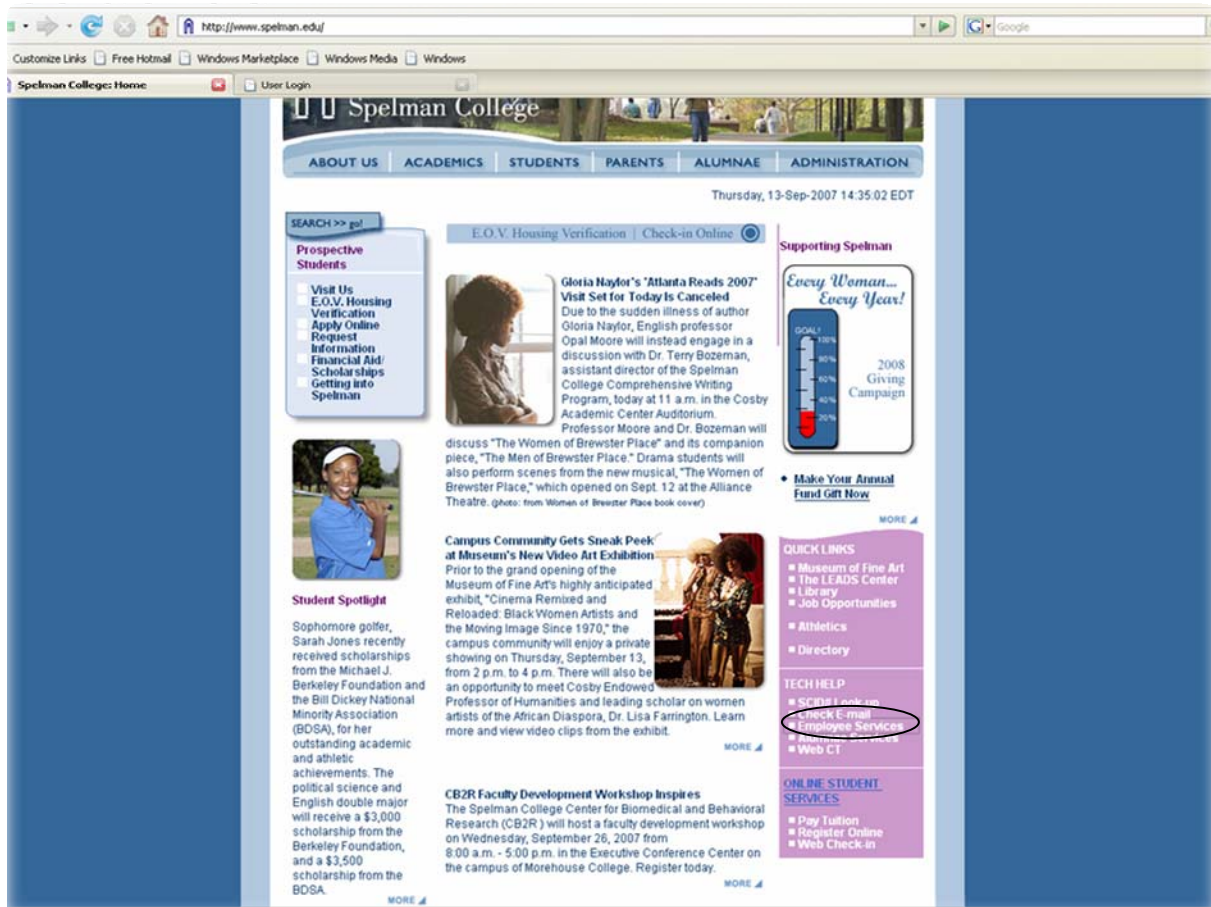


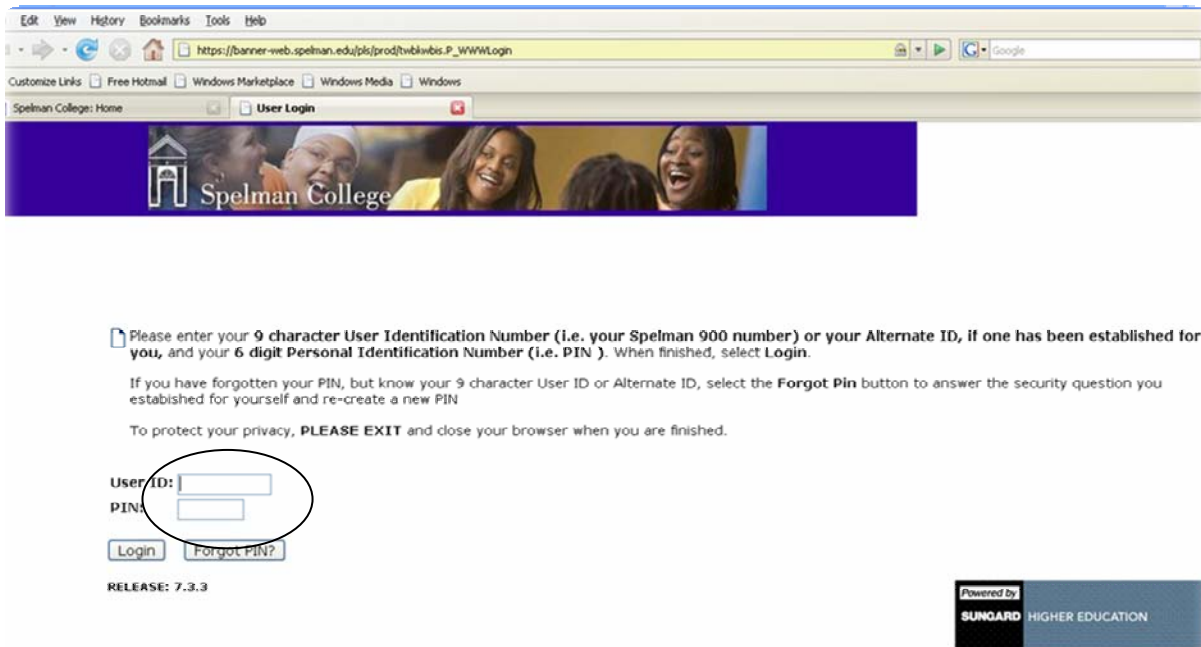
Capturing Last Date of Attendance with Faculty Web

Students are expected to attend classes regularly and participate in class discussions, assignments, and examinations in order to fulfill course requirements. While instructors may establish attendance and grading policies to address absences, s/he may also withdraw students who do not adhere to attendance policies. Once a student is withdrawn from a course, Federal Guidelines used in connection with Title IV Funds (i.e. Financial Aid) require the College report the student's **Last Date of Attendance**. This information is then used to calculate the portion of federal funds that must be returned to the Department of Education. The purpose of this document, then, is to demonstrate the procedure for withdrawing a student from class and tracking her last date of attendance (see *Class Attendance*, Spelman College Bulletin 2006-2007, p. 38).

STEP 1: Go to www.spelman.edu



STEP 2: Select “Employee Services” from the Tech Help menu on the right of the page to reveal the page below

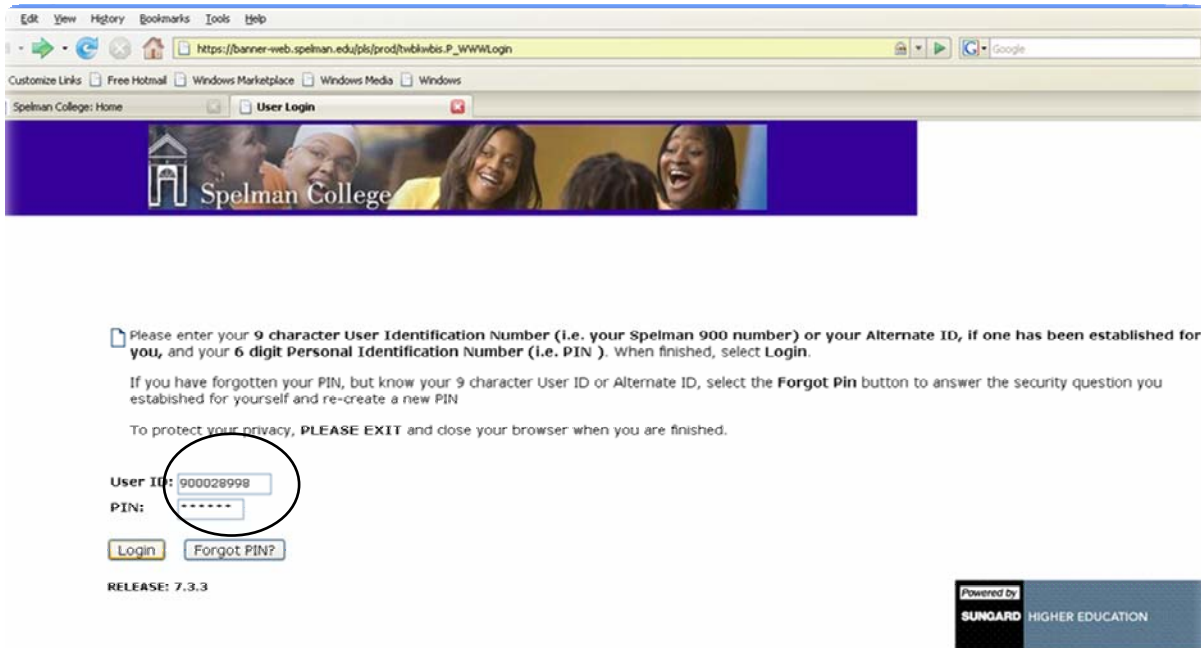


STEP 3: Enter your USER ID and PIN in the respective fields and then click the “Login” button.

NOTE:

USERID is the 900 of the Instructor who has been assigned, in Banner, to teach a course or courses. Instructors may only view courses to which they are assigned. A PIN is a six-digit personal identification number, or password, that must be used with a USERID to access Faculty Web.

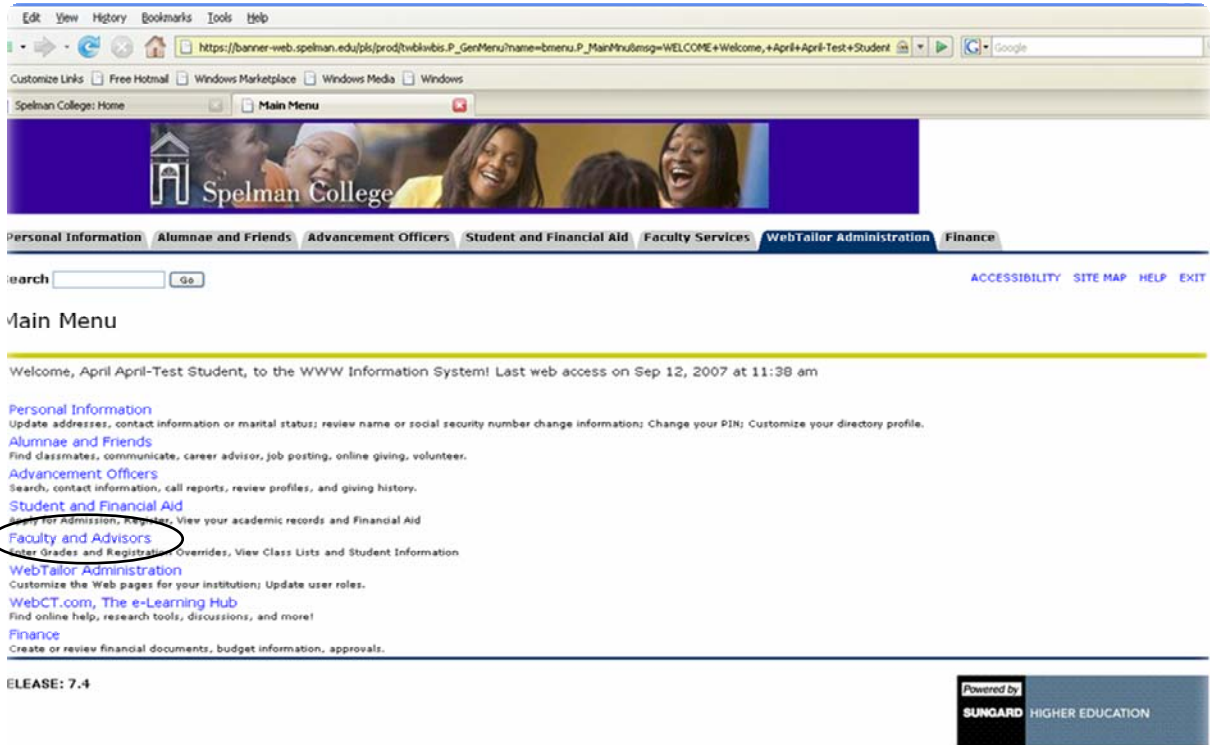
If you do not know your USER ID please contact, use the Spelman College ID# (SCID) lookup link in the **Tech Help** section of the Spelman College Website.



NOTE:

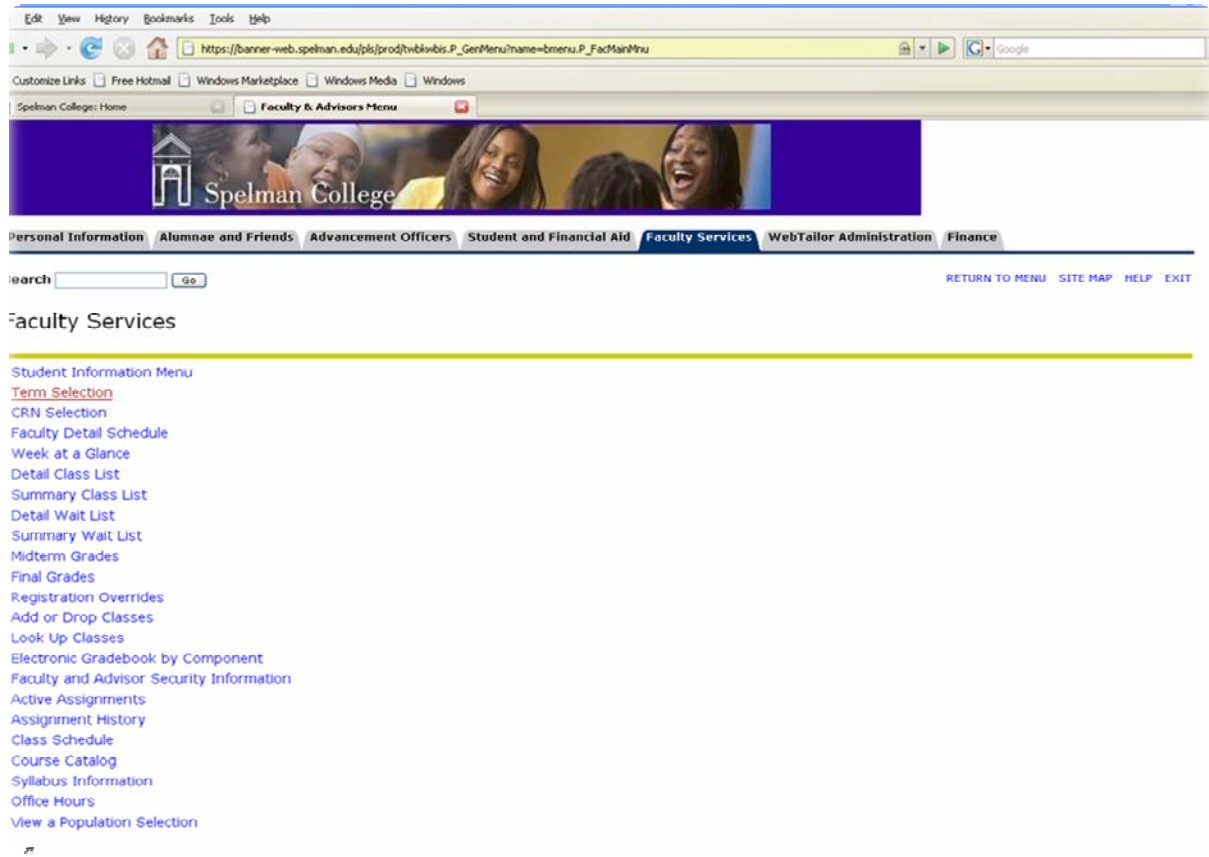
To reset your PIN, click the "Forgot Pin" button. The Security Question you selected when your account was established will appear. Enter the correct answer to the security question in the space provided and then click the "Submit Answer" button. You may then key a new PIN (it must be different from your previous PIN) and click the "Reset Pin" button.

STEP 4: Click on Faculty and Advisors



STEP 5:

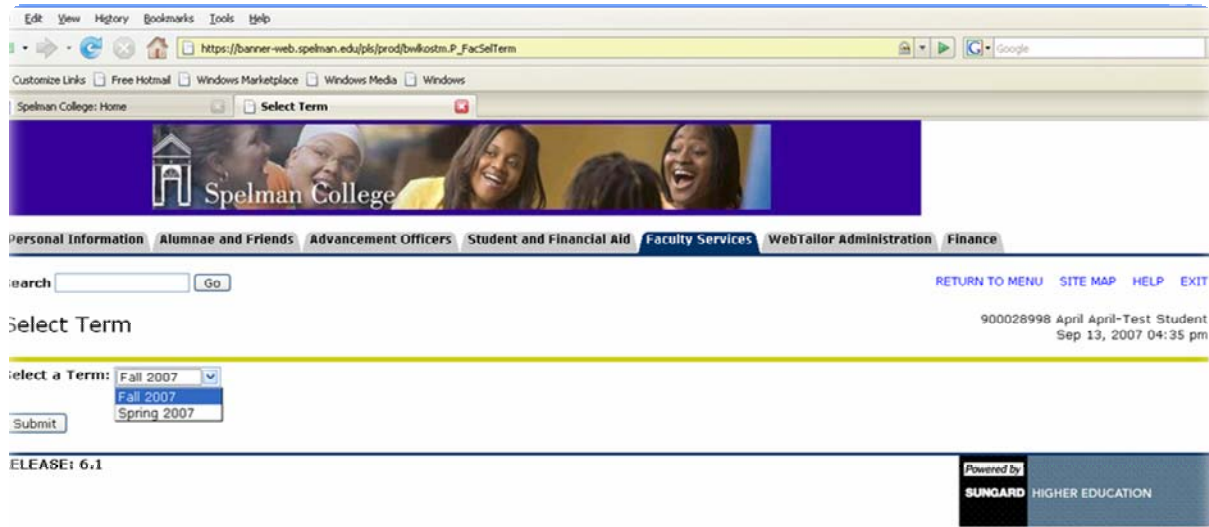
Click on Term Selection



NOTE:

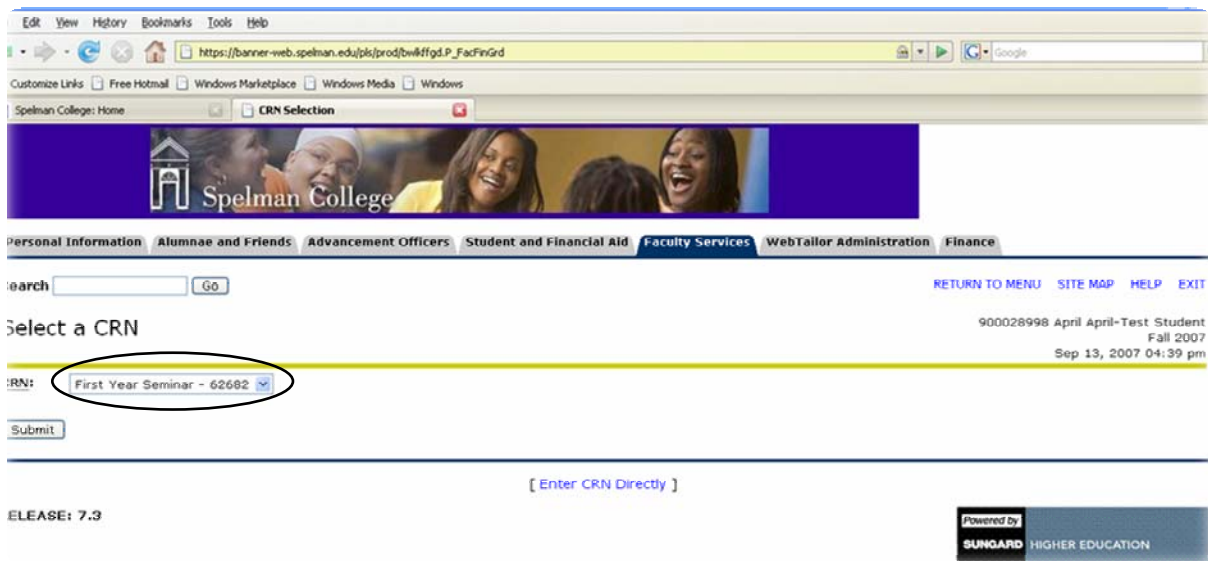
Term Selection is a drop-down box that shows all terms for which an instructor has access. Please select the term for which the course you would like to work with is offered.

STEP 6: **Select “Fall 2007” Term from Drop-Down Menu**



NOTE: A **Term** – a six digit number configured such that the first four digits represent the school year and last two digits represent the semester. Spelman College uses “09” and “01” to represent fall and spring semesters respectively.

STEP 7: **Select CRN from Drop-Down Menu**



NOTE: **CRN Selection** -- otherwise known as a Course Reference Number, a CRN refers to a specific course and section. In Faculty Web, CRNs are accessed via drop down menus that list all courses an instructor is scheduled to teach. To select a CRN from the drop down menu, select it with your cursor and click the Submit button.

STEP 8: Locate Student by name and SCID (Spelman College ID) Number and perform the the following task(s) as necessary and appropriate:

- A. For attendance Verification, enter the Last Date of Attendance for the students who have not attended (use 08/21/07) or those who attended but ceased attending (Last Date). Enter the Last Date of Attendance in the Last Attend Date column.
- B. Should withdrawal be warranted, select “W” (from the drop-down menu in the Grade column) and enter the Last Date of Attendance in the Last Attend Date column.

Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
983.000	**Registered** Sep 13 2007	W	N	10/17/2007		1

NOTE: Click the “Submit” button periodically to save your work and when you have completed your task.

Other Functions and Information Available from Faculty Web

Faculty Detail Schedule -- allows instructors to view a detailed schedule for all courses they have been assigned for a given term. It also provides information such as enrollment, scheduled times, locations, office hours, credits, and other course catalog information.

Week at a Glance – shows an instructors' weekly schedule.

Detail Class List – this option allows instructors to view a detailed roster of all students in a course section. Contained in this list is detailed information about registration status, student major, and/or program information.

Summary Class List – this option allows instructors view a class roster with current grades, enter grades, and access the Faculty Web email function for direct communication with students.

Midterm Grades – NOT APPLICABLE – Spelman College does not presently use this function.

Final Grades – can be entered via Faculty Web prior to the point in time when grades are rolled to academic history. If an error has been made while entering a student's grade, check the **Rolled Indicator** (see below for more information) on the Final Grade entry form. If this indicator has not been checked, instructors may change the grade or grades online via Faculty Web. Grades that have been entered for which the Rolled Indicator has been checked, may only be changed by submitting a Change of Grade form to the Registrar's Office. Lotus Notes may be used to submit a Change of Grade electronically.

Office Hours – this option allows instructors to specify Office Hours for courses they have been assigned to teach. Students may then view this information.

Rolled Indicator – the Rolled Indicator shows whether grades have been “rolled” (recorded) to Academic History. Once a grade has been rolled, it cannot be changed via Faculty Web. Grades that have been rolled can only be changed by submitting a Change of Grade form to the Registrar's Office. Lotus Notes may be used to submit a Change of Grade electronically. If the Rolled Indicator is not checked, the grade can be changed via Faculty Web.