

# Attendance Reporting

## 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.

**Courses *With Published Meetings*** - On each scheduled meeting day of your course(s) during the established attendance reporting period, take attendance. By the end of each meeting day, record and submit that day's attendance following the steps below.

**Courses *Without Published Meetings*** - (fully online asynchronous courses, independent studies, internships, independent research, contract courses, etc.) - Prior to the end of the add/drop period, you must require your students to participate in at least one 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 following the steps below.

## Procedures:

1. Go to the Bellarmine Experience landing page (**experience.bellarmino.edu**).
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 be displayed. 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*).
  - a. For courses without scheduled meetings, report attendance after a student has participated in academic related activities throughout the established attendance reporting period.
  - b. For courses without scheduled meetings, the system defaults the meeting end time at 11:59pm. Attendance cannot be reported before the end of the meeting. Reporting will be available the following day.
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.

7. To correct entry errors, simply return to that date in Self-Service and change the status to the correct one. If nothing should be reported for the day, change the status on the student(s) to "Select Attendance" and the previous status is then erased.

### Important Notes:

1. 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.
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. The Registrar's Office will reach out to any student reported as "Absent, no excuse" to clarify their intentions. Lindsey Goodale ([lgoodale@bellarmine.edu](mailto:lgoodale@bellarmine.edu)) in the Registrar's Office will be managing this outreach.
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](mailto:registrar@bellarmine.edu)  
or Lindsey Goodale at [lgoodale@bellarmine.edu](mailto:lgoodale@bellarmine.edu)*