

MARKING STUDENT PARTICIPATION FOR WEEK ONE

Effective July 1, all AGS instructors are required to monitor student attendance and participation for the first week of each course.

Step-by-Step Instructions

1. Log into Web access. Click on the Classes tab.



2. Click on the 'Grading' sub-menu item.



3. Select the desired course from your list of available courses. Click on the title to load the course.



4. In the left-hand sidebar, click on 'Attendance'.



5. Click on 'View Overall Section Attendance'

The screenshot shows a sidebar on the left with a list of courses under the heading 'ent Courses'. The main content area on the right is titled 'Online 12:00 AM - 12:01 AM, OKWU Bartlesv/Online Traditional'. It features three sections: 'Overall Attendance' with a blue link 'View Overall Section Attendance' (indicated by a red arrow), 'Daily Attendance' with a red asterisk and text '* = Missing Attendance', and a date selector for 'April' with a dropdown for '4/27/2015'. A third section, 'Attendance by Student', is partially visible at the bottom.

6. Here you will see your course roster. Under the Overall Attendance column, click the dropdown icon. From the list, select either 'Present' or 'Never Attended' for each student.

The screenshot shows a course roster table for 'M 6:00 PM - 10:00 PM, OKWU Tulsa/E 45th Street/103 Traditional'. The table has columns for 'Name', 'Absence' (Excused, Unexcused), 'Tardiness' (Excused, Unexcused), and 'Overall Attendance'. A red arrow points to the dropdown menu in the 'Overall Attendance' column for the first student, 'Beyer, Brad James', which is open and shows 'Never Attended' and 'Present' as options.

Name	Absence		Tardiness		Overall Attendance
	Excused	Unexcused	Excused	Unexcused	
Beyer, Brad James	0	0	0	0	▼
Harwell, Michael Glenn	0	0	0	0	Never Attended Present
Holden, Tammi W	0	0	0	0	▼
McCormick, Anthony Wayne	0	0	0	0	▼

- Each student must have either 'Present' or 'Never Attended' marked beside their name in the Overall Attendance list.

Tardiness		Overall Attendance
Excused	Unexcused	
0	0	Present
0	0	Never Attended
0	0	
0	0	
0	0	

- When all students have been properly marked, click the Save button at the bottom of the list to record the selections.

