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Attendance Reporting (For courses with published meeting days during Add/Drop)

If you teach a course that has one or more scheduled meeting days (published on the class schedule) that occur during the add/drop period, follow the instructions in this document.

Policy:

Per the Department of Education's (DOE) federal regulation 34 CFR 668.164(b)(3), all instructors are required to record and submit student attendance for each class meeting, in accordance with the university's tracking procedures, throughout the published drop/add period for each semester or term.

This policy keeps Bellarmine in compliance with federal regulations and must be executed according to the procedures outlined in this document.

Procedures:

On each scheduled meeting day of your course(s) during the add/drop period, take attendance. At the end of each meeting day, record and submit that day's attendance as follows:

1. Go to the One Bellarmine landing page (**one.bellarmino.edu**), click the **One Login** button in the upper right, and enter your Bellarmine email (ex. jdoe@bellarmine.edu) and password. You will land on your **One Bellarmine > Faculty and Staff Dashboard** page.
2. Click the **Moodle** button in the upper left of your Dashboard. Then click the course for which you want to submit attendance.
3. Once you have selected the course, scroll down the page to the **ILP Integration** box on the left of the screen. Then select **Daily Attendance**.
4. An **Attendance Calendar** will open that displays the section you chose along with its meeting information. Under that is the Attendance Report where you will click the date for which you want to submit attendance. (*Note: only the current or past dates will display on this screen; future dates will not display until those dates occur, therefore, you cannot submit attendance until on or after that class meeting date*).
5. Once you click the date for which you want to submit attendance, a list of the enrolled students will display. For each student, select the appropriate Attendance Status from the drop down, (you may ignore the Internal Comment field), then click Submit at the bottom.
6. Repeat these procedures for each class meeting date until the add/drop period is over (see academic calendar for deadlines).

Important Notes

1. The Registrar's Office will reach out to any student reported as "Absent, no excuse" in order to clarify their intentions. Lindsey Goodale (lgoodale@bellarmine.edu) in the Registrar's Office will be managing this outreach.
2. We expect the number of "Absent, no excuse" submissions to decrease each day throughout the add/drop period. We will use your submissions to identify students who have multiple reports of non-attendance and will focus our outreach efforts mostly on this population.
3. As a reminder, Bellarmine's policy requires students to be responsible for their own registrations – administrative drops are not done for students who do not show up.
4. If you make an error on a submission, please contact Lindsey Goodale in the Registrar's Office (lgoodale@bellarmine.edu) to have it corrected.
5. If there are students attending your class who are not registered, please refer them to the Registrar's Office to register prior to the add deadline. Students who are not officially registered may not attend classes.
6. Mid-Semester Classes in Fall and Spring: Instructors teaching classes that start around mid-term may disregard this process during the first half of term, but will need to report attendance after the first class meeting has occurred during the second half of term.
7. Special note for **Moodle Gradebook** users – the procedures above are separate from the attendance-tracking feature in the Moodle Gradebook. The two are not integrated, therefore, you will also need to follow the procedures outlined above during the add/drop period in addition to tracking attendance in the Moodle Gradebook.

*Questions? Contact the Registrar's Office at registrar@bellarmine.edu
or Lindsey Goodale at: lgoodale@bellarmine.edu (502-272-8226)*