

Attendance Accounting

Students must attend the course before its unique attendance date (not due date)—there are no exceptions; attendance is measured as follows:

- Physical attendance in a course,
- Submission of an assignment, OR
- Completion of the Blackboard Attendance Accounting Module

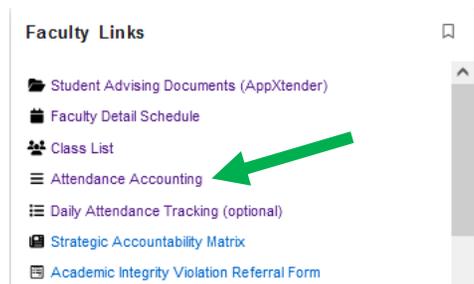
You must report attendance for all students on the attendance roster—students who have already dropped the course will be listed; the reporting of their attendance is also required—you must report whether or not they attended before they dropped.

If a student is attending your class but does not appear on the class list, you must immediately notify (968-0272, registrar@atu.edu), and send the student to, the Registrar's Office.

NOTE: Because of changes in Federal Financial Aid regulations, reporting a student as Did Not Attend **DOES** result in the student being administratively dropped from the course by the Registrar's Office; there is no reinstatement for non-attend drops.

Submitting Attendance

1. Log in to OneTech. In the "Faculty Links" card, click "Attendance Accounting." Note: You can search for the "Faculty Links" card by clicking the hamburger menu in the top left and then clicking "Discover."



2. Select the current term from the drop-down menu.

3. Select the course from the drop-down and click Submit.

Select the course you wish to enter attendance accounting for:

Term Code: CRN:

A screenshot of the attendance accounting form. It shows two dropdown menus. The first is labeled 'Term Code:' and has a calendar icon on the left and a dropdown arrow on the right, with 'Spring Term 2024' selected. A green arrow points to the dropdown arrow. The second is labeled 'CRN:' and has a house icon on the left and a dropdown arrow on the right, with '--SELECT CRN--' selected. A green arrow points to the dropdown arrow.

4. If **all students have attended at least once**, and you are reporting all as attended, enter your initials at the bottom of the page and click submit.

Record Number	Registration Number	Student Name	Credits	Registered Date	Blackboard Attendance Policy Completed	Did NOT Attend
1	2		3.00	Oct 30, 2023	Completed on Jan 16, 2024 11:08:43 PM	<input type="checkbox"/>
2	21		3.00	Dec 07, 2023	Completed on Jan 02, 2024 09:29:20 PM	<input type="checkbox"/>
3	8		0.00	Jan 22, 2024	Completed on Jan 10, 2024 02:43:07 PM	<input type="checkbox"/>
4	6		3.00	Nov 17, 2023	Completed on Jan 14, 2024 09:02:36 PM	<input type="checkbox"/>
5	1		3.00	Oct 23, 2023	Completed on Jan 09, 2024 01:51:03 PM	<input type="checkbox"/>
			0.00	Jan 21, 2024	Completed on Jan 10, 2024 03:31:11 PM	<input type="checkbox"/>
				Jan 26, 2024	Completed on Jan 10, 2024 10:00:15 PM	<input type="checkbox"/>
					Completed on Jan 08, 2024 12:49:01 PM	<input type="checkbox"/>
					Incomplete	<input type="checkbox"/>
					Completed on Jan 16, 2024 03:55:53 PM	<input type="checkbox"/>
					Completed on Jan 04, 2024 08:41:13 PM	<input type="checkbox"/>
					Completed on Jan 23, 2024 10:39:37 PM	<input type="checkbox"/>
13	13		3.00	Dec 01, 2023	Completed on Jan 21, 2024 11:50:18 PM	<input type="checkbox"/>

If a student has dropped the course it will show 0.00 credits. Federal regulations state we must account for every student who was enrolled in a class on the first day of courses. Please report attendance accurately.

If a student has completed the Federal Attendance module in Blackboard, that information will be displayed here. If not it will say "Incomplete."

If ALL students are attending, please enter your initials and click "Submit" =>

SS

Submit

Reset

Click Submit.

Enter your Initials.

5. If **ANY** students **HAVE NOT ATTENDED** at least **ONCE BEFORE THE ATTENDANCE DATE HAS PASSED**, click the "Did NOT Attend" box to the right of the student's name(s) and click submit.

Record Number	Registration Number	Student Name	Credits	Registered Date	Blackboard Attendance Policy Completed	Did NOT Attend
1	2		3.00	Oct 30, 2023	Completed on Jan 16, 2024 11:08:43 PM	<input type="checkbox"/>
2	21		3.00	Dec 07, 2023	Completed on Jan 02, 2024 09:29:20 PM	<input type="checkbox"/>
3	8		0.00	Jan 22, 2024	Completed on Jan 10, 2024 02:43:07 PM	<input type="checkbox"/>
4	6		3.00	Nov 17, 2023	Completed on Jan 14, 2024 09:02:36 PM	<input type="checkbox"/>
5	1		3.00	Oct 23, 2023	Completed on Jan 09, 2024 01:51:03 PM	<input type="checkbox"/>
6	23		0.00	Jan 21, 2024	Completed on Jan 10, 2024 03:31:11 PM	<input type="checkbox"/>
7	11		0.00	Jan 26, 2024	Completed on Jan 10, 2024 10:00:15 PM	<input type="checkbox"/>
8	7		0.00	Jan 17, 2024	Completed on Jan 08, 2024 12:49:01 PM	<input type="checkbox"/>
9	15		0.00	Jan 18, 2024	Incomplete	<input checked="" type="checkbox"/>
10	16		3.00	Dec 05, 2023	Completed on Jan 16, 2024	<input type="checkbox"/>
11	20		0.00	Jan 10, 2024	Completed on Jan 04, 2024	<input type="checkbox"/>
12	19		3.00	Dec 06, 2023	Completed on Jan 23, 2024	<input checked="" type="checkbox"/>
13	13		3.00	Dec 01, 2023	Completed on Jan 21, 2024	<input type="checkbox"/>

Click "Did NOT Attend" for students who did not attend.

If ALL students are attending, please enter your initials and click "Submit" =>

Submit

Reset

Click Submit.

6. To select another course click the "Select New CRN" at the top or bottom of the page, then select the next course in the drop-down menu and click Submit.

Top of page:

[← Select New CRN](#)



Regression Analysis - STAT 3113 001

CRN: 21209

Course Information

Bottom of page:

Maximum Actual Remaining

Enrollment: 30 4 26
Cross List: 0 0 0

Enrollment Counts

Record Number	Registration Number	Student Name	Credits	Registered Date	Blackboard Attendance Policy Completed	Did NOT Attend
1	3		3.00	Nov 01, 2023	Completed on Jan 16, 2024 11:12:45 AM	<input type="checkbox"/>
2	2		3.00	Oct 25, 2023	Completed on Jan 17, 2024 09:58:53 AM	<input type="checkbox"/>
3	6		3.00	Jan 18, 2024	Completed on Jan 19, 2024 09:32:48 PM	<input type="checkbox"/>
4	4		3.00	Nov 07, 2023	Completed on Jan 16, 2024 11:00:15 PM	<input type="checkbox"/>

Submit

Reset



[← Select New CRN](#)