

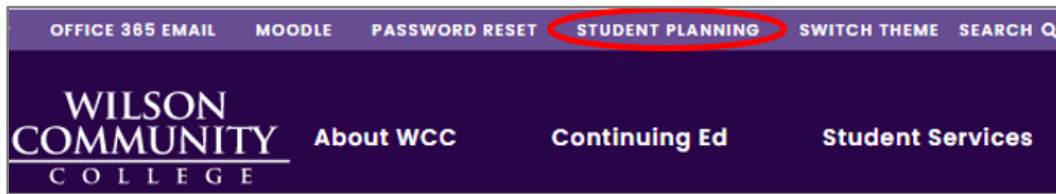


Student Planning Attendance and Grading Manual

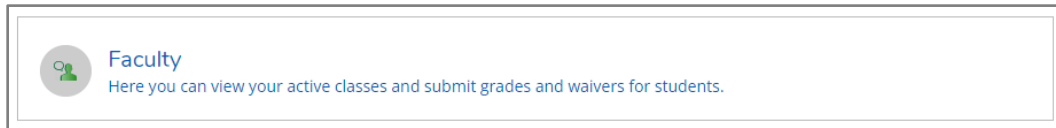
Getting Started.....	1
View Your Class Roster.....	3
Recording Attendance.....	5
Exporting Attendance to Excel	10
Never Attended (NA)/No Shows	11
Withdrawals.....	12
Certifying the Census Roster	13
Final Grading.....	14
FAQs.....	17

Getting Started

1. Log in to Student Planning. The link can be found at the top of the College website.



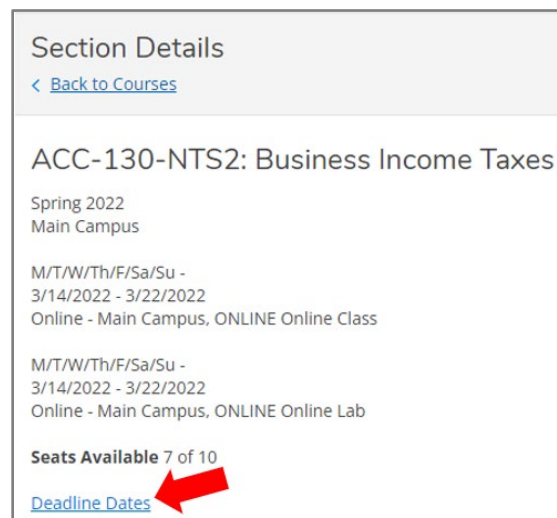
2. After you're logged in, select **Faculty**.



3. Select a course section to view the roster, record attendance, certify census, or submit grades.

Manage your courses by selecting a section below		
Spring 2022		
Section	Times	Locations
ACC-130-NTS2: Business Income Taxes	M/T/W/Th/F/Sa/Su - 3/14/2022 - 3/22/2022 M/T/W/Th/F/Sa/Su - 3/14/2022 - 3/22/2022	Online - Main Campus, ONLINE Online Class Online - Main Campus, ONLINE Online Lab
BUS-110-HYS2: Introduction to Business	M 9:00 AM - 10:50 AM 3/14/2022 - 3/22/2022 M/T/W/Th/F/Sa/Su - 3/14/2022 - 3/22/2022	Building G, G208 Classroom Hours Online - Main Campus, ONLINE Classroom Hours

4. In the **Section Details** screen, you can view important dates by clicking on the **Deadline Dates** link.



5. A pop-up box will display listing the dates.

Deadline Dates

ACC-130-NTS2: Business Income Taxes

Spring 2022

Last Day to Add	3/15/2022
First Day to Drop	3/14/2022
Last Day to Drop without a Grade	3/15/2022
Last Day to Drop with a Grade	3/17/2022

Close

6. Different tabs are listed under the **Deadline Dates** link. You will use each of these tabs throughout the semester.

Section Details

[Back to Courses](#)

ACC-130-NTS2: Business Income Taxes

Spring 2022

Main Campus

M/T/W/Th/F/Sa/Su -
3/14/2022 - 3/22/2022
Online - Main Campus, ONLINE Online Class

M/T/W/Th/F/Sa/Su -
3/14/2022 - 3/22/2022
Online - Main Campus, ONLINE Online Lab

Seats Available 7 of 10

[Deadline Dates](#)

Roster

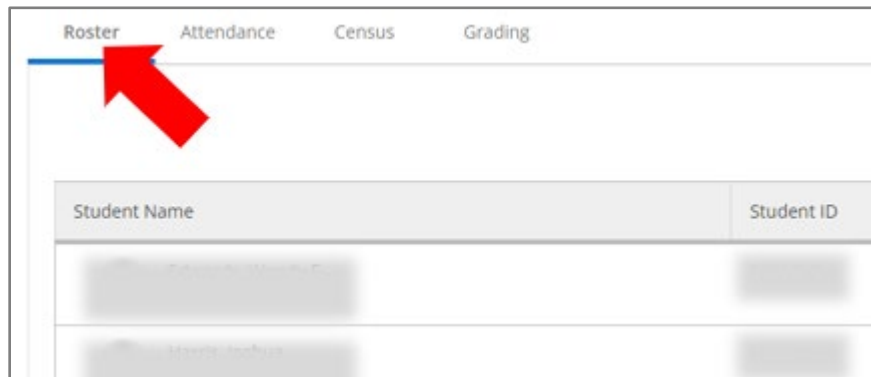
Attendance

Census

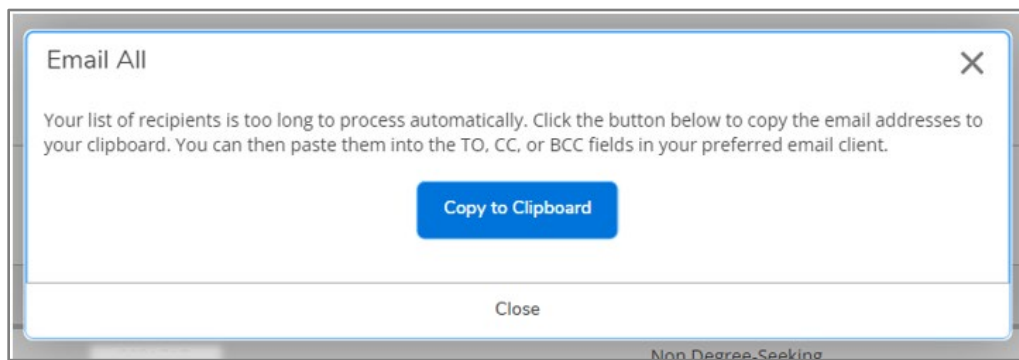
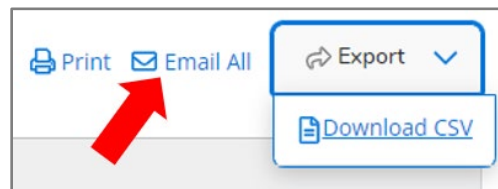
Grading

View Your Class Roster

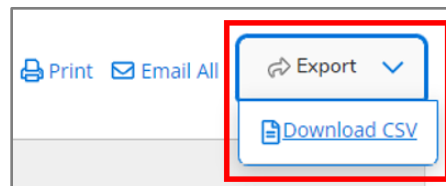
1. After you have selected a course section, click the **Roster** tab. There are options to print, export your roster to Excel, and email.



- The **Email All** option allows you to copy the email addresses of all students on your roster.

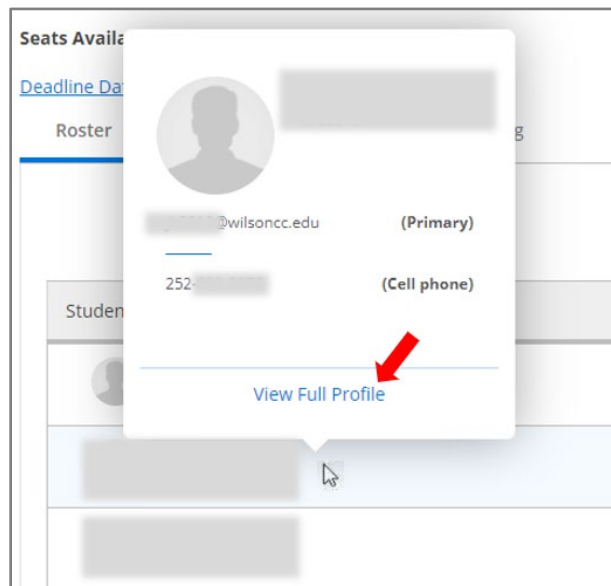


- To export your roster to Excel, click **Export**, **Download CSV**, and open the Excel file after it downloads.



Student Name	Student ID	Class Level	Preferred Email
		Non Degree-Seeking	@wilsoncc.edu
			@wilsoncc.edu
		Non Degree-Seeking	@my.wilsoncc.edu

2. To locate student contact information, hover over the student's name in the **Roster** tab. A pop-up will display containing their primary email address and phone number. Click on **View Full Profile** to see any additional information that may be provided.



NOTE: If you are teaching cross-listed sections, only students in the section you are viewing will show in the **Roster** tab. For example, if you are teaching cross-listed sections ENG-111-NT1 and ENG-111-NT1C and view the **Roster** in ENG-111-NT1, only students registered for that section will show. You will need to select ENG-111-NT1C in the **Faculty** menu and go to the **Roster** tab to view students registered for that section.

Recording Attendance

★ Important notes and reminders before you begin...

★ Attendance types:

- P – Present
- A – Absent

★ **There is no longer an E used to record a student's first date of attendance.** The first P recorded for a student indicates their entry into the course (equivalent to the E in WebAdvisor).

Delivery Method	Student's Entry Date
Traditional (TR)	Enter P on the first date the student is physically present in each attendance column.
Online (NT)	Enter P on the date the student submits the Enrollment Verification Quiz (EVQ) in each attendance column.
Hybrid (HY) and Blended (BL)	Online column(s): Enter P on the date the student submits the EVQ. Face-to-face column(s): Enter P on the first date the student is physically present.

***NOTE:** Entry dates are required for each column. Attendance should be left blank until the student enters and the first P is recorded in a column.*

★ **Each different meeting time, location, delivery method, etc. will have a column for attendance to be recorded** (equivalent to separate rosters in WebAdvisor). You **must** enter students and record attendance in each column.

★ **Attendance should be recorded for every scheduled class meeting and at least once per week for online courses.** After the census date, P or A should be recorded for each student on each date attendance is recorded.

★ **For online classes/portions after the census date, weekly attendance should be recorded on the same date for all students.** It is recommended to record weekly attendance on assignment due dates.

★ **If you are teaching cross-listed sections, all students in both sections will show in the Attendance, Census, and Grading tabs in each section.** You will only need to record attendance in the primary section.

★ **To undo attendance recorded mistakenly or incorrectly,** change the drop-down option in the attendance column from **Present** or **Absent** back to **Select Attendance**.

★ **Attendance is not available on College holidays.** If a student submits an EVQ on a holiday, email Gretchen Pully (gpully@wilsoncc.edu) and ask that the date be added to your roster.

1. Select the **Attendance** tab. You will see a column for each meeting time (class/lab/clinical).

- Online attendance column headers say **Time not specified**. Face-to-face attendance columns have the class start time in the header.

- Online sections with class and lab will not specify which column is for the class portion and which is for the lab portion.

2. The **Select Date** field defaults to today's date. You can choose a past date from the drop-down menu but you cannot record attendance for a future date.

Student	Time not specified	Time not specified	Last Attendance Recorded	P	A		
[Student]	Select Attendance	Select Attendance	3/20/2022	6	8	0	0
[Student]	Select Attendance	Select Attendance	3/20/2022	12	2	0	0
[Student]	Select Attendance	Select Attendance	3/18/2022	0	10	0	0

3. Once you have selected a date to record attendance for, you can either record attendance for each student individually or by using the **Update All** option.

- a. You can record attendance for each student individually by clicking the **Select Attendance** drop-down menu in the attendance column(s) and selecting **Present** or **Absent**.

NOTE: If a student has not entered the course yet, you will leave the attendance type set to **Select Attendance**. No attendance is recorded if this option is selected.

- b. To update attendance for all students at once, click the **Update All** drop-down menu and select **Update Empty Records to Present** or **Update Empty Records to Absent**. If more than one attendance column shows for the date selected, attendance in all columns will be updated.

After updating attendance for all students, you can change an individual student's attendance if need be.

Student	Time not specified	Time not specified	Last Attendance Recorded
	Present	Present	5/4/2022
	Select Attendance	Present	5/4/2022
	Present	Select Attendance	5/4/2022
	Present	Present	5/4/2022

Below are examples of situations when you would change attendance for individual students after updating all.

- If all students submit the EVQ on the first day of class except for one, after selecting **Update Empty Records to Present**, you will change the attendance from **Present** to **Select Attendance** for that one student.
- If all students attend a Monday class except for two, after selecting **Update Empty Records to Present**, you will change the attendance from **Present** to **Absent** for those two students.

4. If you'd like to add a comment about a student's attendance, click the comment bubble icon next to the **Select Attendance** drop-down. Students are not able to view comments.

at 9:00 AM on 3/21/2022

Enter a comment up to 50 characters

Comment

Save Cancel

Student	Time not specified	Time not specified	3/21/2022	3	0	0	0
	Present	Select Attendance					
	Select Attendance	Select Attendance		0	0	0	0
	Present	Absent	3/21/2022	2	5	0	0

5. The last date attendance was recorded (P or A) for students is in the **Last Attendance Recorded** column.

Student	Time not specified	Time not specified	Last Attendance Recorded
	Select Attendance	Select Attendance	3/20/2022
	Select Attendance	Select Attendance	3/20/2022
	Select Attendance	Select Attendance	3/18/2022

6. The number of attendance types recorded for each student will appear on the right.

Roster Attendance Census Grading					
Update All ▾					
Student	Time not specified		Last Attendance Recorded	P	A
	Select Attendance ▾		3/20/2022	6	8
	Select Attendance ▾		3/20/2022	12	2
	Select Attendance ▾		3/18/2022	0	10

7. After attendance is recorded, it is automatically saved. You may select another date to record attendance or go to a different tab.

Exporting Attendance to Excel

1. To export all attendance that has been recorded to Excel, in the **Attendance** tab, click **Export, Download CSV**, and open the Excel file after it downloads.

Select Date

3/22/2022 (Tuesday)

Export

Download CSV

Section-39351-Attendance-5_19_2022-10_08 AM - Excel

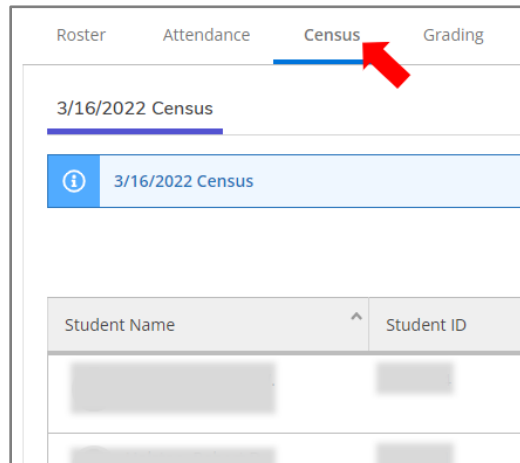
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	MAT-143-BLS2: Quantitative Literacy													
2	Spring 2022													
3	CSV Generated: 05/19/2022 10:08 AM													
4				Newest									Oldest	
5	Student ID	Student Name	3/22/2022 (10:00 AM)	3/22/2022 (8:00 AM)	3/21/2022	3/17/2022 (10:00 AM)	3/17/2022 (8:00 AM)	3/15/2022 (10:00 AM)	3/15/2022 (8:00 AM)	3/15/2022	3/14/2022			
6														
7			P	P	A	P	P	P	P	P	P			
8			P	P	P	P	P	A	A	P				
9			A	P	A	P	P	P	P	P				
10														

NOTE: Most recent date shows first.

Never Attended (NA)/No Shows

If a student fails to attend or enter a class on or before the census date, the student should be dropped as a **Never Attended (NA)**.

1. Click on the **Census** tab.



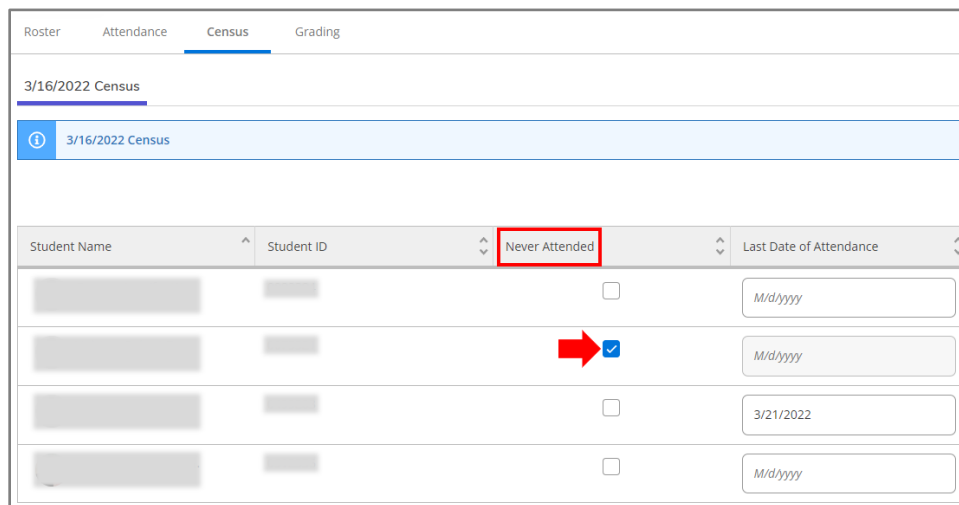
Roster Attendance **Census** Grading

3/16/2022 Census

3/16/2022 Census

Student Name	Student ID
[blurred]	[blurred]
[blurred]	[blurred]

2. If the census date for a section has passed and a student never entered, check the box in the **Never Attended** column for the student.



Roster Attendance **Census** Grading

3/16/2022 Census

3/16/2022 Census

Student Name	Student ID	Never Attended	Last Date of Attendance
[blurred]	[blurred]	<input type="checkbox"/>	M/d/yyyy
[blurred]	[blurred]	<input checked="" type="checkbox"/>	M/d/yyyy
[blurred]	[blurred]	<input type="checkbox"/>	3/21/2022
[blurred]	[blurred]	<input type="checkbox"/>	M/d/yyyy

WARNING: Checking this box will flag the student as **Never Attended (NA)** and affects enrollment, financial aid, refunds, etc.

Withdrawals

1. You must enter a **Last Date of Attendance** for students being dropped **before** submitting a Drop Form. The **Last Date of Attendance** recorded in Student Planning and on the Drop Form must match.
 - a. If a student is being dropped **BEFORE the census date**, enter the **Last Date of Attendance** in the **Census** tab.

Student Name	Student ID	Never Attended	Last Date of Attendance
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	M/d/yyyy
[Redacted]	[Redacted]	<input type="checkbox"/>	3/15/2022
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy

After the census roster has been certified for a section, you will no longer have access to the **Census** tab.

- b. If a student is being dropped **AFTER the census date**, enter the **Last Date of Attendance** in the **Grading** tab under **Final Grade**.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select Grade
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	M/d/yyyy	
[Redacted]	[Redacted]	<input type="checkbox"/>	5/11/2022	Select Grade
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select Grade

Certifying the Census Roster

1. After the census date has passed:
 - a. make sure you have recorded a P for each student that has entered in the **Attendance** tab.
(Reminder: you must enter students and record attendance in each attendance column.)
 - b. students who never attended have been marked **Never Attended** in the **Census** tab.
2. Once you have verified that your roster is correct, in the **Census** tab, click the **Certify** button.

The screenshot shows the 'Census' tab in a software interface. At the top, there are tabs for 'Roster', 'Attendance', 'Census', and 'Grading'. Below the tabs, there is a header for '3/16/2022 Census'. A red arrow points to a blue 'Certify' button. Below the button is a table with the following columns: Student Name, Student ID, Never Attended, Last Date of Attendance, Class Level, and Credits. The table contains three rows of student data. The first row has a checkbox for 'Never Attended' that is unchecked. The second row has a checkbox that is checked. The third row has a checkbox that is unchecked.

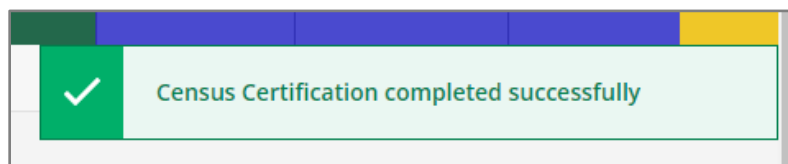
Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Sophomore	3
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	M/d/yyyy		3
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Non Degree-Seeking	3

NOTES: The **Certify** button will be greyed out until the census date. If you are teaching cross-listed sections, you will need to certify the census roster for each section.

3. In the pop-up box, select **Submit**.

The screenshot shows a pop-up box titled 'Certify Census Attendance'. It contains the text 'I certify that these students are in attendance, except those marked not in attendance.' At the bottom of the box are two buttons: 'Cancel' and 'Submit'.

4. After clicking **Submit**, a notification will appear in the top, right corner of the screen.



5. If you are in the **Census** tab after you have certified your roster, the message below will be displayed.

The screenshot shows the 'Census' tab in the software interface. At the top, there are tabs for 'Roster', 'Attendance', 'Census', and 'Grading'. Below the tabs, there is a message box that says 'There is no census to certify for the section'.

6. The Office of the Vice President for Academic Affairs will run a Certification Report after the census date.

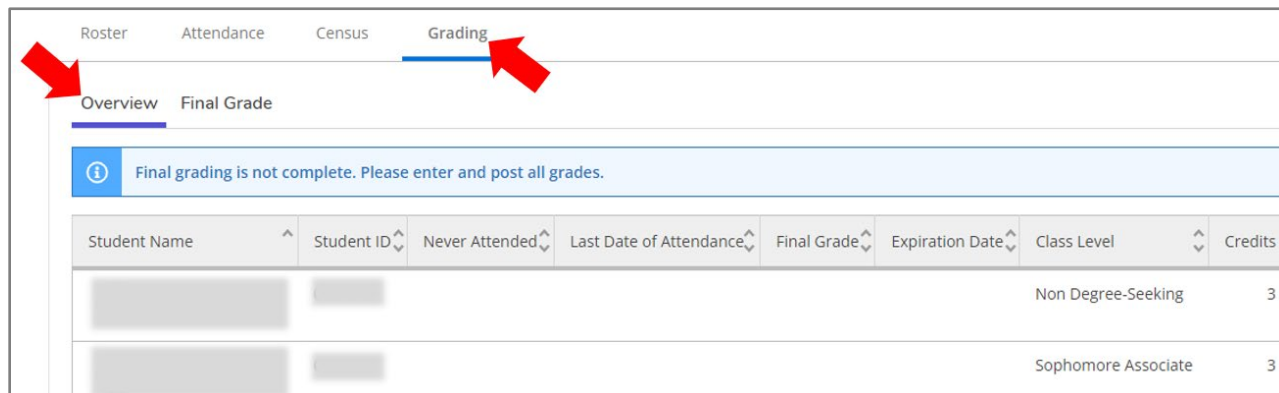
Final Grading

★ Important notes before you begin...

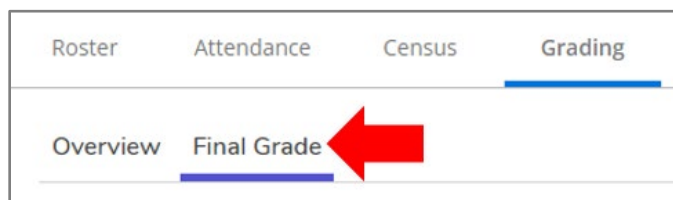
★ It is suggested to record all grades for a section at once.

- When a grade is recorded for a student, it automatically saves.
- A batch verification runs every evening so any grade that has been recorded will be verified and cannot be changed. To change a verified grade, you must submit a Change of Grade form.

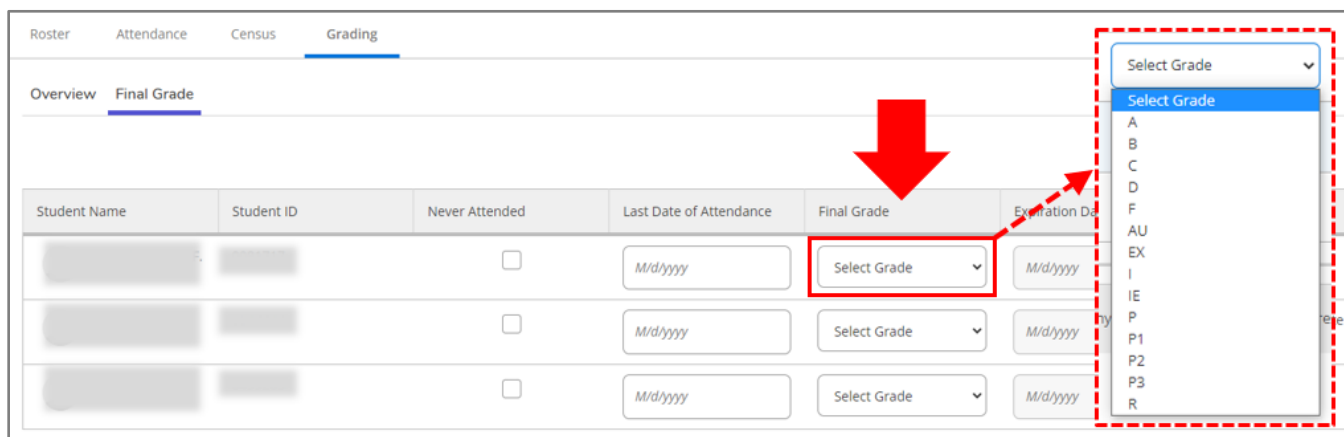
1. Select the **Grading** tab. By default, you will be in the **Overview** tab.



2. To enter grades, click on the **Final Grade** tab.



3. For each student, click the **Select Grade** drop-down menu in the **Final Grade** column and select the appropriate grade.



- a. When recording grades of **I** or **IE**, an **Expiration Date** is required and an Incomplete Grade Form must be submitted. The **Expiration Date** entered in Student Planning and the completion date on the Incomplete Grade Form must match and cannot exceed the Incomplete Deadline.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date
		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="I"/>	<input type="text" value="M/d/yyyy"/>
Expiration date is required					

b. Final grades of **F** require a **Last Date of Attendance**.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade
		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="F"/>
Last Date of Attendance or Never Attended Flag is required				

- The LDA entered for F grades that are **earned due to failed assignments** should be the **last day of the semester**.
- The LDA entered for F grades that are **due to absences** (student did not complete all work/stopped attending) should be **the last date the student submitted an assignment or physically attended class**.

NOTE: Only students who were dropped or have a final grade of F should have an LDA. When entering final grades, **DO NOT** enter an LDA for students unless their final grade is an F.

- After you have recorded a final grade for each student, a message will appear under the **Post Grades** button stating that you have completed final grading. Click the **Post Grades** button.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="I"/>	<input type="text" value="8/1/2022"/>	Non Degree-Seeking	3
		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="B"/>	<input type="text" value="M/d/yyyy"/>	Sophomore Associate	3
		<input type="checkbox"/>	<input type="text" value="7/25/2022"/>	<input type="text" value="F"/>	<input type="text" value="M/d/yyyy"/>	Non Degree-Seeking	3

Final grading completed on 7/14/2022 at 8:39 AM by Wiggins Pully, Lillian G.

Post Grades

- In the pop-up box, click **Post Grades**. This will verify all grades entered for the section.

Confirm grade posting

Grades cannot be modified after they are posted.

3 grade(s) will be posted

Please confirm that the grades you entered are correct before posting them.

Cancel **Post Grades**

The **Select Grade** drop-down menu in the **Final Grade** column will no longer show and the **Post Grades** button will be greyed out.

Roster Attendance Census Grading									
Overview Final Grade									
Final grading completed on 7/14/2022 at 8:39 AM by Wiggins Pully, Lillian G.									
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits		
		<input type="checkbox"/>	M/d/yyyy	I	8/1/2022	Non Degree-Seeking	3		
		<input type="checkbox"/>	M/d/yyyy	B	M/d/yyyy	Sophomore Associate	3		
		<input type="checkbox"/>	7/25/2022	F	M/d/yyyy	Non Degree-Seeking	3		

The **Overview** tab will also show the final grades.

Roster Attendance Census Grading									
Overview Final Grade									
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits		
				I	8/1/2022	Non Degree-Seeking	3		
				B		Sophomore Associate	3		
			7/25/2022	F		Non Degree-Seeking	3		

If a grade is missing, a message will show above the roster in the **Overview** tab.

Roster Attendance Census Grading									
Overview Final Grade									
Final grading is not complete. Please enter and post all grades.									
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits		
				I	3/25/2022	Non Degree-Seeking	3		
			3/22/2022	F			3		
						Non Degree-Seeking	3	Missing grade	

Student Planning Attendance FAQs

Q: Today is the census date and all of my students have completed the EVQ. Can I go ahead and certify the Census roster?

A: Yes. If all students in your class have completed the EVQ and you have marked Present attendance for each student on the date they submitted it, you can certify the Census roster. If any students have not yet submitted the EVQ, they have until 11:59 pm to do so, so you will need to wait to certify the roster.

Please note that students can be administratively added to a section up through the census date. To play it safe, wait until the day after the census date to certify your roster.

Q: Do I enter an E when the student officially enters?

A: No, there is no E in Student Planning. The first P recorded for the student will be on the date the student officially entered the course.

Q: How do I report a student as Never Attended?

A: To mark a student as Never Attended, you will check the Never Attended box in the Census tab. Students reported as Never Attended will be removed from your roster. You should not mark a student Never Attended until the census date has passed.

Q: I am teaching a cross-listed section and all students from both sections show in Student Planning Attendance in the same class but in the Faculty Overview, each section is listed separately. Do I have to record attendance in both?

A: No, you can record attendance in the primary section for all students, however, when you are certifying your Census rosters, you must certify the roster for both sections.

Q: For my online attendance columns, after I mark students Present on the date they submitted the EVQ, I do not record attendance for students again until the next assignment due date, correct?

A: Correct. After students have been entered in the online attendance portion, you will record weekly attendance for all students on the same date (e.g., assignment due dates) for the remainder of the semester.

Q: Do I have to enter attendance for every student on each day of the roster?

A: Yes. For all courses, attendance should be recorded for every scheduled class meeting once the student officially enters the course. For online courses, attendance should be recorded weekly, on the same date, for all students.

For example, if a student does not attend the first day of a seated class but attends the second day, attendance for the first day is left blank. When the student attends on the second day, Present is recorded. After the census date, attendance should be recorded (Present or Absent) for the remainder of the semester.

Q: Do I have to click a Save or Submit button to capture the attendance I enter?

A: No, Student Planning automatically saves the information as you enter it.

Q: I recorded online attendance for last week by selecting the assignment due date, Update All, and Update Empty Records to Present since all students submitted the assignment. Is this correct or should I leave the column blank as we did in WebAdvisor?

A: That is correct. Leaving the column blank in Student Planning does not record any attendance so you must select either Present or Absent on the dates you record attendance.

Q: When I go to the Grading tab to enter the LDA for a student I am dropping, do I only enter the LDA or do I put a final grade also?

A: You will only enter the LDA. When the drop is processed by the Registrar's Office, a grade of W or WF will be entered for the student.

Q: In WebAdvisor, if a student was being dropped, you had to remove any attendance recorded after the student's LDA before it allowed the 'L' to be recorded. In Student Planning, before I enter the LDA in the Grading tab, do I need to remove attendance on any dates after that?

A: You should not remove any previously recorded attendance for the student. You will simply enter the LDA in the Grading tab and submit a Drop Form.

The one exception to this would be for an online section/portion of a course where a student submitted an assignment before the due date (the student's LDA) and attendance was recorded for all students on the due date. You would then need to remove the Present entry recorded on the date the assignment was due and enter the LDA in the Grading tab.

Q: I accidentally selected a grade for a student in the Grading tab and logged out of Student Planning the other day. Now it will not allow me to change the grade. What do I do?

A: To change the grade, you will need to submit a Change of Grade form. If you select a grade for a student in the Grading tab, even if you do not click the Post Grades button, it saves automatically. Every night, a batch process runs which verifies and locks in all grades that have been entered that day.

Recording Attendance Quick Reference

Procedure	THEN (WebAdvisor)	NOW (Student Planning)
Official Entry	Enter E on date student officially enters course	Select Present on date student officially enters course
Recording Attendance	After entering E, only record absences	After official entry, record Present or Absent for each student on every date attendance is recorded