

# MARKING STUDENT PARTICIPATION FOR WEEK ONE

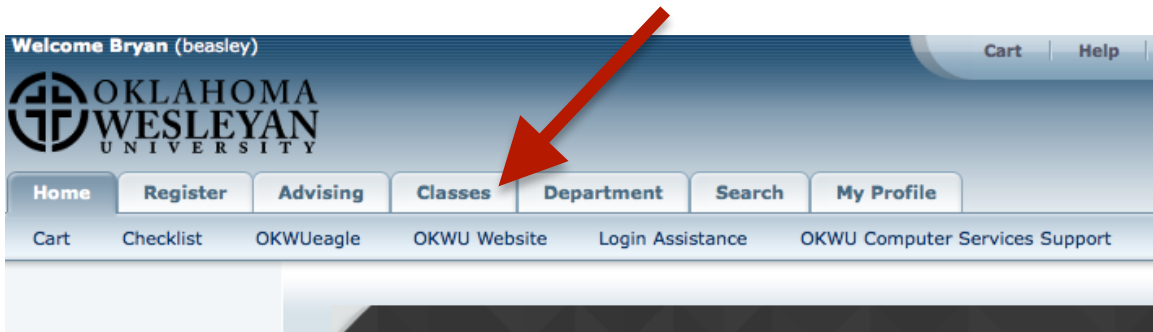
Effective July 1, all AGS instructors are required to monitor student attendance and participation for the first week of each course.

## Faculty Responsibilities

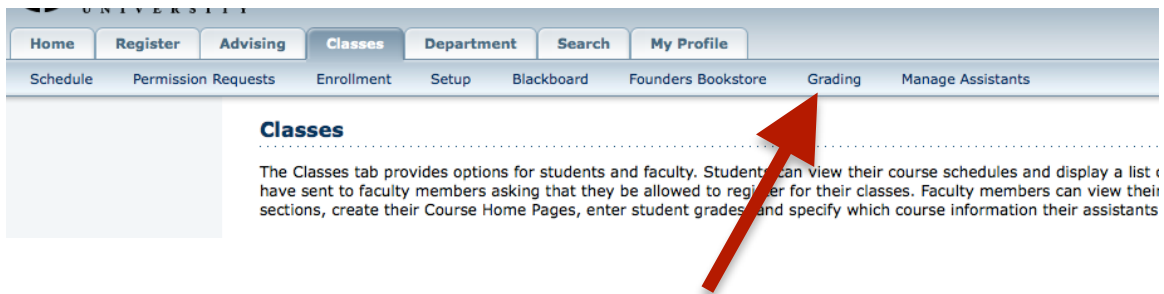
1. Remind students via announcements of the requirement to complete the Course Participation Survey before Sunday midnight.
2. Monitor the Full Grade Center to see who has not yet submitted the survey.
3. By Thursday morning, notify the Advising office of any student who has not yet submitted the survey.
4. On Monday of Week 2, log in to WebAccess and post a course attendance report. Each student should be marked as either being 'Present or having 'Never Attended' the first session of class.

## Step-by-Step Instructions

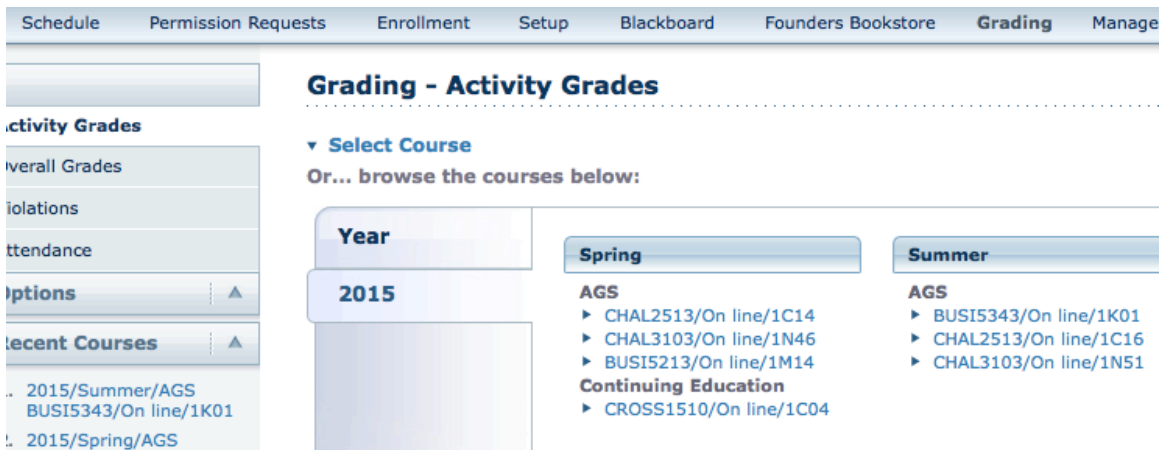
1. Log into Web access. Click on the Classes tab.



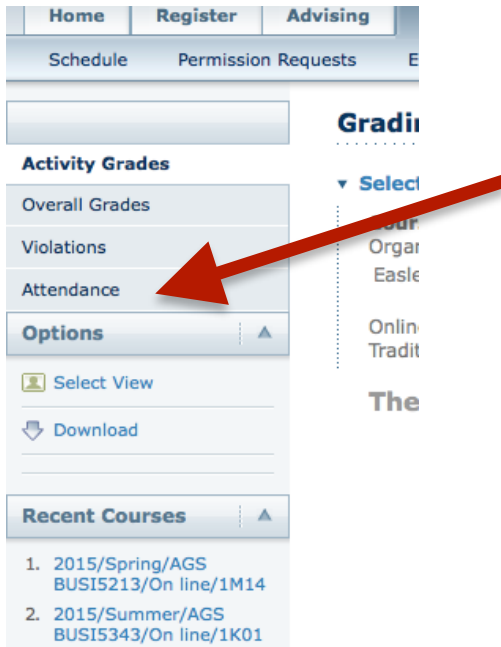
2. Click on the 'Grading' sub-menu item.



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'

Online 12:00 AM - 12:01 AM, OKWU Bartlesv/Online Traditional

**Overall Attendance**

[View Overall Section Attendance](#)

**Daily Attendance**

\* = Missing Attendance

April

▶ 4/27/2015

**Attendance by Student**

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.

*For ONLINE COURSES, this information should be based solely on the Course Verification survey in the virtual classroom.*

Easley, Bryan R

Online 12:00 AM - 12:01 AM, OKWU Bartlesv/Online Traditional

|                          | Name                     | Absence |           | Tardiness |           | Overall Attendance   |
|--------------------------|--------------------------|---------|-----------|-----------|-----------|--|
|                          |                          | Excused | Unexcused | Excused   | Unexcused |  |
| <input type="checkbox"/> | Bible, Jennie Ludella    | 0       | 0         | 0         | 0         | <input checked="" type="checkbox"/> 1st Absence<br><input type="checkbox"/> 2nd Absence<br><input type="checkbox"/> Never Attended<br><input type="checkbox"/> Present<br><input type="checkbox"/> Stopped Attending<br><input type="checkbox"/> WDRW DROP |
| <input type="checkbox"/> | Bowden, Sonny Corbett    | 0       | 0         | 0         | 0         |  |
| <input type="checkbox"/> | Copeland, Jon Michael    | 0       | 0         | 0         | 0         |  |
| <input type="checkbox"/> | Hammel, Brandi R         | 0       | 0         | 0         | 0         |  |
| <input type="checkbox"/> | Hayden, Jamie Joanna     | 0       | 0         | 0         | 0         |  |
| <input type="checkbox"/> | Kostelny, Denise Elinore | 0       | 0         | 0         | 0         |  |
| <input type="checkbox"/> | Langbein, Dana Kay       | 0       | 0         | 0         | 0         |  |

7. 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         |                    |



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

