one.bellarmine.edu

Reporting Beginning-of-Term Attendance (the No-Show Collection Process)

At the beginning of each semester the university must verify that students who pre-registered for classes have returned for the term and are attending classes. Bellarmine calls this our "No Show" collection process. Bellarmine's policy regarding this requirement reads as follows:

> ***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

1. 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:

2. Go to the One Bellarmine landing page (**one.bellarmine.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**.

3. On the right side of your Dashboard page there is a box (2nd one down) entitled **Moodle Classes**. Click the course for which you want to submit attendance.

4. Once you've selected the course, you will be presented with a Moodle menu on the right side of the page. If it's not already, expand the ILP INTEGRATION submenu by clicking the plus symbol next to it. Then select **Daily Attendance**.

5. An **Attendance Calendar** box 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).*

6. 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.

7. Repeat these procedures for each class meeting date until the add/drop period is over (see academic calendar for deadlines).

<u>Important Notes</u>

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 these 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 on 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.

7. Special note for online course instructors – if you are teaching an online course you will need to submit some form of attendance information appropriate to your class during this period. Contact Janice Poston (jposton@bellarmine.edu) or Adam Elias (aelias2@bellarmine.edu) in the Faculty Development Center if you need assistance determining valid instances of recorded attendance for online instruction.

8. Special note for instructors of courses with no meeting patterns (e.g. independent studies, music lessons, etc.) – if your course does not have a meeting pattern that includes days of the week and dates, you will not be able to submit attendance as outlined in this document. Please report any non-attenders directly to Lindsey Goodale in the Registrar's Office (lgoodale@bellarmine.edu) by the end of the add/drop period.

9. Special note for instructors teaching late-start classes – if your class starts after the add/drop period is over, you may disregard this process for now but report once your class begins.

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