

Attendance Rosters & Reporting Attendance Instructions

Attendance should be reported once per semester no later than the dates listed in the chart below. The Pledge does **NOT** count as Attendance or Academic Engagement.

Fall 2024 Session	Start Date	Attendance Due by 11:59 p.m.
1 (15 week)	8/24/2024	Friday, 9/6
7H1	8/24/2024	Friday, 9/6
10A	8/24/2024	Friday, 9/6
5W1	8/24/2024	Friday, 9/6
13W	9/10/2024	Monday, 9/23
10B	10/1/2024	Monday, 10/14
5W2	10/1/2024	Monday, 10/14
7H2	10/16/2024	Tuesday, 10/29
5W3	11/6/2024	Tuesday, 11/19

Report attendance for all courses by the due dates listed. Attendance for all course structures (e.g.: Online, F2F, Structured Remote, and Hybrid) is defined by a student participating in **academic engagement** such as:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment, which includes participation in an online introductory post;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- Interacting with an instructor about academic matters.

Attendance Reporting [FAQs](#) are available under the online Faculty How-To Guides: Faculty Support site

Please keep in mind:

- Financial aid and veteran funds may not be released until attendance is reported.
- Enrollment reports required by the Department of Education are inaccurate when attendance is not reported by the due date.
- Roster Reporting must be submitted through [PeopleSoft](#) to provide a College Record.
- Attendance reports should **not** be changed after the initial submission in PeopleSoft. Please contact Danielle Duvall (dduvall@frederick.edu) with questions or if an erroneous attendance report is submitted.

PeopleSoft Attendance Reporting Instructions:

- Log into PeopleSoft Student Records <https://cs.frederick.edu/psp/csprd/?cmd=login> by entering your PeopleSoft username (first initial of your first name followed by your last name). Please contact your Academic Office Manager if you need assistance with this.
- Enter your password- (Use your network password to login; it is the same password that you use for your Outlook e-mail or Blackboard).

[Faculty & Staff - Frederick Community College](#)

Welcome!

Faculty Guide Course Formats [LinkedIn Learning](#)

Blackboard Office 365 HR & Payroll **Student Records** Planning & Self-Study Grant Funding

Navigate
Navigate Faculty Guide
Navigate Training & Resources
Student Page
IT Navigate Support

Password Help:

Website: <https://www.frederick.edu/faculty-resources/it-servicesold/passwords.aspx>

E-mail: helpdesk@frederick.edu

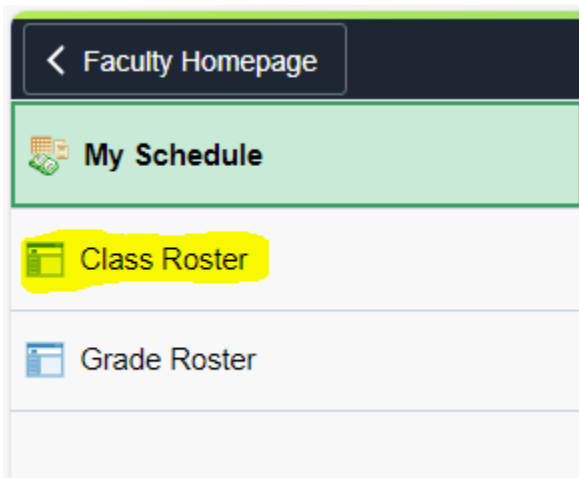
Phone: 301.846.2509

To Access your Attendance Roster:

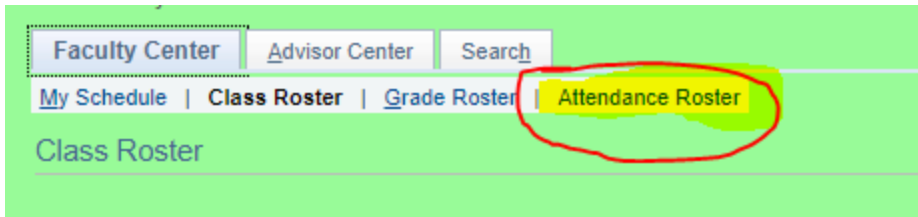
1. Click FCC Faculty Center



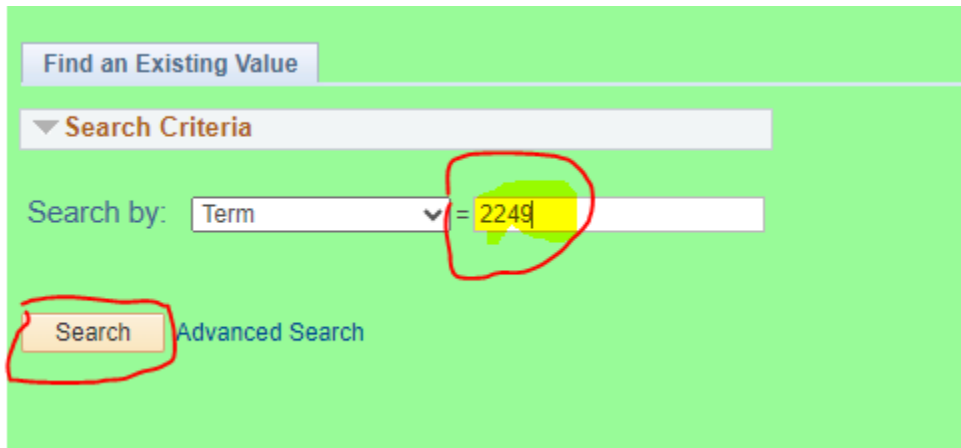
2. Click Class Roster



3. Click Attendance Roster



4. Search by Term (**Spring TERM= 2253**) *Term is not the same as year.



5. Your class roster(s) will appear. Open the roster by clicking on the Term column associated with the class for which you are reporting.

Search Results

View All First 1-2 of 2 Last

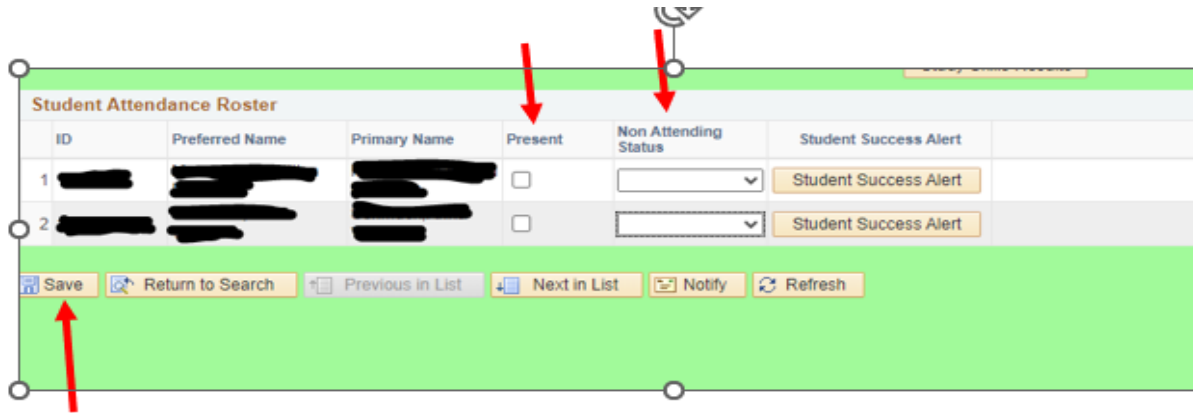
Term	Subject Area	Catalog Nbr	Session	Class Section	Description	Course ID	Course Offering Nbr	Class Nbr	Course Component	Attendance Type	Attendance Date	Attendance Date To
2249	ACCE	107	5W2	ONL1	Choosing a Major or Career	005414	1	1797	Lecture	Meeting	10/01/2024	10/01/2024
2249	ACCE	112	13-week	ONL1	Academic Engagement Seminar	013460	1	1837	Lecture	Meeting	09/10/2024	09/10/2024

6. Check the Present checkbox or, if applicable, provide a Non-Attending Status (Never attended class or Stopped attending).

7. After marking attendance for each student, hit **SAVE**.

All students on the attendance roster needs to have a designation selected.

If one or more students do not have an attendance response, it makes your report appear incomplete. Please make sure all students have a designation.



Example:

Present	Non Attending Status	Student Success Alert
<input type="checkbox"/>	Stopped attend	Student Success Alert
<input checked="" type="checkbox"/>		Student Success Alert
<input type="checkbox"/>	Never attende	Student Success Alert

***Students who are not on your class roster should not be attending the class. Please notify Records and Registration immediately by emailing Registration@frederick.edu if you have a student attending your class who is not on the class roster and/or attendance list. Please include in the email the following information: student name, ID, and detailed course information.**