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Attendance Reporting (For courses without published meeting days during Add/Drop)

If you teach a course that has no scheduled meeting days/times, follow the instructions on this document. This includes courses such as independent studies, internships, independent research, contract courses, fully online courses, etc.

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:

Prior to the end of the add/drop period you must require your students to participate in an academic activity related to the course so that you are able to verify their attendance. This may include submission of an online assignment, tutorial, online discussion, etc. Consult the [Distance Education Handbook](#) for other examples of acceptable academic activities. Once you have verified the student has begun your course, report their 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 Tracking** box will open that displays the section you chose along with its meeting information. Under **Attendance Report**, click **Record Attendance Hours**. Then click Submit.



Attendance Report

Choose One Type of Tracking

Record Daily Attendance

Record Attendance Hours

SUBMIT

5. Your class roster will now appear with a column labeled **Attendance Hours**.
 - Enter a one (**1**) for students who completed your beginning of term assignment and for whom you wish to verify positive attendance.
 - Enter a zero (**0**) for students who have not begun participation in your course and for whom you cannot verify attendance.
 - There is no need to enter total hours of participation; just use 1 to report positive attendance and 0 to report non-attendance.
 - Once you have entered a value for all students, click the submit button.

Important Notes

1. The Registrar's Office will reach out to any student reported with a zero in order to clarify their intentions. Lindsey Goodale (lgoodale@bellarmine.edu) in the Registrar's Office will be managing this outreach.
2. 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. 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)*