

Daily Online Attendance Data Entry for Instructors FA10

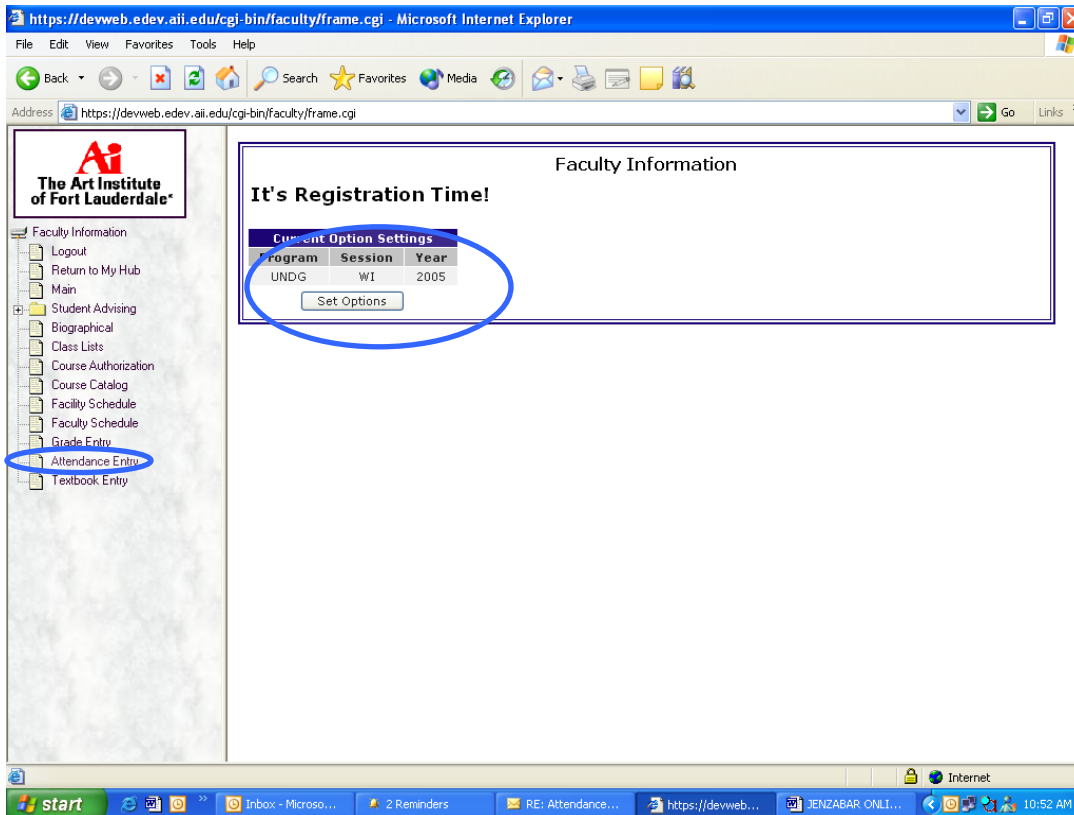
The Registrar Staff thanks you for using online attendance!

A few things to remember:

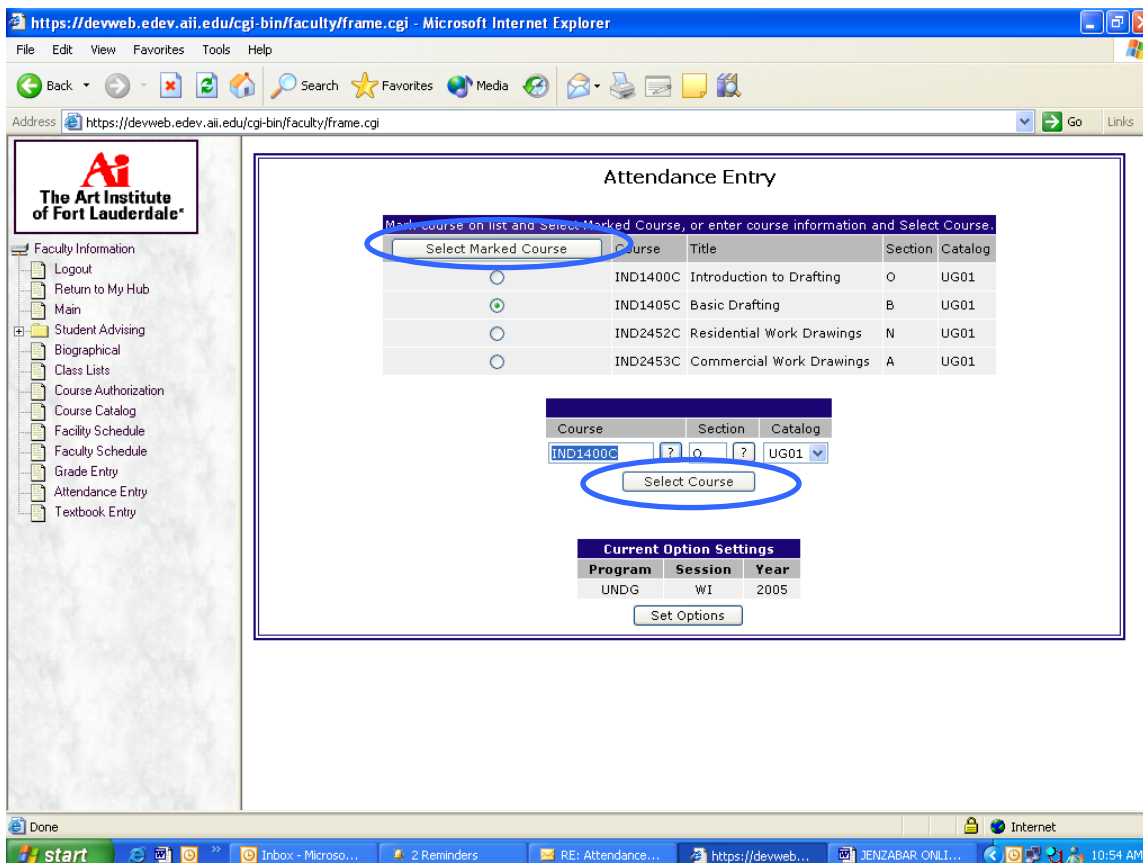
- The first week of school is add/drop period so you might see a dramatic change in your class roster. OLS is real-time, so your class rosters will always be up-to-date. If you have students in your class that are not in OLS, it means they are not registered. It is the student's responsibility to show you proof of their registration for the class. If you are unsure of whether a student should be in your class, please send them to the Registrar's Office on the 7th floor.
- Enter attendance on OLS immediately after class. Once you submit attendance online **you will not be able to make changes**. If you make a mistake once you have submitted your attendance, please notify Carly Tirre at ctirre@aii.edu or Halley Elwell at helwell@aii.edu.
- If a student is present for the whole session, enter **P**. Enter **A** for absent if the student is absent for the whole class. If the student misses part of the class, enter the number of minutes missed, rounded off to the nearest **15 minutes** (e.g., 15, 30, 75). **Do not enter a letter as well**, just the number. Do not use **0** for absent (in OLS it means zero minutes missed).
- To move from student to student on the list, use your mouse or the arrow keys. **DO NOT** use the Enter key. Doing so will submit your unfinished attendance for the week and you will not be able to access it again.
- If you enter attendance from your lab classroom, turn off projection first!

Step-by-Step Instructions:

1. Enter your OLS account and go to **Academic Services** (You can access OLS from any campus or off-campus computer at <http://www.stu.aii.edu>). **Internet Explorer browser works best with OLS**. ***If you are having trouble accessing the site above, use this work around link: <https://hub.stu.aii.edu/servlet/login>
2. Make sure the current quarter is set under **Current Option Settings**. Update if necessary and click **Set Options**.
3. On the left hand side, choose the **Attendance Entry** option.



4. You should see a list of your current courses. Choose from those listed and click **Select Marked Course**. Or, if a course you are teaching is not on the list, enter the **Course Number, Section, and Catalog** ('UG04' in all cases) manually where indicated and hit **Select Course**.



You will see a list of all students in the class (sample page below).

5. **IMPORTANT:** At the top left, choose today's **Attendance Date**, if it has not already defaulted. To change the date, select it and hit the **Submit Changed Date** button.

6. Enter attendance for every student.

- If the student was present, enter **P**.
- If the student missed part of class, enter the number of minutes missed, rounded off to the nearest 15 (DO NOT enter a letter next to it!)
- If the student was absent, enter an **A** for absent.
- Record attendance for every student on the list.

7. When you have entered attendance for all students, hit the **Submit Attendance** button at the bottom. The **Enter** key can also be used to submit, but should not be used for moving around in the list. Once you submit, you will not be able to make changes.

Attendance Entry
AD4450 Section A / Persuasive Techniques
SU / 2006

WARNING: You must submit the attendance changes by clicking the Submit button at the bottom of the page in order to complete the attendance entry process. Do NOT leave this page without submitting unless you decide to choose the Select Another Course option. Do NOT use any of the "back" or "forward" features of your web browser until after clicking the Submit button.

Attendance Date Day Minutes Submit Changed Date Select Another Course
07/10/2006 Monday 240

Name	ID	Stat	Min Absent	Excuse	Last Attend Date	DLA
Ahern, Brenna C.	117501	R	p			
Baumann, Emily A.	71609	R	p			
Cerezo, Karina	44870	R	p			
Hull, Alison D.	69516	R	p			
Tran, Catherine M.	51073	R	p			

Submit Attendance Cancel