

Instructor Attendance Reporting FAQs

Q: I received the error below. How do I report attendance?

WebAdvisor



A: Attendance is reported through Self-Service, not Moodle ILP. Attendance through Moodle ILP is no longer supported.

Q: Which attendance status should I use for a registered student opting to take my in-person or hyflex class fully online?

A: Students who opt for remote learning are still responsible for participating in the class activities by joining synchronously. If they do not join synchronously, watch the posted video, complete the day's course assignments the same day as the meeting, or make other acceptable arrangements with you, then report the student as absent.

Q: How and when do I report attendance for a fully asynchronous online class?

A: Fully online classes without meeting days must have at least one academic activity due by the end of add/drop week to verify attendance (multiple days is better). This includes an online assignment, online discussion, etc. Consult the [Distance Education Handbook](#) for more examples and details. If the student completes the activity by the due date, the student is present. If the student does not complete the activity by the assigned due date, the student is absent.

Q: When should I use the "Absent, excused" status?

A: For in-person or hyflex classes, a status of "Absent, excused" can be utilized at the instructor's discretion. Possible scenarios include, but are not limited to: medical, student contacting instructor with intent of attending, funeral, etc. If you are not sure, mark them absent.

Q: What if I cancel today's class or the campus is closed and F2F or hyflex classes are not in session?

A: If your class is not meeting for the day, then do not report attendance.

Q: Which of my course sections are required to have attendance reported?

A: Attendance must be reported for all sections that have their own class roster. This includes labs, independent studies, clinicals, internships, and zero credit sections. Instructors opting to merge sections in Moodle still have separate section rosters and are required to report for both.

Q: How often do I report need to report attendance?

A: Instructors are required to report attendance every meeting day, by the end of each day, until the established reporting deadline (approximately the first three weeks of the fall and spring semesters). The attendance process is open all semester and continued submissions after the deadline is accepted.

Q: How do I report attendance for a student not listed on my class roster?

A: Students may not participate in classes for which they are not registered. Instruct the student to register prior to the add deadline and send the student's information to Lindsey Goodale at lgoodale@bellarmine.edu.

Q: "No Section Meetings Exist" message appears when I try to enter attendance. How do I report attendance?



A: There are a few reasons this could be happening,

- 1) It is the first day of the of semester and the section does not have meeting days or times listed on the schedule for courses such as fully online or independent studies. The system defaults the first meeting ending at 11:59pm the first day of the semester. Attendance cannot be reported before the end of the meeting. Reporting will be available the following day.
- 2) Future dates will not appear until they occur. Check back after your class meets based on the meeting times and dates listed on the class schedule.
- 3) Your section could be missing the attendance reporting flag to allow attendance tracking. Contact lgoodale@bellarmine.edu to investigate further.