Community Education – Tracking, Collecting, and Entering Positive Attendance Hours

Please encourage students to regularly attend classes because: (a) it helps them achieve their educational, personal, and/or vocational goals, (b) it ensures a consistent learning environment for everyone in the class, (c) it allows instructors to better assess student learning outcomes, and (d) it also results in better student retention and a robust enrollment for your class.

IMPORTANT:

The Office of the Dean performs an internal positive attendance hour audit every semester on a monthly basis, to ensure accurate data entry. For the Fall, the internal audit will start on **Tuesday, October 1st, 2022.**

Help us help you:

1. Do you have questions and/or concerns as to whether you are entering data correctly? Do you need training or a refresher on how to enter weekly hours?
2. Would you like someone to take a quick look at your work to ensure there are no errors with hours and/or any other mathematical calculations?

Please contact the dean's office for help. We encourage all instructors to be proactive and start checking earlier rather than later.
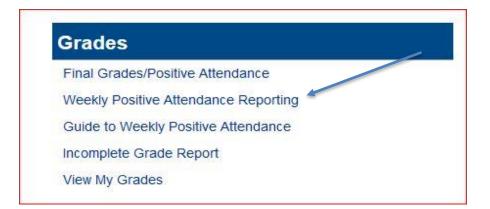
Things to keep in mind:

1. Track your student attendance **every class session** and enter it into the WPAR **on a weekly basis**.
2. Ensure that the hours entered in your class roster **match** the hours entered in the WPAR.
3. Lost, dazed, confused? Contact your program coordinator.

Fall 2022 Requirements:

EVERY WEEK:

1. Faculty may use the official class roster to track registered students' attendance.
2. If faculty create their own attendance record (i.e. Word or Excel document), this record **must** include the following information: (a) Course prefix and number, (b) Course title, (c) Course CRN, (d) Course Meeting Days/Times, and (e) Instructor's Name. Students listed in your document **must** be registered in the class. Therefore, always check students against the official class roster.
3. Please track attendance hours for every registered student for **every class session**.
4. Faculty enter student attendance hours ONLINE **weekly** via the "Weekly Positive Attendance Reporting" (WPAR), available on the Hancock portal (FACULTY tab, scroll down to the WEEKLY POSITIVE ATTENDANCE REPORTING channel).

5. Faculty must enter student attendance hours ONLINE as reflected in the instructor's class attendance roster. Please ensure the hours entered via WPAR **match** the hours in your class roster or attendance record. Please correct any discrepancies in the WPAR.
6. For registered students who did not attend class, enter a zero on your class roster and in the WPAR field.
7. In the WPAR, every cell must list a number. Do not leave cells blank.
8. Your class attendance roster **must** match the numbers entered in the WPAR
9. For students that have stopped attending, fill out and submit a CE Instructor's Drop Form, found on the [Faculty Resource Page](#).

EVERY MONTH:

LECTURE CLASSES:

1. Please submit your class roster/attendance record (not sign-in sheets) **AND** printed WPAR report, every FOUR WEEKS. Submit these directly to the office of the dean (Dana Avila) via email as a legible, scanned, PDF attachment. You can download CamScanner for free on your smartphone.

• **For hours entered through September 3, due Tuesday-September 6**
• **For hours entered through October 1, due Tuesday-October 4**
• **For hours entered through October 29 due Tuesday-November 1**
• **For hours entered through November 26, due Tuesday-November 29**
• **For hours entered through December 8, due Tuesday-December 13**

2. When the month breaks in the middle of a week, include the dates/hours through to the end of the week and turn them in on the following Monday.
3. After your last class session for the month, make sure that the total hours on your attendance roster match the
   Weekly Positive Attendance Reporting (WPAR) total hours. Please correct any discrepancies.
4. Print a copy of the Weekly Positive Attendance Reporting (WPAR). Use the VIEW ALL button. Make sure you print in landscape mode. Make sure all info appears in the printed copy and that it is not cut out.
5. Sign and date both the attendance roster and the VIEW ALL WPAR report, attach them together, and turn in the

original signed/dated copies to the dean's office, in Bldg. S. The preferred method is to email Dana Avila these documents as legible, scanned, PDF attachments. You can download CamScanner for free on your smartphone.

6. You must keep copies for your records for three years!

TBA LAB CLASSES: We don't have very many Lab Classes. These classes consist of the following: Math Lab, Writing Lab, Success in College, NESL 7060 Lab, and supervised tutoring (<mark>BASK 7004A, BASK 7008A, BASK 7014, BASK 7015, and/or NESL 7060</mark>).

1. These will be submitted at the end of the term. After your last class session for the term, total the hours for each student on your paper roster, OR, if your lab uses CI Track, print out the semester report by adjusting the date range.
2. Click on Final Grades/Positive Attendance and follow the directions.

3. Only enter the total hours under ATTEND HOURS. **Do not enter any other info.**
4. If you are using CI Track, you must convert your hours to whole and quarter-hour increments. For example: a CI Track report of 3:30 = 3.5 hours; 3:15 = 3.25, etc. Round up or down to the nearest 15- minute increment.
5. Capture the window using Window's snipping tool, MAC's Grab Tool, or highlight the whole page, making sure you get all the student information and hours, and then print it out.
6. Sign and date both the attendance roster or CI Track report and the printed Final Grades/Positive Attendance report/screen and attach them together.
7. Make a copy of these documents for your records. Turn in the original signed/dated copies to the dean. The preferred method is to email Dana Avila these documents as legible, scanned, PDF attachments. You can download CamScanner for free on your smart phone.
8. You must keep copies of your records for three years!

Final Reporting

-   For semester-length classes, all attendance hours should have been entered, and required paperwork completed and submitted to Dana Avila no later than <u>**4:00 PM on December 13, 2022**</u>.
-   For short-term courses, all attendance hours should have been entered, and the required paperwork completed and submitted **within 3 business days after the last day of instruction for the course.**