

ATTENDANCE MUST BE SUBMITTED AFTER EVERY CLASS!

This is a friendly reminder that the Spring Session II begins tomorrow, so attendance will be due for each and every Spring II class meeting during the session. This is a change from previous terms. Attendance will be particularly time sensitive for classes meeting between 03/04 and 03/12. *Please submit attendance for every student on your roster no later than 11:59 AM on the morning after each class session*

How to post attendance for weekend courses, online courses, or classes that don't meet every week

- Log in to the Faculty Portal at <https://portal.argosy.edu/>
- From the Home page, click on the course that you want to post attendance
- It will NOT show you that attendance is due on the calendar
- Click on the blue box that says *Student Specific Time* (located at the bottom of the page) **STUDENT SPECIFIC TIME**
- You will see the *From date* and *To date* boxes. Set them both to the same date, so you are entering attendance for only one date. You may select any date from the beginning of the term to today.
- Click on *Build Grid*
- Mark those who are present as P and those who are absent as A.
- Click on *Update*

How to post attendance for classes that meet every week

- Log in to the Faculty Portal at <https://portal.argosy.edu/>
- From the Home page, click on the course that you want to post attendance
- You can only post attendance on the day that your course meets. These days are highlighted in orange on your calendar
- Click on the orange highlighted date.
- Click on Edit at the bottom of the page. **EDIT**
- Mark those who are present as P and those who are absent as A.
- Click on *Update*

I will run missing attendance reports at noon every day during the census period and will contact you if attendance is not posted for your section. As a matter of protocol, I'll copy your Program Chair.

Do not wait to post attendance!

The importance of timely, accurate, and complete posting of attendance cannot be emphasized enough. Late attendance has a negative impact on students from both an academic and funding standpoint, and prevents the University from being compliant with reporting requirements. Your diligence is much appreciated.

Where can I find my attendance rosters?

Attendance rosters will be provided to you before class and can be found in your mailbox on the morning of class. Use them to take attendance in your class and *post attendance via the Faculty Portal after each class meeting*. Copies (not originals) should be placed in the Director of Student Services' mailbox after *each* class meeting. Keep the original roster for your records in case we have questions.

What do I do if a student who is not on my roster comes to my class?

Students who are not on your roster may sign into your class. You may not be able to enter attendance for them in the Faculty Portal, so the hard copy rosters will be very important in those cases. The Registrar, Tyler Shippen, will post attendance for those students upon review of their eligibility to be in your class.

How do I indicate if someone is present or absent?

As mentioned above, attendance should be submitted via your Faculty Portal using the Gradebook function. Remember to use only "P" for "present" or "A" for absent. If a student is absent but has been in contact with you and completed an academic activity, you may mark "P" or "A" at your discretion. If you mark "A" but the student submits homework on or before Friday, March 12th and you will allow them to stay in the class, please email us so we can adjust the attendance. Do not use the excused absence option. This is a change from previous terms. Also, please do not leave any blanks. Instructions are included in case you need guidance.

Who do I contact if I have problems?

Please contact the contact the Director of Student Services, Eric Ziehlke at eziehlke@argosy.edu or 312.777.7637 as soon as possible if you are unable to successfully post attendance. In the event you are simply unable to post attendance via the Faculty Portal, we will be able to do so using the hard copy attendance roster you placed in his mailbox, so *please* make sure to copy the completed rosters after each meeting and place it in his box before you leave campus.

Thank you for everything you do for our students!

Your Student Services Team