

Attendance Tracking Instructions



PimaCommunityCollege
Registrar Office

Overview:

Pima Community College is an attendance-taking institution. As such, attendance must be marked every seven days. In general, students should be marked as “Present” if they have attended the class session. For online and/or self-paced courses, students must have participated in, or completed an, *academically related activity.

* Link to Bookmark to access this process directly in the future if desired:

[Attendance Tracking \(https://ssb-pccp-prod.pima.edu/FacultySelfService/ssb/facultyAttendanceTracking\)](https://ssb-pccp-prod.pima.edu/FacultySelfService/ssb/facultyAttendanceTracking)

*Academically related activities include, but are not limited to —

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial or computer assisted instruction;
- Attending a study group that is assigned by the school;
- Participating in an online discussion about academic matters; and
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as —

- Logging into an online class without active participation; or
- Participating in academic counseling or advisement.

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity.

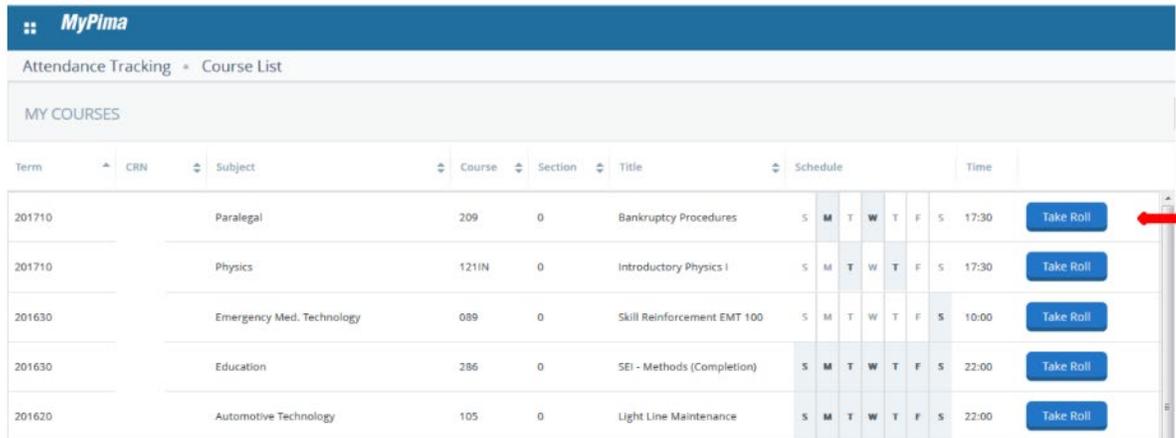
Technical Specifications:

Mozilla Firefox and Google Chrome have been found to be most compatible with Attendance Tracker. We recommend using one of these browsers when submitting attendance information. If you have any challenges with logging in, or are unable to access your courses, please first try a different browser or “clear your cookies”. If you need additional assistance, contact your faculty resource center, helpdesk@pima.edu, or attendancehelp@pima.edu. If you are able, it is very helpful to provide a screen print showing the error or challenge that you are experiencing.

Taking Attendance:

Attendance Tracker will open in a new browser window, where you will see your courses that are available for attendance tracking. Sorting is also available so you can put current term courses at the top of your course list. You can also sort each roster by student or attendance percentage – that way withdrawn students can be filtered to the bottom of your screen.

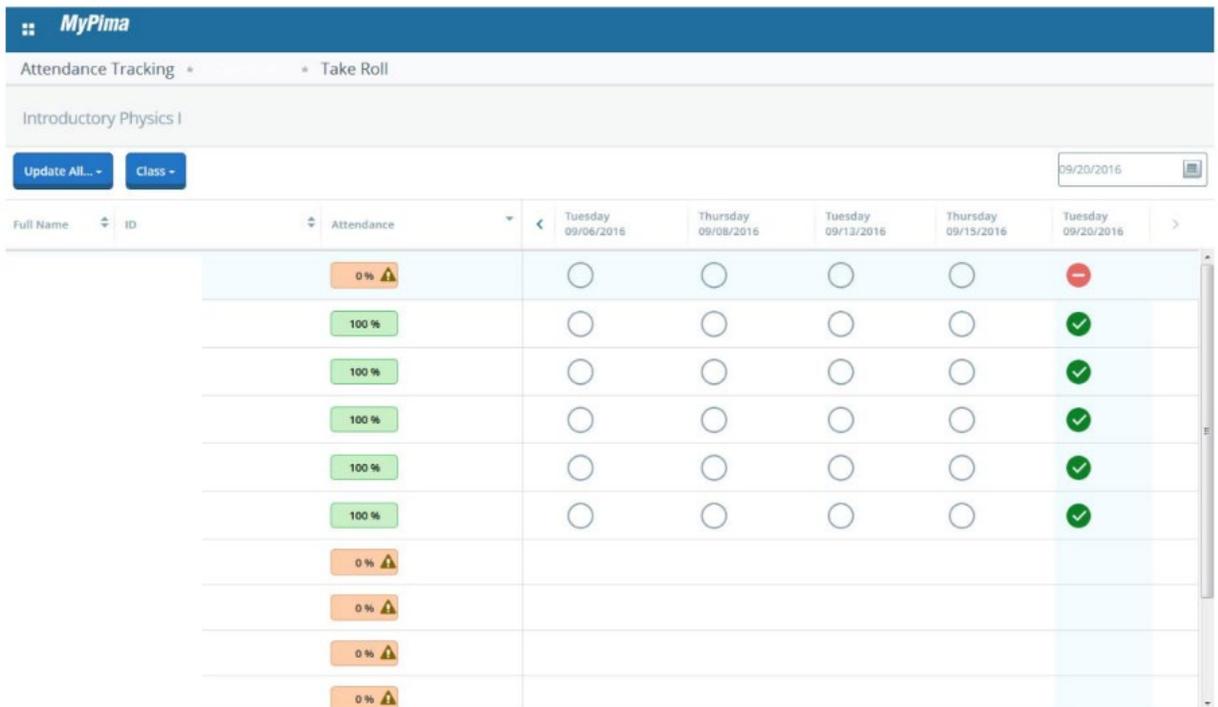
1. Click on **“Take Roll”** for the course for which you would like to submit attendance



The screenshot shows the MyPima Attendance Tracking interface. At the top, there is a blue header with the MyPima logo and the text "Attendance Tracking" and "Course List". Below this is a section titled "MY COURSES" with a table of course information. The table has columns for Term, CRN, Subject, Course, Section, Title, Schedule, and Time. Each row represents a course and includes a "Take Roll" button. A red arrow points to the "Take Roll" button for the first course, "Bankruptcy Procedures".

Term	CRN	Subject	Course	Section	Title	Schedule	Time	
201710		Paralegal	209	0	Bankruptcy Procedures	S M T W T F S	17:30	Take Roll
201710		Physics	121IN	0	Introductory Physics I	S M T W T F S	17:30	Take Roll
201630		Emergency Med. Technology	089	0	Skill Reinforcement EMT 100	S M T W T F S	10:00	Take Roll
201630		Education	286	0	SEI - Methods (Completion)	S M T W T F S	22:00	Take Roll
201620		Automotive Technology	105	0	Light Line Maintenance	S M T W T F S	22:00	Take Roll

2. The next window shows the selected course's roster and meeting dates. Click on the date header for which you will be submitting attendance. The column will highlight and you can now record attendance for that date.



The screenshot shows the MyPima Attendance Tracking interface for a specific course, "Introductory Physics I". The page title is "Take Roll". There are buttons for "Update All..." and "Class". A date selector shows "09/20/2016". Below this is a table with columns for "Full Name", "ID", "Attendance", and five dates: "Tuesday 09/06/2016", "Thursday 09/08/2016", "Tuesday 09/13/2016", "Thursday 09/15/2016", and "Tuesday 09/20/2016". The "Tuesday 09/20/2016" column is highlighted in light blue. The "Attendance" column shows percentages (0% or 100%) and icons (warning or checkmark). The date columns show circles representing attendance status.

Full Name	ID	Attendance	Tuesday 09/06/2016	Thursday 09/08/2016	Tuesday 09/13/2016	Thursday 09/15/2016	Tuesday 09/20/2016
		0 % ⚠	○	○	○	○	⊖
		100 %	○	○	○	○	✓
		100 %	○	○	○	○	✓
		100 %	○	○	○	○	✓
		100 %	○	○	○	○	✓
		100 %	○	○	○	○	✓
		0 % ⚠					
		0 % ⚠					
		0 % ⚠					
		0 % ⚠					

All students that have enrolled in your course will be listed on the roster. Those that are no longer enrolled will be “grayed out” and appear at the bottom of your roster. There is no need to submit attendance for these students. They appear as information items for your records only.

- Students start out with a blank circle. Click the empty circle once to mark a student Present, click it again to mark them Absent, click it a third time to clear the entry. In the example below, the students with green circles have been marked Present; those with a minus have been marked Absent; those with blank entries have not been marked yet. It is important to mark all students either present or absent; do not leave any active students blank.

Full Name	ID	Attendance	Tuesday 09/06/2016	Thursday 09/08/2016	Tuesday 09/13/2016	Thursday 09/15/2016	Tuesday 09/20/2016
		0 % ⚠️	○	○	○	○	⊖
		100 %	○	○	○	○	✔️
		100 %	○	○	○	○	✔️
		100 %	○	○	○	○	✔️
		100 %	○	○	○	○	✔️
		100 %	○	○	○	○	✔️
		0 % ⚠️					
		0 % ⚠️					
		0 % ⚠️					
		0 % ⚠️					

After you have entered an attendance status for all of the students in your course, that attendance will be updated in the nightly cycle to the students’ official Banner record. You no longer need to click on “Update CRN Last Date of Attendance”.

While we do not recommend that you cancel classes in Attendance Tracker, if you do it can be un-cancelled. After you have cancelled a class, just click on the “class” button again and choose “reinstate this class meeting”.

Reminders

Classes That Will Not Meet:

If you will not physically meet, you can assign work to be completed that week (often for once-per-week courses) so that you can still meet the requirement of students engaging in an “academically-related” activity. That activity can be used to mark attendance for that week. **Spring Break is an exception to this - no attendance needs to be recorded for any student that week.** It is always recommended to remind students before an upcoming holiday that they should be sure to be present in class before and after the holiday so as not to be out of class too long (see next section on RN status).

Marking Attendance:

If you accidentally mark a student as ABSENT or PRESENT or have left their attendance blank, you can now change them to PRESENT or ABSENT even after you have already submitted your attendance. This will then update to Banner with a nightly cycle.

Students Who Never Attend:

If a student never attends by the drop deadline for that course’s part-of-term, the Registrar Office will drop them from the class the next day. This means it is important that all attendance be entered beginning the first day of classes and every week thereafter. The only exceptions to these drops will be students who have joined a class late and before there is a class meeting date. The Registrar Office will identify those students but will be unable to honor specific exception requests. Those students identified as entering late will be dropped the following week if they still report no attendance. If attendance is not entered in time for a student who is present, faculty will need to submit a request to have them added back through an approval process. Please see the current Academic Calendar or the Instructional Calendar for drop deadlines for each part-of-term.

RN Status:

If a student is approaching 14 days with no attendance marked, the student and instructor will receive a warning email at 10 days that an RN status is imminent. The student’s email will direct them to contact their instructor if there has been an error or to ensure their attendance is marked promptly when they do attend. At 14 days, a final notice of the RN status will be sent to the student and the instructor and the student’s registration status will be changed to Registered, Not Attending (RN). If the student returns to class, the only way to re-instate them is to mark them as present for that day - they should not be referred to the Student Services Centers.

Please note that these statuses, as well as weekly attendance reporting, have serious effects for our students receiving Title IV Financial Aid and Veteran’s Benefits so accurate reporting is important.

For assistance, please see the FAQ - Attendance Tracker living document, your campus Faculty Services & Resource Center, or email Attendancehelp@pima.edu.