

WebAdvisor - Show and No Shows

Instructors use the Intermediate Grading screen via WebAdvisor to input the “SH” and “NS” status.

Entry of SH’s and NS’s should begin immediately.

The no show, “NS”, status is entered into the column labeled “No Show” (enter only **NS**). Enter the “NS” status only for those students who are not participating. Remember, only students who are physically present or academically engaged and turning in assignments are considered participating in class (**SH**).

Upon completion of “Show” and “No Show” status entries, click the **SUBMIT** button to complete the data entry process.

Remember, WebAdvisor has a timeout feature of approximately 3-5 minutes to enter grades (Shows and No Shows) and click **SUBMIT**. If you expect to take additional time, breakup the data into separate input sessions. Click **SUBMIT** after each session, then return to the Intermediate Grading screen to continue “SH” and “NS” input until all are submitted. Return to the Intermediate Grading screen to check your data entry.

Intermediate Grading

Class Name MATH-1314-2003
 Title College Algebra (3-0-3)
 Location Harlingen
 Term Fall 2009

Instructor

- 1
- 2

Cross-listed courses are not included for grading.

Enter “SH” and “NS” in the “No Show” column

Student	ID	Stat	Mid-Term	Do Not Use	Do Not Use	Do Not Use	No Show	Do Not Use	Last Date of Attendance	Never Attended	Class
1		N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	FR
2		N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	FR
3		N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	FR
4		N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	SO
5		N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	SO

Click **SUBMIT** upon completion of all “SH” and “NS” entries

SUBMIT

Instructors are not required to print and send a copy of the WebAdvisor “NS” status input to the Admissions Office; however, some department chairs require hard copy printouts for each course (check with your department).

The “SH” and “NS” status in WebAdvisor is always displayed after the initial entry. **Prior to the census day** of the course “NS” entries for students who begin attending class are to be changed to “SH” status.

After census day, faculty are required to e-mail: the TSTC Registrar, Paula Arredondo paula.arredondo@harlingen.tstc.edu, and Mary Gallegos-Adams mary.adams@harlingen.tstc.edu Director –Financial Aid to notify them about the student’s status.

The e-mail should include- the student’s name, the section, the first day of class attendance/participation, and an explanation regarding the change requested. NS codes ***should not*** be removed by faculty, after census day of the term.

After census day, faculty members are required to email Paula and Mary, if any discrepancies are found.

FACULTY REQUIREMENTS:

- Report the Show and No show for each student registered and on their class roster.
- Refer students, not on the roster, to the Registrar’s office for registration resolution.
- Communicate, via e-mail, with the Registrar (Paula Arredondo) and the Financial Aid office (Mary Adams), when a question arises.
- Strategies for collecting attendance/participation data is at the faculty member’s discretion. Below are some examples that can be utilized by faculty:
 - Have the students write a short paragraph regarding the class objective, goals, program of study, or whatever topic the faculty member chooses. Use the documents as back up for entering the SH in WebAdvisor.
 - Prepare a sign-in sheet and require that the students sign in.
 - Have students e-mail a completed assignment, within the first 2-3 class days. This would especially help the online faculty.

Texas State Technical College Harlingen

Class Attendance/Participation Show/No Show Reporting

Campus Administrative Capability Compliance

Effective Date: May 09, 2011, Summer 2011

Compliance Background

The provisions under 34 CFR668.21 concerning the treatment of Title IV grant and loan funds if the recipient does not begin attendance at the institution. In the case where the institution has credited the student's account at the institution or disbursed directly to the student any Federal program funds and the student fails to begin attendance in a payment period, the institution must return all of those program funds to the respective program.

Attendance must be 'academic attendance' or "attendance at an academically-related activity" including-

- Physically attending class
- Submitting an academic assignment
- Taking an exam, interactive tutorial or computer-based instruction
- Attending school assigned study group, or
- Participating in online discussions about academic matters and/or initiating contact with faculty to ask questions about a subject matter.
- ***If any of the above examples are met the student is reported as a 'show' (SH)***

Attendance does NOT include-

- Living in institutional housing
- Using Meal Plan
- Logging into an online course without active participation
- Academic Counseling
- Student's certification of attendance without school documentation is not acceptable.
- Student showing up late or after class and signing in.
- Student calling and saying I was not there, but I will be going soon.
- Student calling from a vacation trip and saying that they will be in soon.
- That they promise to come in soon, because of work schedule conflicts.
- ***If any of the above examples are met, the student should be reported as a 'no show' (NS).***

Campus Procedures- Reporting Show and No Show

- Beginning of semester, as early as the first class day, faculty will begin reporting student 'show' and 'no show' statuses using WebAdvisor, Intermediate Grading.
- Determine whether the student met the 'show' or 'no show' criteria.
- Report a 'SH' or a 'NS' for each student on each roster.

- In order to meet compliance reporting requirements, faculty will need to review every section and every student on their roster.
- Once the student has met “SH” requirements, faculty will not need to update the student’s status, unless it was an error.

No Show students

- NS students will be tracked up to the census day of the section.
- If the student meets the ‘SH’ criteria, prior to census day, the student’s NS can be changed to a ‘SH’.
- Faculty can make corrections up to the census day of the semester.
- After census day, faculty are required to e-mail: the TSTC Registrar, Paula Arredondo paula.arredondo@harlingen.tstc.edu, and Mary Gallegos-Adams mary.adams@harlingen.tstc.edu Director –Financial Aid to notify them about the student’s status.
- The e-mail should include- the student’s name, the section, the first day of class attendance/participation, and an explanation regarding the change requested.
- NS codes ***should not*** be removed by faculty, after census day of the term.
- After census day, faculty members are required to email Paula and Mary, if any discrepancies are found.

Faculty-

- Report the Show and No show for each student registered and on their class roster.
- Refer students, not on the roster, to the Registrar’s office for registration resolution.
- Communicate, via e-mail, with the Registrar (Paula Arredondo) and the Financial Aid office (Mary Adams), when a question arises.
- Strategies for collecting attendance/participation data is at the faculty member’s discretion. Below are some examples that can be utilized by faculty:
 - Have the students write a short paragraph regarding the class objective, goals, program of study, or whatever topic the faculty member chooses. Use the documents as back up for entering the SH in WebAdvisor.
 - Prepare a sign-in sheet and require that the students sign in.
 - Have students e-mail a completed assignment, within the first 2-3 class days. This would especially help the online faculty.

Training

- Training sessions for faculty, who need help with the reporting procedures, will be held in the CETL. The Moodle training, regarding this topic, will be updated.
- WebAdvisor Login questions need to be addressed to the HelpDesk at ext. 5000.
- Datatel/Colleague login questions may be referred to Ms. Ester Bodnar.

Effective Date

- The new reporting procedures will be in effect beginning, Summer 2011, beginning May 09, 2011.