring 2010 > KCTCS

|                                     | Class               | Class Title               | Enrolled | Days & Times           | Room                           | Class Dates                |
|-------------------------------------|---------------------|---------------------------|----------|------------------------|--------------------------------|----------------------------|
| <input checked="" type="checkbox"/> | MA 109-2510 (82694) | College Algebra (Lecture) | 17       | TuTh 9:00AM - 10:15AM  | Elizabethtown Comm/Tech Colleg | Jan 11, 2010 - May 8, 2010 |
| <input checked="" type="checkbox"/> | MA 109-2511 (82695) | College Algebra (Lecture) | 21       | TuTh 10:30AM - 11:45AM | Elizabethtown Comm/Tech Colleg | Jan 11, 2010 - May 8, 2010 |
| <input checked="" type="checkbox"/> | MT 55-2501 (82495)  | Pre-Algebra (Lecture)     | 5        | MoWeFr 8:35AM - 9:25AM | Elizabethtown Comm/Tech        | Jan 11, 2010 - May 8, 2010 |

2. Verify that you are viewing classes from the correct term.



To change the term, click the **Change Term** button and select the preferred Term and click **Continue** to view classes for that term.

3. To record students that have never attended class at all or to identify those that have stopped attending, click on the **No Show/Last Att Date Roster**  icon for the preferred class. This will take you to the **No Show/Last Date of Attendance** page for the selected class.

ORACLE® Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

go to ...

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster | **no show/last date of attendance**

### No Show/Last Date of Attendance

[View FERPA Statement](#)

Spring 2010 | Regular Academic Session | KCTCS | Undergraduate

▼ **MT 55 - 2501 (82495)** [change class](#)

Pre-Algebra (Lecture)

| Days and Times       | Room                           | Instructor | Dates                   |
|----------------------|--------------------------------|------------|-------------------------|
| MoWeFr 8:35AM-9:25AM | Elizabethtown Comm/Tech Colleg | Bob Smith  | 01/11/2010 - 05/08/2010 |

Step 1: [update roster](#)

Step 2: [save roster](#)

4. To record information on the **No Show/Last Attendance Date** roster, follow the instructions listed in steps on the page to populate the roster.

- Click the **Update Roster** button. *This will ensure that the roster has the most recent list enrollment data on the roster.*
- Click on the **No Show/Last Attendance Date** page tab to refresh the page and display the most recent roster data.


The screenshot shows the Oracle Self Service Faculty Center interface. At the top, there are navigation tabs: Home, Add to Favorites, and Sign out. Below that, a breadcrumb trail reads: Favorites > Main Menu > Self Service > Faculty Center > My Schedule. The main content area contains instructions for updating and saving the roster, along with checkboxes for completion status. Below the instructions is a table titled 'No Show/Last Attendance Date' with columns for EmplID, Name, Grade, No Show, Last Attendance Date at 60% Point, and Last Attendance Date at End of Term. The table contains six rows of data for different faculty members.

| EmplID      | Name         | Grade | No Show                  | Last Attendance Date at 60% Point | Last Attendance Date at End of Term |
|-------------|--------------|-------|--------------------------|-----------------------------------|-------------------------------------|
| 1 001169790 | Bond,Paul    | D     | <input type="checkbox"/> | <input type="text"/>              | <input type="text"/>                |
| 2 001176310 | Dent,Paul    | D     | <input type="checkbox"/> |                                   | 01/10/2011                          |
| 3 001347798 | Allen,Lynn   | D     | <input type="checkbox"/> | <input type="text"/>              | <input type="text"/>                |
| 4 001377100 | Wills,Kristy | D     | <input type="checkbox"/> | <input type="text"/>              | <input type="text"/>                |
| 5 001416120 | Willis,Nico  | D     | <input type="checkbox"/> | <input type="text"/>              | <input type="text"/>                |
| 6 001628650 | Clift,Don    | D     | <input type="checkbox"/> | <input type="text"/>              | <input type="text"/>                |

- When it is time to report no shows, click the **No Show** button for any students that NEVER attended the class.
- When it is time to record last attendance dates, use the following instructions:
  - When it is time to report the last date of attendance (60% point in term), enter a **Last Attendance Date at 60% Point** for any students that previously attended, but have STOPPED attending.
  - If your campus requires the last date of attendance be recorded at the end of the term for students that earned a failing grade, enter a **Last Attendance Date at End of Term**.
- Once you have entered all of your data, check the appropriate checkbox to indicate the roster is ready for reporting:
  - Check the **The Now Shows have been recorded and the roster is complete checkbox** when finished recording no shows.
  - Check the **The Last Attendance Dates at 60% point have been recorded and the roster is complete checkbox** when finished recording last attendance dates at 60% point.
  - Check the **The Last Attendance Dates at End of Term have been recorded and the roster is complete checkbox** when finished recording last dates at end of term for

students that earned a failing grade.

- Click the **Save Roster** button. *The data entered will be saved and will gray out. However, any students on the roster that do not have data entered will remain active for updates later.*

6. To view a different attendance roster, click the **Change Class** button to return to the **My Schedule** page and click on the **No Show/Last Att Date Roster**  icon for a different class to view that roster
7. Click the **Home** link when finished.



*If you make a mistake and enter data in error, you may contact your local college registrar to request that the information be corrected.*