

Recording Attendance in the Class Roster (Census Date Reporting)

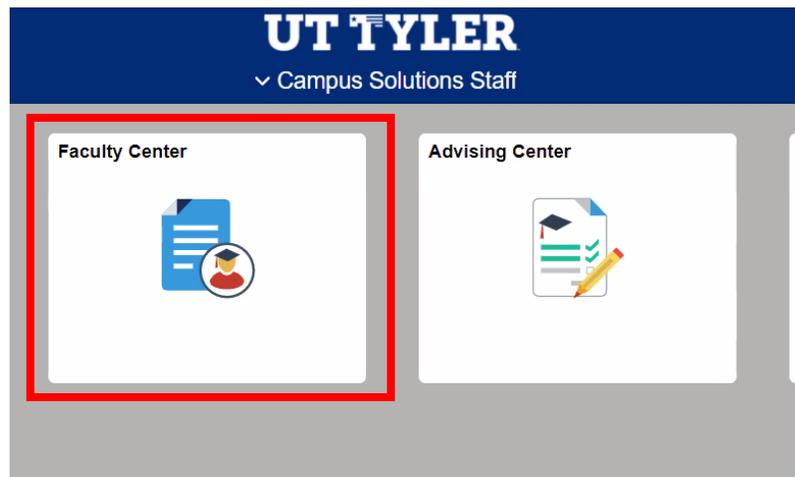
Faculty Center Guide

Federal regulation 34 CFR 690.80(b)(2)(ii) requires that financial aid recipients must begin attendance in classes for which he/she is enrolled and receives a financial aid disbursement. While the University is not required to take attendance, the Financial Aid Office must be able to verify that aid recipients began attendance in order to confirm eligibility for aid already disbursed. Based on the information you provide, students' financial aid will be adjusted or returned to federal programs. The process of capturing student attendance through the use of the Class Roster will drastically improve the required timely evaluation of federal student aid eligibility, which will allow the University to remain compliant with federal regulations.

For the purpose of this document and procedure, "has attended" is defined as having been physically present during at least one scheduled meeting pattern for that class, OR having completed some form of Canvas or online task that would reasonably confirm a student's engagement in relevant coursework.

Instructors will be asked to record and save student attendance on at least one occasion between the first day of class and the Census date for that given term/session. Attendance may only be recorded between the first day of class and 7:59 AM ten days after Census. On or before the class' last meeting pattern before the Census date, instructors should proceed through the following steps to record student attendance, and more importantly, identify students whom have never attended class up until this point in time.

1. Log into your *myUTTyler* Portal at:
 - a. https://tycsprd.utshare.utsystem.edu/psc/TYCSPRD/EMPLOYEE/SA/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL
2. From the Campus Solutions Staff Homepage:
 - a. Click the **Faculty Center** tile.



3. Faculty Center Navigation: Campus Solutions Staff Homepage > Faculty Center tile > **Class Schedule**

You may need to change the academic term accordingly to access the relevant class rosters, but then navigate to the desired class roster by clicking on the  icon shown below.

4. Regardless of a student’s enrollment status, the Financial Aid Office must know if each student ever began attendance, making it extremely important to change the “Enrollment Status” field to “All” when applicable. This will display both currently enrolled students and students that may have dropped after the start of class.

Class Roster

2022 Spring | Regular Academic Session | University of Texas at Tyler | Undergraduate

HIST 1302 - 001 (21382) Change Class

UNITED STATES HISTORY II (1 Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 10:10AM-11:05AM	Arts and Sciences 00257		01/10/2022 - 04/30/2022

***Enrollment Status** Enrolled

Enrollment Capacity 74 Enrolled 23

Select display option

Link to Photos Include photos in list

- Within the Class Roster, make a Has Attended/Never Attended selection for each student. You may sort the Class Roster to show students that don't have an attendance record by clicking on the "Has Attended" or "Never Attended" column headings to sort the table as desired. When all students have been verified as having attended, feel free to utilize the "select all as in attendance": button for your convenience.

TECH 5371 - 002 (50594) [change class](#)

INTERNSHIP IN TECHNOLOGY (3)

Days and Times	Room	Instructor	Dates
TBA	TBA		06/01/2015 - 07/03/2015

*Enrollment Status:

Enrollment Capacity 5 Enrolled 3

Select display option: Link to Photos Include photos in list

Enrolled Students								Find	First	1-3 of 3	Last
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Has Attended	Never Attended	Level	
1	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Crd/No Crd	3.00	Graduate - Tech-Industrial Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Graduate	
2	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Crd/No Crd	3.00	Graduate - Tech-Industrial Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Graduate	
3	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Crd/No Crd	3.00	Graduate - Tech-Industrial Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate	

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

- Click "save" before navigating away from the Class Roster page.

By clicking "save", each students' attendance data is stored within PeopleSoft's Campus Solutions and each record will be overwritten if a new, different attendance record is saved thereafter. This data will then be used to identify students that never attended their enrolled classes before Census, and also identify those class rosters where attendance was never recorded for enrolled students.

Late Submissions/Correcting Student Attendance (Post Census)

Late submissions or attendance corrections would need to be submitted manually with an email to the Financial Aid Office at faattendance@uttyler.edu

To submit attendance records for an entire class or for multiple students within a class, follow the instructions below:

1. Navigate to the desired Class Roster within your Faculty Center. There, you will export the roster to Microsoft

Excel by clicking on the  icon located at the top of the roster table.



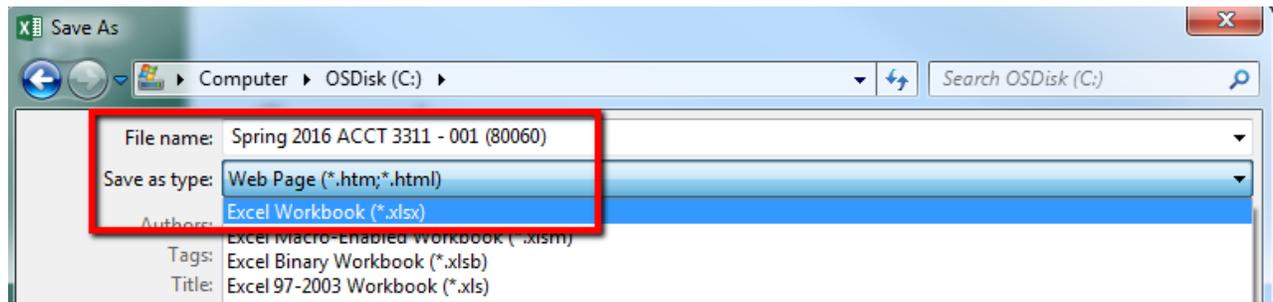
2. The download will be automatic but may ask your permission to open. You'll want to be sure and select "Yes" if you get the message below. Our PeopleSoft Student information System is a trusted data source:



3. Open the excel file that now contains your class roster, and populate the Has Attended/Never Attended columns as necessary, only entering a Y or N for Yes or No.

	A	B	C	D	E	F	G	H	I	J
1	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Has Attended	Never Attended	Level
2		Photo			Crd/No Crd	3	Graduate - Tech-Industrial Management	Y	N	Graduate
3		Photo			Crd/No Crd	3	Graduate - Tech-Industrial Management	Y	N	Graduate
4		Photo			Crd/No Crd	3	Graduate - Tech-Industrial Management	N	Y	Graduate

4. Once your attendance records have all been entered for a single class roster, then save the Excel spreadsheet as an "Excel Workbook" or (.xlsx) file. The spreadsheet will automatically default to a "Web Page" format, so it's imperative that you save it as an Excel file for proper sending and receipt. Our office will not be able open the web version.



5. Include the file(s) as an attachment in your email to the Financial Aid Office (faattendance@uttyler.edu).
*If you're submitting multiple class rosters, then repeat these steps to provide individual excel files for each individual class.

To submit or correct a single student's attendance record, simply list the following information in the body of an email to faattendance@uttyler.edu:

- Student Name
- Student ID
- Term and Session
- Subject, Catalog Number, Section, (Class Nbr) - Ex: MARK 5320.702 (50236)
- Has Attended: Yes/No

Please direct any questions you may have to the Financial Aid Office at faattendance@uttyler.edu.