

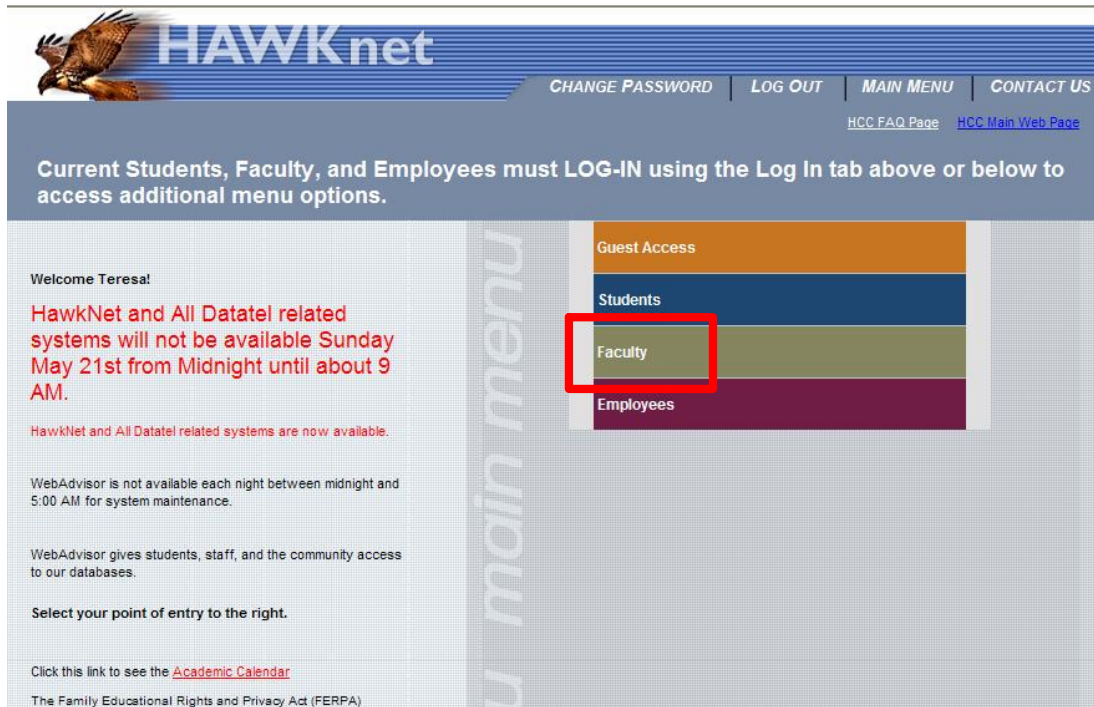
Attendance Confirmation

The procedure for reporting students who have not attended your class this term has changed. The faculty will be entering grades in the same manner as you do at the end of the term.

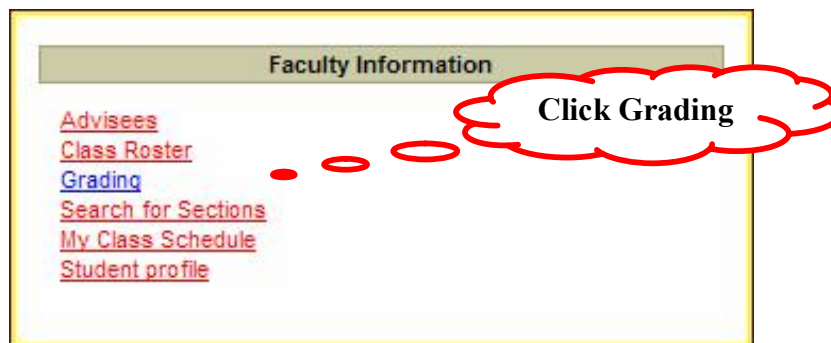
Please do the following:

Login to HawkNet-WebAdvisor.

Choose the **Faculty** menu.



Go to the Faculty Information section and click on **GRADING**



A drop down menu with the term(s) in which you taught is displayed

Choose the current term and click the submit button.

Select Term
05/FA (Fall 2005)

Click the Submit button

Term* 06/SP - Spring Term 2006

SUBMIT

Click on section check box to select the section for grade entry.

Section check box

Click the Submit button

| Choose One | Class Name and Title | Start Date | End Date | Bldg | Room | Meeting Times | Days of Week | Loc | Term |
|-------------------------------------|--------------------------------|------------|----------|------|------|-------------------|--------------|-----|-------|
| <input checked="" type="checkbox"/> | SLS-1501-46820 College Success | 01/23/06 | 05/08/06 | DTEC | 425 | 03:45PM - 05:15PM | MW | 10 | 06/SP |

SUBMIT

Click press submit button.

Enter a **grade of WN** for each student who has never attended your class.

Class Name SLS-1501-46820
Title College Success
Location Dale Mabry Campus
Term Spring Term 2006

Instructors

Terri Rogal

| Student | ID | Grade | Credits | CEUs | Expiration Date | Last Attend Date |
|------------|------------|-------|---------|------|-----------------|------------------|
| [Redacted] | [Redacted] | | 3.00 | | | |
| [Redacted] | [Redacted] | WN | 3.00 | | | |
| [Redacted] | [Redacted] | | 3.00 | | | |
| [Redacted] | [Redacted] | | 3.00 | | | |
| [Redacted] | [Redacted] | | 3.00 | | | |
| [Redacted] | [Redacted] | WN | 3.00 | | | |
| [Redacted] | [Redacted] | | 3.00 | | | |
| [Redacted] | [Redacted] | WN | 3.00 | | | |
| [Redacted] | [Redacted] | | 3.00 | | | |
| [Redacted] | [Redacted] | | 3.00 | | | |
| [Redacted] | [Redacted] | | 3.00 | | | |
| [Redacted] | [Redacted] | | 3.00 | | | |
| [Redacted] | [Redacted] | | 3.00 | | | |
| [Redacted] | [Redacted] | | 3.00 | | | |
| [Redacted] | [Redacted] | | 3.00 | | | |
| [Redacted] | [Redacted] | | 3.00 | | | |
| [Redacted] | [Redacted] | | 3.00 | | | |
| [Redacted] | [Redacted] | | 3.00 | | | |
| [Redacted] | [Redacted] | | 3.00 | | | |

Enter **WN** into the Grade textbox

Click the **Submit** button

OK

Click the submit button after you have entered a WN for all of the students in the section who have not attended.

A confirmation page will return. **If you do not get this page, the grades were not recorded. Print a copy for your records. You do not need to submit to your dean. Inquiries regarding attendance will be referred to you.**

Final Grading Confirmation

Class Name SLS-1501-46820
 Title College Success
 Location Dale Mabry Campus
 Term Spring Term 2006



Instructors
 Terri Rogal

| Student | ID | Grade | Credits | CEUs | Expiration Date | Last Attend Date |
|------------|------------|-------|---------|------|-----------------|------------------|
| [Redacted] | [Redacted] | | 3.00 | | | |
| [Redacted] | [Redacted] | WN | 3.00 | | | |
| [Redacted] | [Redacted] | | 3.00 | | | |
| [Redacted] | [Redacted] | | 3.00 | | | |
| [Redacted] | [Redacted] | | 3.00 | | | |
| [Redacted] | [Redacted] | WN | 3.00 | | | |
| [Redacted] | [Redacted] | | 3.00 | | | |
| [Redacted] | [Redacted] | | 3.00 | | | |
| [Redacted] | [Redacted] | WN | 3.00 | | | |

Follow this procedure for **EACH** section that you are teaching this term.

A process will be run at night that will move the WN grade to the student's transcript record.

REMEMBER: Students who do not appear on your rosters should not be permitted to sit in your class. These students are not registered or were taken out of your class for non-payment. Please do not permit students who are not legitimately registered to be in your class until they can provide proof from the ARR Office that they have a current registration.