

# Attendance Web

## How to record (PANC) student attendance

1. Go directly to **Attendance Web** at: <https://attendance.rscdd.edu/AttendanceWeb/>

**OR**

**Log in to Self-Service to access the Attendance Web link.** From the *left navigation menu on the home page* click the briefcase icon labeled **DAILY WORK**, then click **FACULTY**, and scroll down the list of links to find the *Attendance Web link*.

2. When Attendance Web opens, your classes will be listed. Click the blue, underlined 'Section Number' you want to record attendance for. Your class roster with all ACTIVE students will display for the most current date.

Click a section number you want to take or view attendance

Section Number	Section Name	Section Title	Term	Location	Start Time	Weekdays	Type	Section ID	CA5A5
<a href="#">43024</a>	PRNT-532-43024	Effective Parenting	2017SUN	OEC	1:00PM	Tu		110778	

3. Select the date you want to record attendance for and Click on 'Fill class time' for each student in attendance on that date. Click the Fill/Clear button again to clear the hours if you make a mistake. Then click **'Save Changes'** before closing to save all the attendance you recorded.

NOTE: Students that are graded or dropped will filter off the roster. To see the names of these student on your roster please change the enrollment status to SHOW ALL on the roster

Take Attendance for Section: Effective Parenting

Section No: 43024 Term: 2017SUN Location: OEC Start date: 07/03/17 End date: 09/18/17 Rooms: JMSF, JMSF

Student with attendance: 0 Total hours: 0:00

Class Start time: 1:00PM Class End time: 4:00PM

Class Date: 08/15/17-Tuesday Set Default time: 1:00PM 4:00PM Set

Fill All Time Reset All Time Clear Change **Save Changes**

For reporting attendance hours, if you already graded your students, you must change "Enrollment Status" to "Show All" by clicking the arrow.

Enrollment Status: Active

Student Full Name	Student ID	Ref No	Fill class time	Time IN	Time Out	Enr Status	Class Date
Aburto, Adriana	2326769		Fill   Clear	1:00PM	4:00PM	New	08/15/2017
Alvarez, Alexandria V	2325096		Fill   Clear	1:00PM	4:00PM	New	08/15/2017
Araujo, Toni Renee	2324516		Fill   Clear			Add	08/15/2017
Arellano, Holanda	2320830		Fill   Clear	1:00PM	4:00PM	New	08/15/2017
Avellaneda, Minerva	1573986		Fill   Clear			New	08/15/2017
Becker, Alexandra Vanja	2324363		Fill   Clear	1:00PM	4:00PM	Add	08/15/2017
Bolen, Michelle Monica	2166815		Fill   Clear	1:00PM	4:00PM	New	08/15/2017

**To record attendance for students that were graded or dropped change the "ENROLLMENT STATUS" on roster to "SHOW ALL" from the drop down.**

4. IMPORTANT REMINDERS:

- The default roster will only display students with an ACTIVE enrollment status that have not been graded. **To record attendance for students that were graded or dropped change the “ENROLLMENT STATUS” on roster to “SHOW ALL” from the drop down.**
- Faculty can track meeting dates that are missing student attendance from the Master class list (see the column labeled “Missing Attendance”). A zero indicates attendance is up to date; click the number to open a report that will indicate the dates missing attendance. When the report window opens look for dates coded “NA” for no attendance. Click the “NA” link to go to that date and record your attendance.

Master class list: XXXXXXXXXX

Click a section number you want to take or view attendance

Section #	Term	Name	Title	Location	Start Time	Weekdays	Type	Missing Attendance
<a href="#">03285</a>	2021FAN	ESL-500-03285	Test--Intermediate Multilevel	OEC	7:00AM	M Tu W Th F Sa	Daily	<a href="#">0</a>
<a href="#">10491</a>	2022SPN	VBUS-119-10491	Intro to Keyboarding	OEC	7:00AM	M Tu	Daily	<a href="#">0</a>