Course Attendance Reference Guide

For Instructors ...

As Part of

The Student Information System

Reference Guide

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Course Attendance Quick Reference Guide

Student Information System

Before you start reporting students' attendance, make sure you have a valid SIS access; if not, contact the Academic Affairs Department to issue one for you.

Refer to your Department for detailed information on Students' Attendance policies and procedures.

1. Open your web browser

- Open your web browser (Internet Explorer), or any other web browser.
- To access the Student Information System through the **Internet**, Type http://nursing.ksau-hs.edu.sa/English/Pages/default.aspx. Select CON-SIS from the Quick links.

2. Enter login information

Enter your login information in the Login panel on the top right. Type your user name in the **User Name** box, and your password in the **Password** box.

Note: You can't access the Student Information System (SIS) unless you have a valid Username & Password provided by the **SIS** support team.

3. Login to the SIS

From the Login Panel, click **Login**.

You will be redirected to a page where you can navigate through a menu of possible selections privileged for Instructors.

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Every screen in the SIS allows access to the Main Menu, i.e. (switching to a different task, accessing another location or logging out and continuing later).

The Main Menu activates dynamic screens. That means it changes to stay current with your progress.

1. Navigate through the menu

On the **Students** menu, click **Attendance.**

Successful navigation will lead you to a screen where you can select from a list of available courses **only** if you are eligible to Report the Attendance.

2. Select your course

In the **Course** selection field you will only find Courses which are assigned to you as the Instructor. From the **Course** list, Select the **Course**.

If the selected course was a course that is a combination of sub courses, then you need to select the sub course.

3. Select your section

In the **Section** selection field you will only find Sections which are assigned to you as the primary instructor. From the **Section** list, Select the **Section.**

4. Select session date

Click the **Calendar Icon** and choose the date of your session. Click the View button

5. Select session time

Select the time from **Session Time** selection field. A list of enrolled students will appear on the screen.

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3 Report Attendance

If no session was given for any particular reason (i.e. cancelation of a class), it MUST be removed from the attendance record by clicking the cancel session button.

Students' attendance can be modified by following the same steps as many times as you need.

1. Start reporting attendance

Students enrolled in the section are listed with their **Absenteeism Rate**, associated with a selection choice of **Present** or **Absent**.

Check the choice of **Present** or **Absent** associated with the student.

Note: For simplification all students will be pre-set as **PRESENT**

2. Save entries

Click the **Save** button to allow the SIS to process your entries.

Note: Processing attendance entries will generate absenteeism warning for students exceeding the minimum absenteeism rate as follows:

If Absenteeism Rate Is	Warning Notification
Greater than or equal to **10 %** and less than **15 %**	First Warning
Greater than or equal to **15 %** and less than **20 %**	Second Warning
Greater than or equal to **20 %**	Third Warning

A notification of the warning will be sent automatically through email to the **student**, **course instructor**, **academic advisor, social worker** and the **course department head.**

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4 Monitor Attendance

Instructors have access to a variety of reports that are used to generate attendance tracking information.

1. **Extracting reports**

- On the **Students** menu click **Students Report**.

- From the **Report** selection field select **Students Attendance Reports.**

- Select a report then click the **View** button.

- Click the link "**Click here to Download"** to open the report.

2. Check absenteeism history

Both instructors and advisors can check their students/advisees absenteeism history.

- From the **students** menu click **Absenteeism Tracking**.

- Select the student program from the **Program** field.

- Listed in the **Student** selection field are all students registered under your courses in addition to your advisees. Select the student you are inquiring about.

- Click the **View** button**.**

- Each course will be displayed with the section information followed by a detailed absenteeism history (**Absenteeism Date, Time, Rate and Number of Warnings**).

- Click the **Download** button to save the file.

Note:

As an advisor you will be able to view your advisees' absenteeism history for all registered courses.

As an instructor you can view absenteeism history only for students enrolled in your courses.

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For an online demo of How to Report Student's Attendance

Check the <u>How to</u> Section in the SIS

Instructor Reference Guide

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