


Using Tracking Students Never Attended (NA)

To use the Tracking Students Never Attended (NA) Module:

1. Go to My.dtcc.edu
2. Click on Student Information System
3. Click on Tracking Never Attended Students under the Class Maintenance Block


Class Maintenance

- Midterms Grade Entry
- Final Grade Entry
- Tracking Never Attended Students(NA) 
- Class Roster
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Emporium Lab Usage

4. You will land on the Dashboard as shown below. Click on **“Take Roll”** for the class.

Attendance Tracking • Course List

MY COURSES

Term	CRN	Subject	Course	Section	Title	Schedule	Time	
201953	33047	English	090	601	Reading & Writing	S M T W T F S	08:30	 Take Roll
201953	33082	English	090	451	Reading & Writing	S M T W T F S	17:00	Take Roll
201953	33593	Student Success Courses	100	604	First Year Seminar	S M T W T F S	08:30	Take Roll
201953	33593	Student Success Courses	100	604	First Year Seminar	S M T W T F S	08:30	Take Roll

5. If your class roster is greater 20 students, scroll down to the **“Per Page”** drop down box to increase the number of students per page.

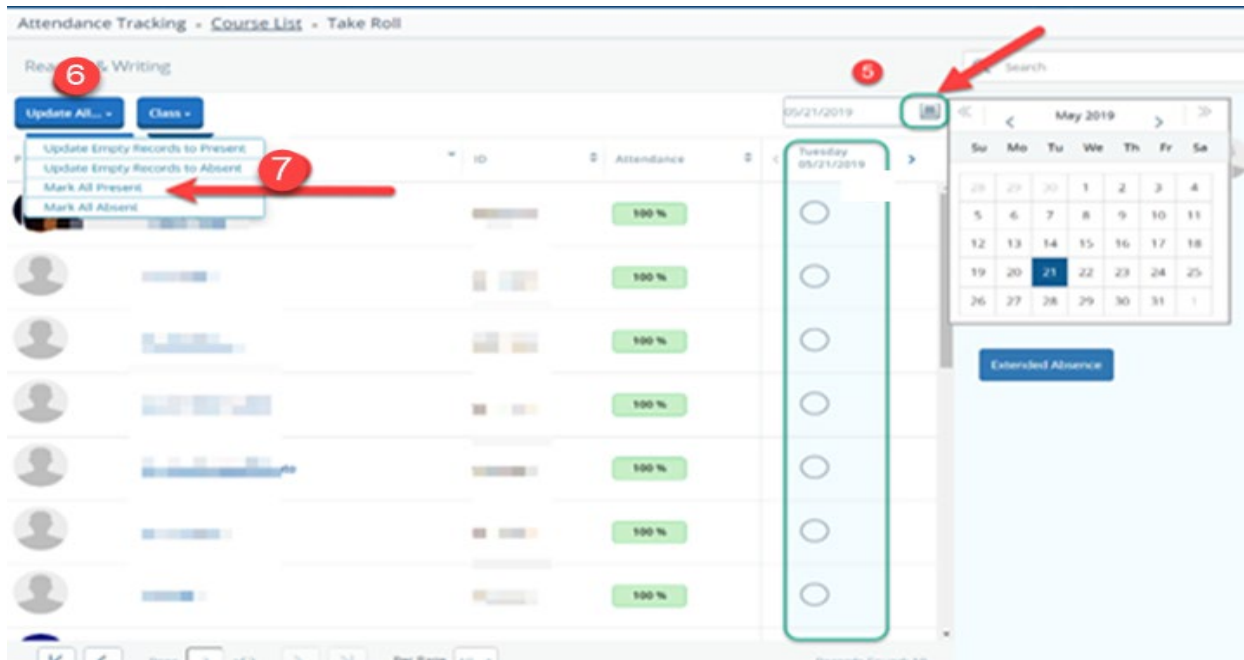
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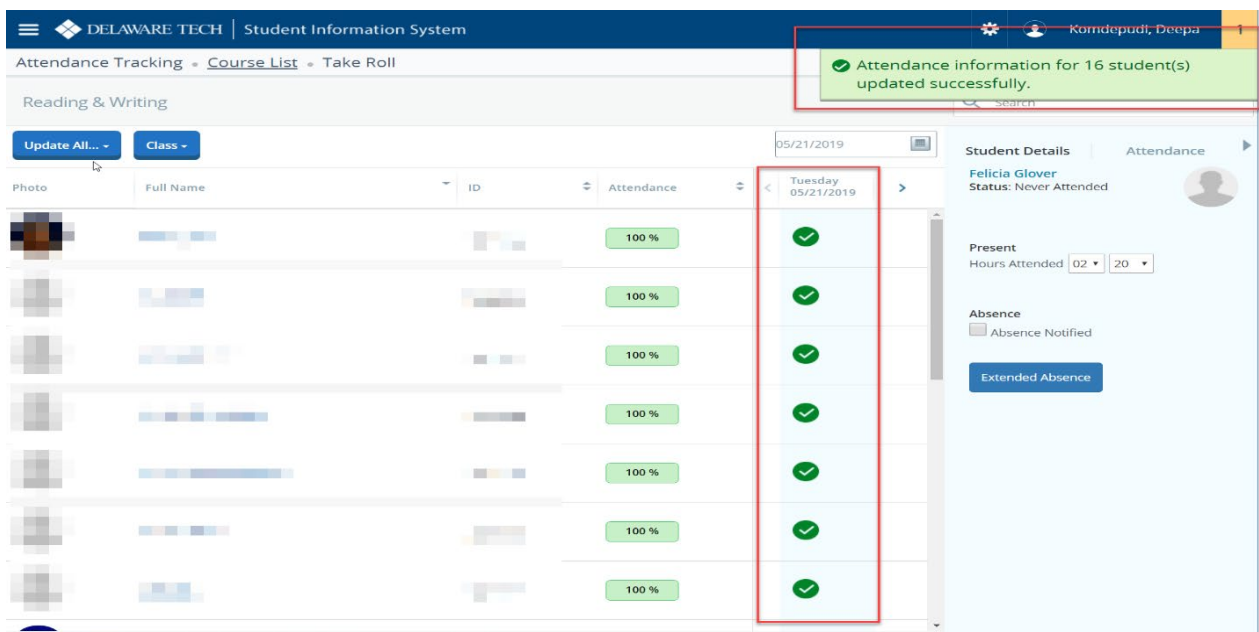
- Click on the calendar icon in the date window to choose the date to mark attendance for your course. Date displayed now matches the date in the chosen.

Instructors must mark attendance for at least one day. It is recommended to track attendance for the entire semester.

- Click on the drop down on the left top navigation button “Update All”.



- Choose the option “Mark All Present”. This function marks all the students in your class for the date you have chosen to the “Present” status. You will see green checks on all the students in your class. You will also receive a notification on the right corner. Attendance must be taken for every student with a bubble (even for students who have withdrawn).



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WHEN USING THE "UPDATE ALL" NAVIGATION BUTTON

ONLY USE "MARK ALL PRESENT".

DO NOT USE: "UPDATE EMPTY RECORDS TO PRESENT", "UPDATE EMPTY RECORDS TO ABSENT" OR "MARK ALL ABSENT".

A green rectangular button with the text "Class" and a small downward-pointing arrow.

NEVER CLICK ON THE "CLASS" NAVIGATION BUTTON.



If you touch this button it will drop every student in the class.

NEVER ENTER HR/MIN ON THE "PRESENT Hours Attended" boxes.

Present

Hours Attended

The system will automatically update the hours attended.

9. To mark a student with Never Attended status, click on the green arrow  and change the status to 
 - a. Please see the change in percent for the student marked absent.

10. Repeat step 8 to mark other students as Never Attended on your roster.

11. If more than one "Take Roll" is listed for a course, instructors must update attendance for **both listings**.

Please note: instructors may use (optional) the attendance tracking for the rest of semester. If using the attendance tracking system for the entire semester, instructors may add notes for each student by clicking on the "Absence" box and adding the note in the "Note" box.

Absence

Absence Notified

Note

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Spring 2020 Reporting Schedule.

	Never Attended	Mid Term	Grading
Description	Reporting closes on 3rd Tuesday of Session	50% point of session - 7 days later	Open 1 week before session ends - closes two days after session ends (at noon)
15 weeks	Jan 28	Mar 7 – Mar 14	Apr 25 - May 4
1st 7 weeks	Jan 28	Feb 4 – Feb 11	Feb 22 – Mar 2
2nd 7 weeks	Mar 31	Apr 8 – Apr 15	Apr 25 - May 4
1st 4 weeks	Jan 28	N/A	Feb 1 – Feb 10
11 weeks	Feb 25	Mar 22 – Mar 29	Apr 25 - May 4
Session A	Jan 7	N/A	Jan 9 - Jan 12