one.bellarmine.edu
Attendance Reporting – Courses *With* Published Meetings

If your course has one or more scheduled meeting days (in-person or online synchronous) where the meetings days/times are published on the class schedule during the attendance reporting 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 established attendance reporting 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 <u>each scheduled meeting day</u> of your course(s) during the established attendance reporting period, take attendance. By the end of <u>each meeting day</u>, record and submit that day's attendance as follows:

1. 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.

2. Click the **Self-Service** button in the upper left of your Dashboard. On the Self-Service home page, select **Faculty**.

3. Select the course section for which you want to submit attendance. Then click on the **Attendance** tab.

4. A list of enrolled students will display. Use the **Select Date** dropdown on the right side to choose the date you want to report 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. For each student, select the appropriate Attendance Status from the drop down. Each entry is automatically saved and can be viewable upon returning to the section's attendance tab and selecting a date. *(Note: There is not a submit button)*

6. Repeat these procedures at the end of each class meeting date until the established attendance reporting period is over.

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 established attendance reporting 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 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.

5. 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.

6. Special note for **Teams and Moodle Gradebook** users – the procedures above are separate from the attendance-tracking feature in the two platforms. They are not integrated; therefore, you will also need to follow the procedures outlined above during the established attendance reporting period.

Questions? Contact the Registrar's Office at registrar@bellarmine.edu
or Lindsey Goodale at lgoodale@bellarmine.edu