

# MARKING NO SHOWS AND E DATES

## Credits

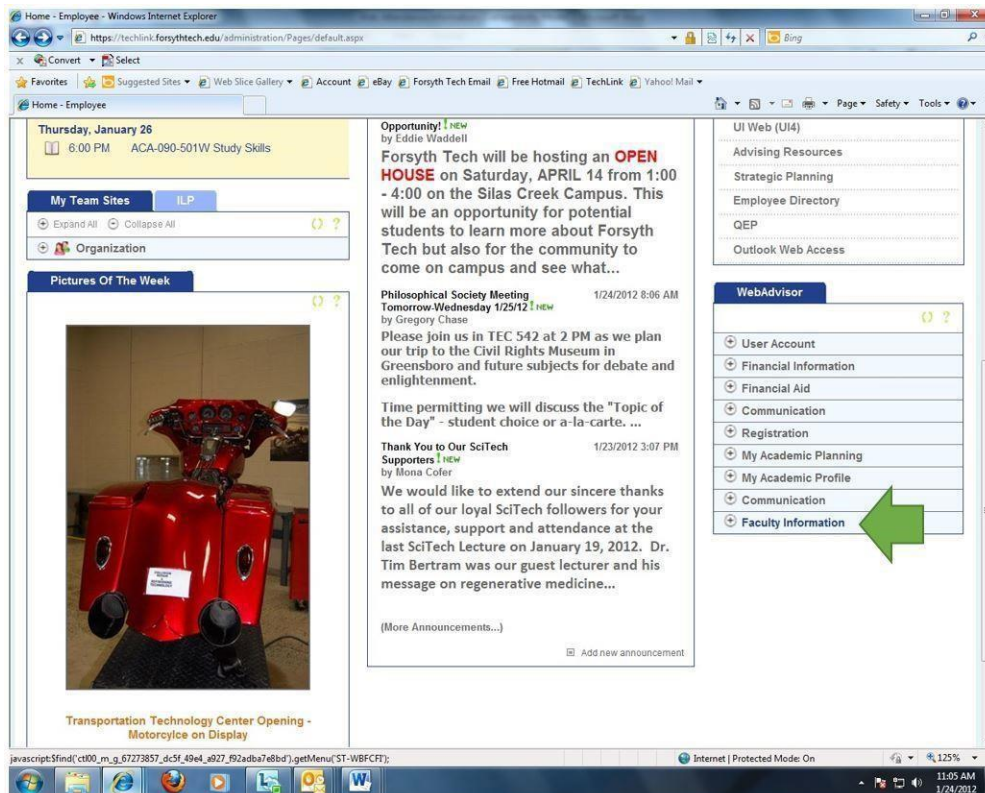
The following information is formatted using the Web Attendance Guide created by Annette Hedrick. Changes were made to make it general in nature to fit all divisions.

## Introduction

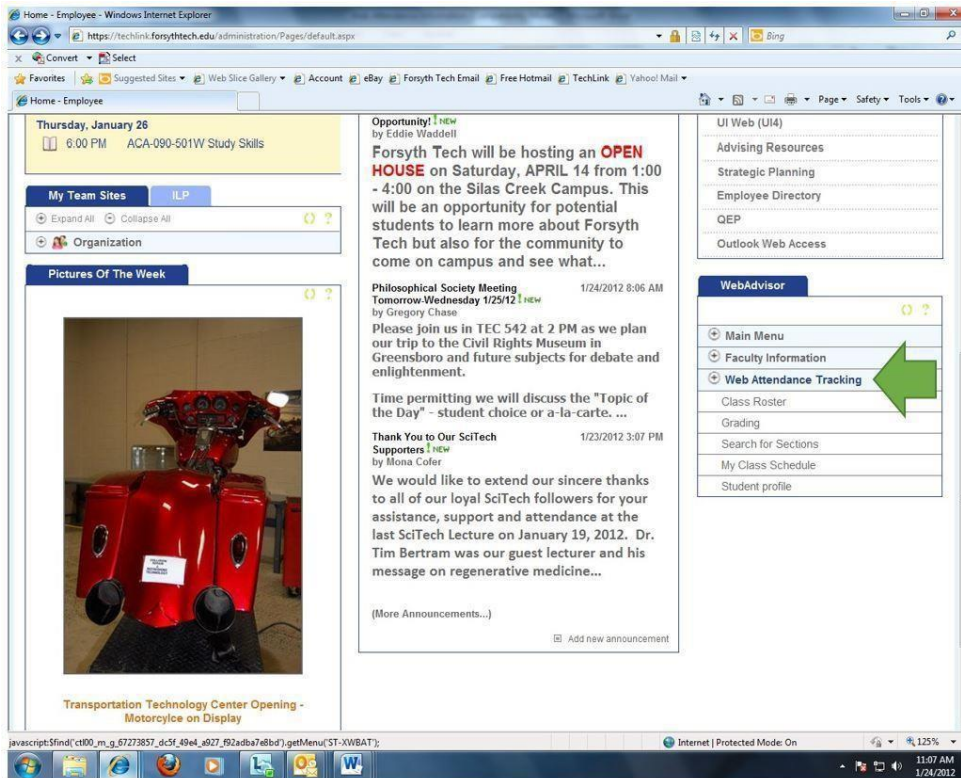
This is a step-by-step guide to accessing and completing web attendance. Web attendance reports are highly important documents. One major purpose of them is to determine Forsyth Tech's funding from the State of North Carolina. Accurate, thorough, and prompt reporting of each and every student's attendance is vital. Missing information and inaccuracy in reporting attendance can also result in a student owing the school money, tax refunds being withheld, and/or the loss of financial aid. When you submit the final attendance report at the end of each semester, your electronic signature indicates that the information on web attendance is accurate and will hold up to scrutiny by state auditors. Let's work together to ensure that it does. Please follow these instructions carefully.

To mark No Shows and Enrollment (E) dates, you must login to TechLink and access Web Attendance at <http://techlink.forsythtech.edu>. Click the link will take you to a new tab. Web Attendance is located in TechLink in the Web Advisor tab under Faculty Information.

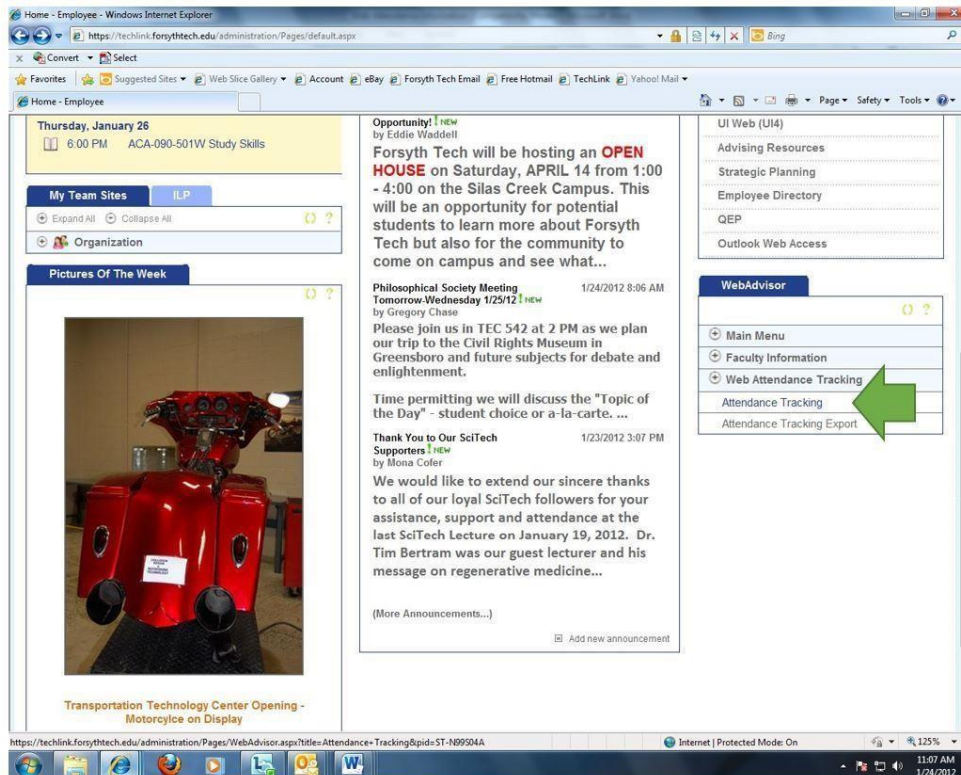
1. Click on **FACULTY INFORMATION**.



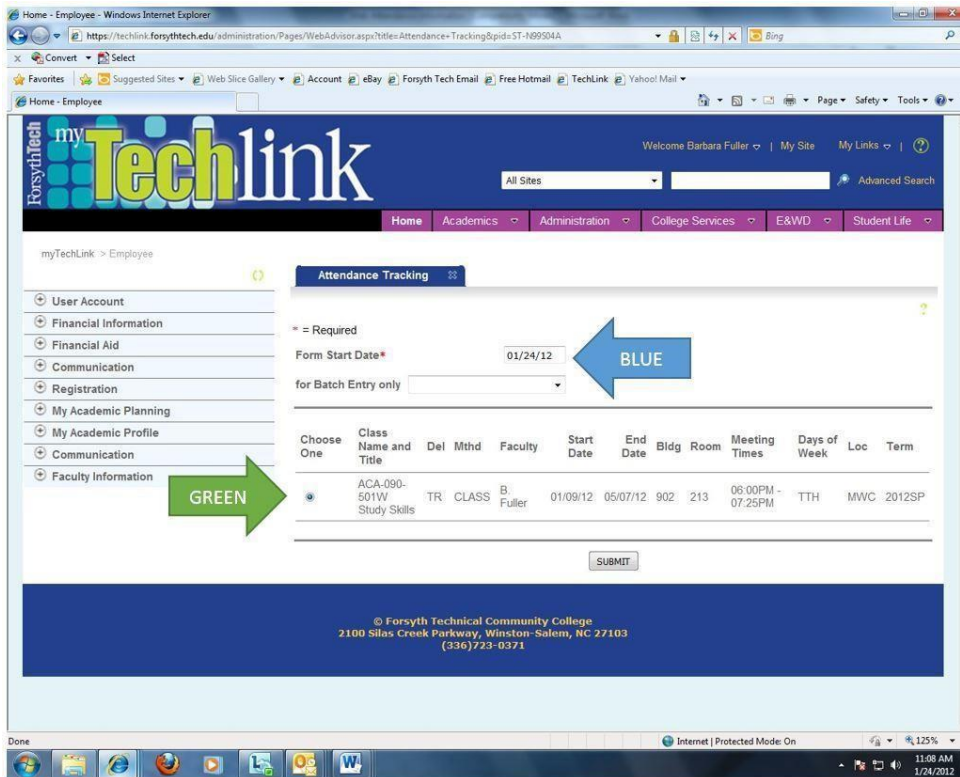
2. Click on **WEB ATTENDANCE TRACKING**.



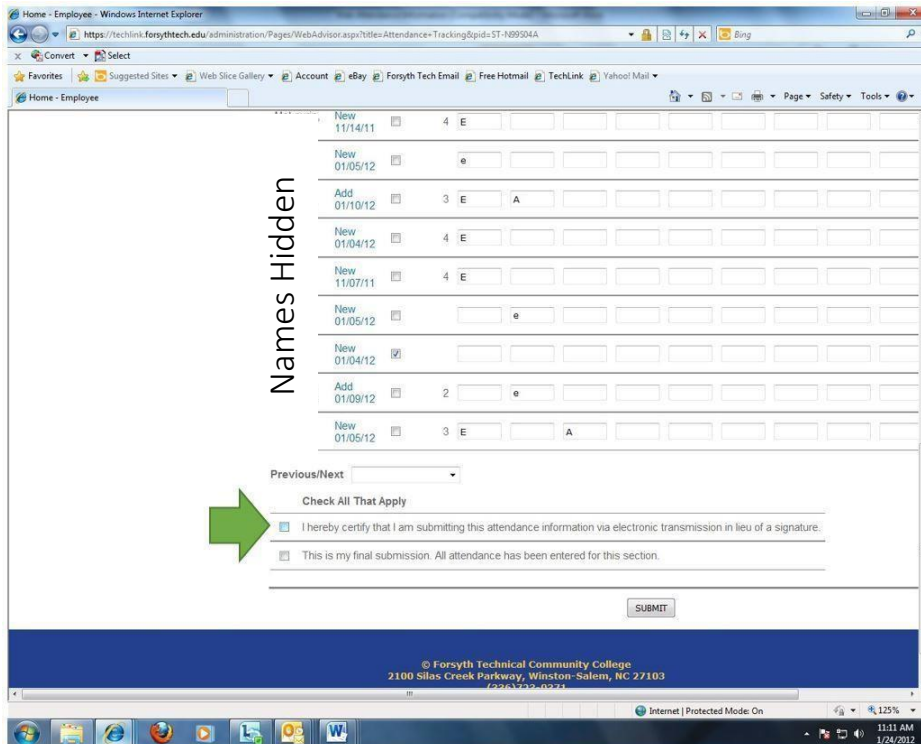
3. Click on **ATTENDANCE TRACKING**.



4. When you go into web attendance, it defaults to the current date. This is a two-part step. First, change the **START DATE** (blue arrow) to the date you would like to track. Next, click on the course you would like to track (green arrow). Click on **SUBMIT** when finished.



5. Students failing to complete an assignment on or prior to the census date must be marked as No Shows. To do this, place a check in the **NO SHOW** checkbox beside their name (blue arrow). Students completing assignments prior to the census date must be marked with an E for their enrollment date. To do this, locate the column that represents their assignment submission date (orange arrow). In the example below, the orange arrow is pointing to January 10 (0110). Next, place an E in the textbox by the student's name. Continue this process for all students.



6. When you are finish marking No Shows and E's, place a checkmark in the checkbox beside the sentence that reads: "I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature. **DO NOT PLACE A CHECKMARK BESIDE THE SENTENCE THAT READS: "THIS IS MY FINAL SUBMISSION. ALL ATTENDANCE HAS BEEN ENTERED FORTHIS SECTION."**

Once you place the checkmark in the correct place, click on the **SUBMIT** button.

### Additional Tutorials Regarding the Course Entry Assignment

- Course Entry Assignment. <http://ctl.forsythtech.edu/voices/wp-content/uploads/2016/07/Course-Entry-Assignment.pdf>
- Changing the Grade Center Column Name. <http://ctl.forsythtech.edu/voices/wp-content/uploads/2016/07/change-grade-column-display.pdf>
- Verifying Submission Dates in Blackboard. <http://ctl.forsythtech.edu/voices/wp-content/uploads/2016/07/verify-submission-dates.pdf>