Attendance Tracking Process

Step 1 – Downloading the *Attendance Tracking Report* at the beginning of the semester

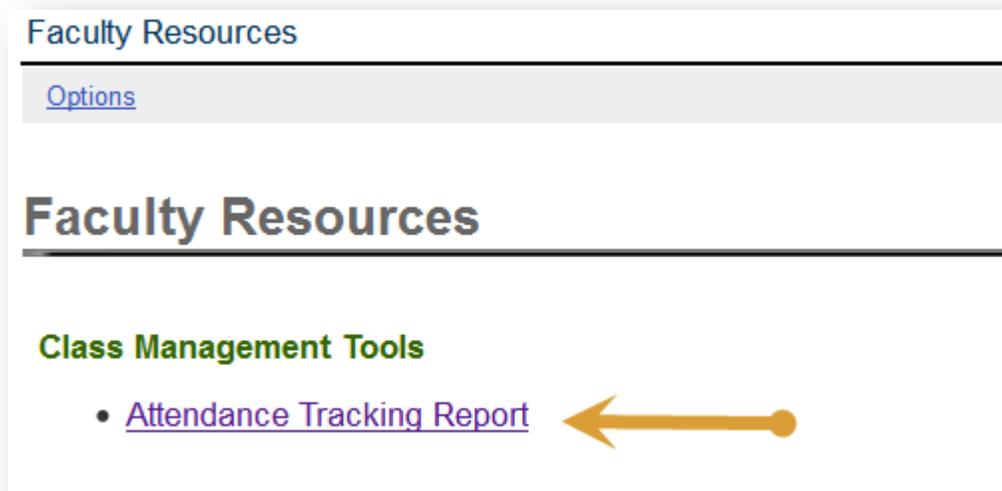1. Login to **MYWSCC** and go to **E-Learning (Sakai)** area

2. In Sakai, click the tab that corresponds to your class section

3. Under the **WSCC Resources** category on the left, click the **Faculty Resources** link

4. Now, click the **Attendance Tracking Report** link to go the download page

5. Click the icon of the Excel sheet for the particular semester (e.g. Summer 2013). This will let you download and save the *Attendance Tracking Report* excel file onto your computer. This file will be changed every semester.
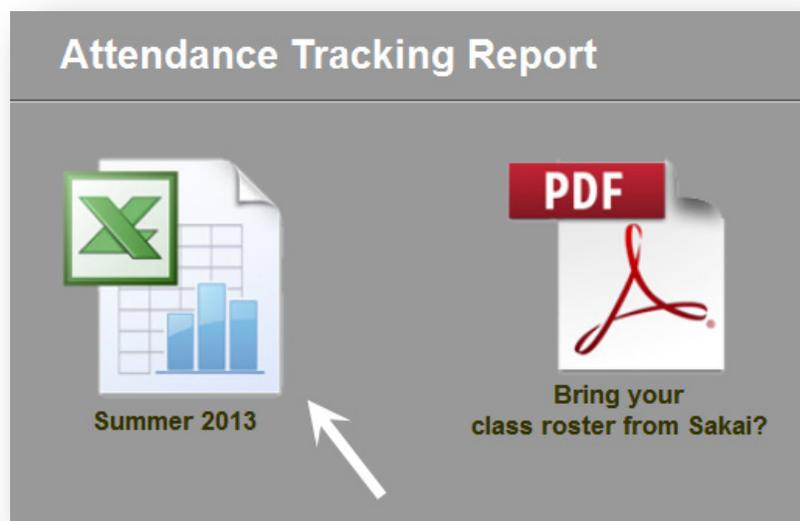
6. After saving the file on your computer, add your Section Code/Number to the name of the file … (**e.g.** Attandance_Report_Summer_2013_SPCH1510_01)

Download a separate Attendance Tracking Report for <u>each</u> class section you are teaching in the semester.

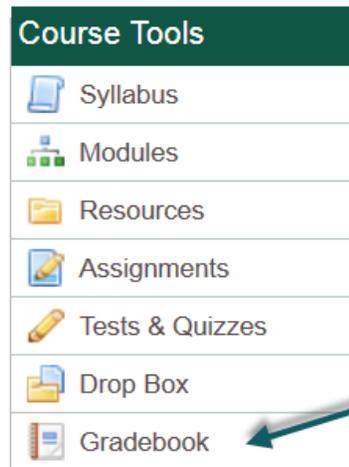## Step 2: Maintaining the attendance for your class throughout the semester

- The Attendance Tracking Report excel file has multiple sheets. In the ROSTER sheet, type (or copy/paste) your class roster and enter the Instructor, Room, Course, and Period/Time. This information will be automatically replicated in all the other sheets in the excel file. The other sheets are arranged according to the month (e.g. May, June, July, etc.)
- For each lecture, enter the student attendance using one of FOUR possible codes. Enter: **T** = Tardy (late), **U** = Unexcused, **E** = Excused, or **P** = Present.
- You can only enter a value in a weekday column. All other columns in the sheet are locked.
- The sheets will automatically add up the total number of T's, U's, E's, and P's.
- The grand total throughout the semester will be gradually added in the last sheet (TOTAL).

Step 3: Submitting the completed *Attendance Tracking Report* at the end of the semester

- At the end of the semester, e-mail your completed *Attendance Tracking Report* files as attachments to your division's Admin Assistant:
    - **Arts & Sciences** – *Cindy Rogers* (crogers@wscc.edu)
    - **Business, Engineering & Industrial Technologies** – *Tonia Omspach* (tomspach@wscc.edu)
    - **Health Sciences** – *Tammy Whitnable* (twhitnable@wscc.edu)

Bringing Your Roster from Sakai to the Attendance Report File

1

Course Tools

	Syllabus
	Modules
	Resources
	Assignments
	Tests & Quizzes
	Drop Box
	Gradebook

In your Sakai class site, click Gradebook (under the Course Tools category)

2

Gradebook

Gradebook Items | All Grades | Course Grades

From the Gradebook page, choose All Grades option

3

Export as CSV   Export for Excel

Click either one of the two options to export your class roster from the Gradebook

④

Opening gradebook-33091-2013SP-4_1_13.xls

You have chosen to open:

📄 **gradebook-33091-2013SP-4_1_13.xls**

which is a: Microsoft Office Excel 97-2003 Worksheet (11.0 KB)
from: https://sakai.wscc.edu

What should Firefox do with this file?

Select the option to *Open with* Microsoft Excel in the file export dialog box

○ Open with   Microsoft Excel (default) ▼
○ Save File

☐ Do this automatically for files like this from now on.

OK   Cancel
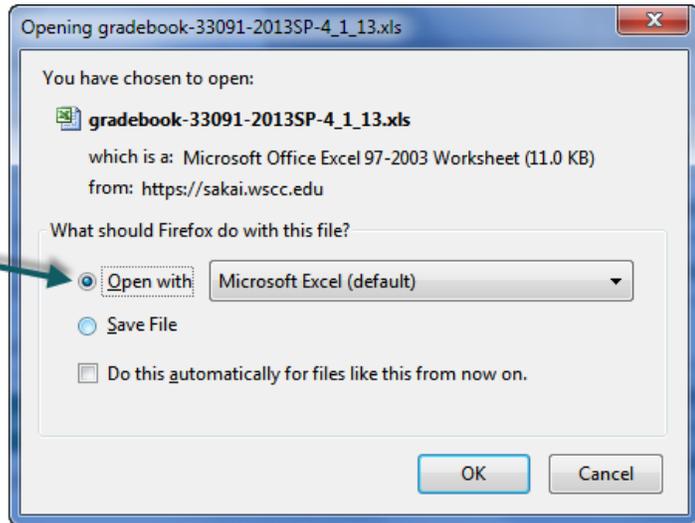
⑤

A	B
Student ID	Student Name

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✂ Cut
📋 **Copy**
📋 **Paste Options:**
    📋
Paste Special...

Insert...
Delete...
Clear Contents
Filter   ▶
Sort   ▶
Insert Comment
Format Cells...
Pick From Drop-down List...
Define Name...
Hyperlink...

In the opened Excel file, select and Copy (CTR C) the list in the Student Name column

6
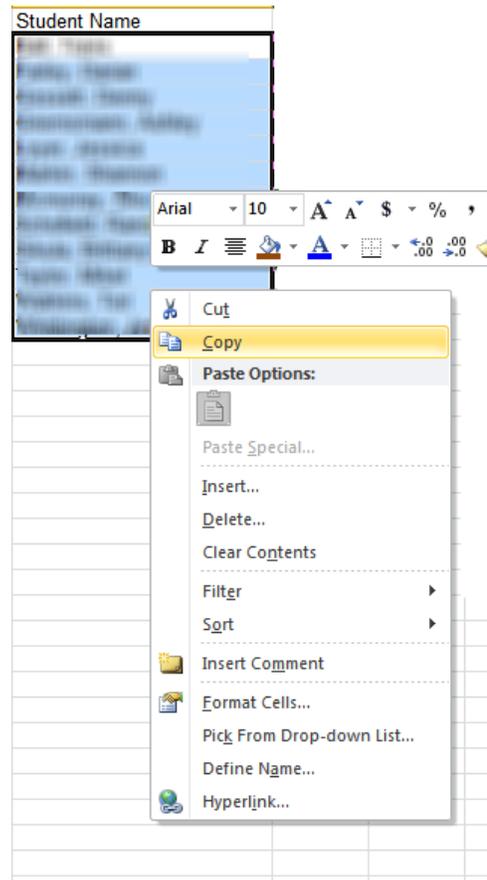
Use the Formula (F) Paste Option in the Attendance Report file to paste the list in the Student Name column (you can only paste in the ROSTER sheet!

Student Name

✂	Cut
📋	Copy
📋	Paste Options:
	📋 123 *fx* 📋 %⁄ 📋
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🖼	Format Cells...
	Pick From Drop-down List...
	Define Name...
🔗	Hyperlink...

Paste

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Paste Values

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Other Paste Options

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Paste Special...

Student Name

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Paste Options:

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Formulas (F)