Non-Attendance and Midterm Verification Guide

Drop for Non-Attendance

The drop for non-attendance process is an automatic approach to remove students from classes in which they fail to meet the attendance requirements. The process can be completed anytime throughout the class meeting dates where a student needs to be dropped. Every day the system deregisters students that are tagged through the process below for non-attendance.

Non-Attendance Steps

- 1. Log in to WebAdvisor for Faculty.
- 2. Click "Midterm Verification/Final Grading".
- 3. Select the '*Midterm/Intermediate*' option.
- 4. Select the *course/section* in which the student is enrolled and click submit.
- 5. In the student column, enter a "W" grade in the midterm grade <u>And</u> the last date of attendance. If the student never attended the class, click the Never Attended Box. Failure to do so will result in the error message below:

										N	Midterm Gradi	ıg							
Please	enter	a last d	late of	attenda	nce or sel	ect "never atte	nded." - 09130	31											
Please ma	ike sure evi a "W" grade	ery student l	isted on th	e class roste	has a midterm	grade of "S" or "W" next	to them. Do not use an	y other letter	grades be	sides an "	"S" or "W". An "S" midterm gr	le is issued for stu-	dents who are actively a	ttending class a	nd a "W" grad	e is for those students	you wish to withdraw fr	rom your class for n	on-atten
you 13300	a w graa	s then you h	luat provid		orationuarice	or check the never ditern		a une vreicon	ne oemer e	Joordinate	or in you have any questions.	GAL 3731.							
Class Nome	AUT 401	7 003																	
Title	Auto Ele	ctric & Eleci	ronics I																
Location	Main Ca	mpus East																	
Term	Fall 201	5																	
Instructo	or																		
Instructor Steven Be	or masek																		
Instructor Steven Be Toni Johns	or masek son																		
Instructo Steven Be Toni Johns	or masek son Cross-lis	ited courses	are includ	ed for gradin	ļ.														
Instructo Steven Be Toni Johns Student	or masek son Cross-lis	ited courses	are includ	ed for gradin Midterm	Grade Las	Date of Attendance	e Never Attended	I Class	Credits	CEUs	Cross-Listed Section								
Instructo Steven Be Toni Johns Student Hardnett, (or masek son Cross-lis Gabriel C.	ID 0910812	are inclue Status N	ed for gradin Midterm	i. Grade Lasi	Date of Attendance	Never Attended	I Class	Credits 4.00	CEUs	Cross-Listed Section								
Instructo Steven Be Toni Johns Student Hardnett, o McInerney	or masek son Cross-lis Babriel C. , Michael	ID 0910812 0907350	are includ Status N	ed for gradin Midterm	Grade Las	Date of Attendance	Never Attended	FR FR	Credits 4.00 4.00	CEUs	Cross-Listed Section								
Instructo Steven Be Toni Johns Student Hardnett, (McInemey Salinas, El	or masek son Cross-lis Babriel C. , Michael adio R.	ID 0910812 0907350 0914578	are includ	ed for gradin Midterm	Grade Las	Date of Attendance	Never Attended D	I Class FR FR FR FR	Credits 4.00 4.00 4.00	CEUs	Cross-Listed Section								
Instructo Steven Be Toni Johns Student Hardnett, G McInemey Salinas, El Sanchez J	or masek son Cross-lis Babriel C. , Michael adio R. Salome M	ID 0910812 0907350 0914578	are incluo Status N N N	ed for gradin Midterm	Grade Las	Date of Attendance	Never Attended C	I Class (FR FR F	Credits 4.00 4.00 4.00	CEUs	Cross-Listed Section								
Instructo Steven Be Toni Johns Student Hardnett, (McInerney Salinas, El Sanchez, s	or masek son Cross-lis Babriel C. , Michael adio R. Salome M.	ID 0910812 0907350 0914578 0913031	are incluc Status N N N N	ed for gradin Midterm	Grade Las	Date of Attendance	Never Attended C C C C C C C	I Class (FR FR FR FR FR FR FR FR FR FR	Credits 4.00 4.00 4.00 4.00	CEUs	Cross-Listed Section								

Midterm Verification

A portion of our state funding is determined by the enrollment of students at the midterm of the semester. The Midterm Grading form will display all students that are actively enrolled in the class.

Midterm Verification Steps

- 1. Log in to WebAdvisor for Faculty.
- 2. Select the "Midterm Verification/Final Grading" link and the term for which you are validating.
- 3. Select the *section/course* you are verifying.
- 4. In the student column, enter the appropriate verification letter 'S' or 'W' ONLY, according to the student's activity in the class.

'S' – indicates that the student is actively participating in class *'W'* – indicates that the student is not actively participating in class/fulfilling course requirements. You MUST enter the Last Date of Attendance OR click on the Never Attended Box.

*Please do not enter any other letter grade in the grade column field; otherwise you will receive the error message below and you will be unable to submit your midterm verification:

										1	Midterm Gradi	na					
Grade code A	is inval	id - ,	0910812														
Grade code E	is inval	id - ,	0907350														
Grade code E	is inval	.id - ,	0914578														
Grade code C	is inval	id - ,	0913031														
Grade code A	is inval	.id - ,	0912680														
Please make sure	very student I	isted on th	e class roster	has a midten	rm grade of	S" or "W" nex	ext to them	Do not use any o	her letter grad	des besides an	"S" or "W". An "S" midterm gr	ade is issued for s	tudents who are actively atte	ding class and a "V	grade is for those stude	nts you wish to withdraw fr	om your class for non-atte
you lood of a fir git		ion promo		er atterreerte								a one or or .					
Title Auto E Location Main (Term Fall 2) Instructor Steven Bernasek Toni Johason	lectric & Elect Campus East 15	ronics I															
Title Auto E Location Main i Term Fall 21 Instructor Steven Bernasek Toni Johnson Cross	lectric & Elect ampus East 15 listed courses	ronics I are includ	ed for grading														
Title Auto & Location Main i Term Fall 21 Instructor Steven Bernasek Toni Johnson Cross Student	lectric & Elect Campus East 15 listed courses	ronics I are includ Status	ed for grading	L Grade La:	ast Date o	Attendand	nce Nev	ver Attended	Class_Cre	edits_CEUs	Cross-Listed Section						
Title Auto i Location Main I Term Fall 21 Instructor Steven Bernasek Toni Johnson Cross Student Hardnett, Gabriel C	lectric & Elect campus East 15 listed courses ID 0910812	are includ	ed for grading Midterm C	Srade La	ast Date o	fAttendand	nce Nev	ver Attended	Class Cre ≅R	edits CEUs	Cross-Listed Section						
Tile Auto 1 Location Main Term Fall 21 Instructor Steven Bernasek Toni Johnson Cross Student Hardnett Gabriel C McInerney, Michae	lectric & Elect campus East 15 listed courses ID 0910812 0907350	are includ Status N	ed for grading Midterm C A B	Grade La	ast Date o	Attendanc	nce Nev	ver Attended	Class Cre R	edits CEUs 4.00	Cross-Listed Section						
Tile Auto 1 Location Main Term Fall 21 Instructor Steven Bernasek Toni Johnson Cross Student Hardnett, Gabriel C McInerney, Michae Salinas, Eledio R	lectric & Elect ampus East 15 listed courses ID 0910812 0907350 0914578	are includ Status N N N	ed for grading Midterm C A B B	Grade La:	ast Date o	Attendan		ver Attended	Class Cre R R R	edits CEUs 4.00 4.00 4.00	Cross-Listed Section						
Title Auto I Location Main: Term Fall 21 Instructor Steven Bernasek Toni Johnson Cross Student Hardnett, Gabriel C McInerney, Michae Sainas, Elado R. Sanchez, Salore I	lectric & Elect ampus East 15 listed courses 0910812 0907350 0914578 . 0913031	are includ Status N N N N	ed for grading Midterm C A B B C	Srade La:	ast Date o	f Attendand		ver Attended	Class Cre RR RR RR	dits CEUs 4.00 4.00 4.00 4.00	Cross-Listed Section						
Title Auto I Location Main: Term Fall 21 Instructor Steven Bernasek Toni Johnson Cross Student Hardnett, Gabriel C McInerney, Michae Salinas, Elado R. Sanchez, Salore I Stevens, Wayne	lectric & Elect Campus East 15 listed courses UD 0910812 0907350 0914578 1. 0913031 0912680	are includ Status N N N N N N N N N N N N N N N N N N N	ed for grading Midterm C A B C A	i. Grade La:	ast Date o	Attendan		ver Attended	Class Cre R R R R R R	edits CEUs 4.00	Cross-Listed Section						
Title Auto I Location Meini Term Fal 21 Instructor Steven Bernasek Toni Johnson Cross Student Hardnett, Gabriel C Mcinemey, Michae Salinas, Elado R Sanchez, Salome I Stevens, Wayne	Isted courses Isted courses 0910812 090350 0914578 091331 0912880	are includ Status N N N N N N	ed for grading Midterm C A B C A C	Frade La:	ast Date o	f Attendand		ver Attended	Class Cre R R R R R R	edits CEUs 4.00 4.00 4.00 4.00 4.00 4.00	Cross-Listed Section						
Title Auto I Location Main : Term Fail 21 Instructor Steven Bernasek Toni Johnson Cross Student Hardnett, Gabriel C McInerney, Michae Salmas, Elsdio R. Sanchez, Salome I Stevens, Wayne	lectric & Elect Campus East 15 Isted courses 0910812 0907350 0913031 0912680 tudents lister	are includ Status N N N N N Son this n	ed for grading Midterm (B B C A idterm verifi	Grade La	e, excluding	f <u>Attendand</u>	nce Nev	ver Attended	Class Cre R R R R R R R the course a	edits CEUs 4.00 4.00 4.00 4.00 4.00 4.00 4.00 4.00	Cross-Listed Section	rely pursuing con	πpletion.				
Title Auto I Location Meini Term Fall 21 Instructor Steven Bernasek Toni Johnson Cross Student Hardnett, Gabriel C Mcinemey, Michae Salmas, Elado R. Sanchez, Salome I Stevens, Wayne I certify that the s	lectric & Elect ampus East 15 Isted courses 0910812 0907350 0914578 0914578 0913031 0912680 tudents listed	are includ Status N N N N N I on this n	ed for grading Midterm (B C A idterm verifie	Srade La	ast Date o	f Attendand	ated by a	Ver Attended	Class Cre R R R R R R TR	Edits CEUs 4.00 4.00 4.00 4.00 4.00 4.00 4.00 4.00 4.00 4.00 4.00 4.00	Cross-Listed Section	rely pursuing cor	npletion.				

Additional Information

- Check your class roster frequently to make sure that all students are listed.
- For Midterm due dates, look at the "Important Dates" tab on the Attendance spreadsheet to verify the midterm and other important dates for your class. These dates can vary from course/section to course/section.
- If last date of attendance is less than midterm grade, then the midterm grade must be a 'W' and not an 'S'. Also, if the last date of attendance is after the reporting midterm date, the midterm grade must be 'S'. The 'S' indicates that, at the time of midterm reporting, the student was still actively attending the class.
- The midterm grade must be a 'W' if the Never Attended box is selected.

Frequently Asked Questions

Can I give students a midterm grade of 'A', 'B', 'C', 'D', or 'F'?

No, you cannot assign those grades at the time of reporting midterm verification. You can only submit a grade of 'S' indicating the student is actively participating in class OR 'W' indicating the student

is not actively participating in class/fulfilling the course requirements. If you issue a 'W' you must include the last date of attendance or check the never attended box.

What does 'S' mean?

'S' means that a student is currently participating and attending your class. Giving a grade of 'S' does not mean that the student is successfully passing your class; it only means the student is attending class.

What does 'W' mean?

'W' means that you are withdrawing a student who is not actively pursuing completion of a course or is no longer attending the course. You can withdraw the student by completing the withdrawal process on WebAdvisor. When withdrawing a student, you must provide the last date of attendance or check the never attended box.

I have a student who is not listed on my roster, but is attending class. What do I do?

If the student does not appear on your grading roster, instruct him/her to complete a 'General Petition' form and follow the process to re-enroll in the class. Effective immediately, these petitions will require authorized signatures from the Instructor, Program Coordinator/Chairperson, and the area Dean. Once a General Petition has obtained all authorized signatures, it can be submitted to the Welcome Center (B-100) so the staff can register or re-register the student. If the student is not re-enrolled in class, you will not be able to assign a final grade for the student.

If you have questions regarding Midterm Verification submission or readmitting a student, please contact: Toni Neals Welcome Center Coordinator <u>tonineals@triton.edu</u> 708-456-0300 ext. 3731

Final Grading Submission

There are five steps to successfully submit final grades:

- 1. Log in to your Portal and click WebAdvisor for Faculty.
- 2. Select "Midterm Verification/Final Grading" for the appropriate reporting term.
- 3. Select the class you are grading and then, click on "Final" from the drop down menu.
- 4. Enter the desired grades according to your department's recommendation.
- **5.** Press "submit" to review entry on the grading confirmation screen then, press the OK button to submit final grades.

*Note: Final grades cannot be submitted until you have submitted the midterm grades for the class. You will receive the following error message if midterm grades are not submitted:

FACULTY															Welcome Toni J.!
									Fi	inal Grad	ling				
Midterm Gr	rade m	ust be	entere	d before	e final grade c	an be er	itered - , 08	98727			5				
Class Name PH Title Eth	HL-103-01 thics	10													
Location Ma	ain Camp	us West													
Term Fal	all 2015														
Leke Adeofe															
Toni Johnson															
Student		ID	Status	Grade	Expire Date	Last Dat	e of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section	 	
Burrell, Dushun /	A.	0898727	N	A						FR	3.00	0200			
Carter, Asiah D.	. I	0886598	N	D					s	FR	3.00				
Demery, Jada B.	З.	0914780	N	A					S	FR	3.00				
Escobedo, Bryar	an	0896386	N	W				V	W	FR	3.00				
Galvez, Pascual	ala	0916173	N	F			09/15/2015		W	FR	3.00				
Kenner, Lori		0903989	N	В					s	FR	3.00				
Lepak, Ivanna	1	0892547	N	F			09/25/2015		W	FR	3.00				
Magierska, Adria	iana Z.	0828773	N	В					s	SO	3.00				
Sanchez, Meliss	sa	0908393	N	D					S	FR	3.00				
Wilson, Kahlil		0911679	N	A					s	FR	3.00				
								•	•	•			•	 	
										SUBMIT					

The grading process is very straight forward as shown below. There are four basic entries that you will make:

Standard – Enter the authorized 'A', 'B', 'C', 'D', 'F', 'I', 'P', 'R', and 'W' grades. WebAdvisor final grading accepts only validates grades. *If you enter anything other than an acceptable final grade, you will receive the following error message:*

Grade 'S' is i	nvalid as	s a fin	al grade.	- 0893817		Final Grad	ding				
Class Name BIS-222-0 Title Principles Location Main Can Term Fall 2015 Instructor Richard Chan	05 of Microbiolo pus West	gy									
DeSaundra Johnson											
DeSaundra Johnson Student	ID	Status	Grade	Expire Date	Last Date of Attend	ance Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
DeSaundra Johnson Student Batula, Jonathan M.	ID 0876386	Status N	Grade W	Expire Date	Last Date of Attend	ance Never Attended	Midterm Grade	Class Level	Credits 4.00	CEUs	Cross-Listed Section
Student Batula, Jonathan M. Chaudhry, Madiha S.	ID 0876386 0781231	Status N N	Grade W	Expire Date	Last Date of Attend	ance Never Attended	Midterm Grade S	Class Level FR FR	Credits 4.00 4.00	CEUs	Cross-Listed Section
DeSaundra Johnson Student Batula, Jonathan M. Chaudhry, Madiha S. Chauhan, Roshniben K	ID 0876386 0781231 . 0908621	Status N N OV	Grade W W	Expire Date	Last Date of Attend 09/15/201 10/19/201	Ance Never Attended	Midterm Grade S S S	Class Level FR FR FR	Credits 4.00 4.00 4.00	CEUs	Cross-Listed Section
DeSaundra Johnson Student Batula, Jonathan M. Chaudhry, Madiha S. Chauhan, Roshniben K Gil, Nicole E.	ID 0876386 0781231 0908621 0850193	Status N N OV N	Grade W W W	Expire Date	Last Date of Attend 09/15/201 10/19/201	Ance Never Attended	Midterm Grade S S S S	Class Level FR FR FR SO	Credits 4.00 4.00 4.00	CEUs	Cross-Listed Section
DeSaundra Johnson Student Batula, Jonathan M. Chaudhry, Madiha S. Chauhan, Roshniben K Gil, Nicole E. Graves, Vangelene J.	ID 0876386 0781231 0908621 0850193 0255930	Status N N OV N N	Grade W W W W	Expire Date	Last Date of Attend 09/15/201 10/19/201 10/18/201	Never Attended	Midterm Grade S S S S S S S S S	Class Level FR FR FR SO PA	Credits 4.00 4.00 4.00 4.00 4.00	CEUs	Cross-Listed Section
DeSaundra Johnson Student Batula, Jonathan M. Chaudhry, Madiha S. Chauhan, Roshniben K Gill, Nicole E. Graves, Vangelene J. Sanchez, Diane	ID 0876386 0781231 0908621 0850193 0255930 0893817	Status N N OV N N N	Grade W W W W	Expire Date	Last Date of Attend 09/15/201 10/19/201 10/18/201	Never Attended	Midterm Grade S S S S S S S S S S S S S S S S S S S	Class Level FR FR FR SO PA SO	Credits 4.00 4.00 4.00 4.00 4.00 4.00	CEUs	Cross-Listed Section
Desaundra Johnson Student Batula, Jonathan M. Chaudhry, Madiha S. Chauhan, Roshniben K Gil, Nicole E. Graves, Vangelene J. Sanchez, Diane Smetanina, Olga	ID 0876386 0781231 0908621 0850193 0255930 0893817 0891831	Status N N OV N N N OV	Grade W W W W S	Expire Date	Last Date of Attend 09/15/201 10/19/201 10/18/201	Ance Never Attended	Midterm Grade S S S S S S S S S S S S S S S S S S S	Class Level FR FR FR SO PA SO FR	Credits 4.00 4.00 4.00 4.00 4.00 4.00 4.00	CEUs	Cross-Listed Section

- Withdrawal You can enter a 'W' grade at this time, which will reflect as a 'W' grade on the student's transcript. If a grade of 'W' is provided, you must enter a "Last Date of Attendance". Remember to remove the student from Blackboard if this is an online course.
- Failure Grades (grades of 'F') You must enter a "Last Date of Attendance" for students receiving an 'F' as their final grade. *If you issue a grade of "F" without a Last Date of Attendance, you will receive the following error message:*

					Final Grad	ding					
LDA require	d for 'F	" grade	e - 08918	31							
Class Name BIS.	222.005										
Title Princ	iples of Micro	vpoloide									
Location Main	Campus We	est									
Term Fall 2	015										
Instructor	_										
Richard Chan											
CHORDING SOUTH											
Student	ID	Status	Grade	Expire Date	Last Date of	Never	Midterm	Class	Credite	CEU	Cross-Lis
				Expire bace	Attendance	Attended	Grade	Level	Creaks	CEUS	Section
Batula, Jonathan M.	0876386	N	W		Attendance	Attended	Grade	FR	4.00		Section
Batula, Jonathan M. Chaudhry, Madiha S.	0876386	N N	W		09/15/2015	Attended	Grade S S	FR FR	4.00	CEUS	Section
Batula, Jonathan M. Chaudhry, Madiha S. Chauhan, Roshniben K.	0876386 0781231 0908621	N N OV	W W		Attendance 09/15/2015 10/19/2015	Attended	Grade S S S	FR FR FR FR	4.00 4.00 4.00	CEOS	Section
Batula, Jonathan M. Chaudhry, Madiha S. Chauhan, Roshniben K. Gil, Nicole E.	0876386 0781231 0908621 0850193	N N OV N	W W W		Attendance 09/15/2015 10/19/2015	Attended	Grade S S S S	FR FR FR S0	4.00 4.00 4.00 4.00		Section
Batula, Jonathan M. Chaudhry, Madha S. Chauhan, Roshniben K. Gil, Nicole E. Graves, Vangelene J.	0876386 0781231 0900621 0850193 0255930	N N OV N N	W W W 		Attendance 09/15/2015 10/19/2015 10/18/2015 10/18/2015	Attended	Grade S S S S S S	FR FR FR FR SO PA	4.00 4.00 4.00 4.00 4.00		Section
Batula, Jonathan M. Chaudhry, Madha S. Chauhan, Roshniben K. Git, Nicole E. Graves, Vangelene J. Sanchez, Diane	0876386 0781231 0908621 0850193 0255930 0893617	N N OV N N			Attendance 09/15/2015 10/19/2015 10/18/2015 09/15/2015 09/15/2015	Attended	Grade S S S S S S S S	FR FR FR SO PA SO	4.00 4.00 4.00 4.00 4.00 4.00		Section
Batula, Jonathan M. Chaudhry, Madha S. Chauhan, Roshniben K. Git, Nicole E. Graves, Vangelene J. Sanchez, Diane Smetanina, Olga	0876386 0781231 0900621 0850193 0255930 0893817 0891831	N N OV N N OV	W W W W W F		Attendance 09/15/2015 10/19/2015 10/18/2015 09/15/2015 09/15/2015	Attended	Grade S S S S S S S S S S S	Level FR FR SO PA SO FR	4.00 4.00 4.00 4.00 4.00 4.00 4.00 4.00		Section
Batula, Jonathan M. Chaudhry, Madha S. Chauhan, Roshniben K. Gil, Nicole E. Graves, Vangelene J. Sanchez, Diane Smetanina, Olga Sotelo, Tanya E.	0876386 0781231 0900621 0850193 0255930 0893817 0891831 0755609	N OV N N OV	W W W W F		Attendance 09/15/2015 10/19/2015 10/18/2015 09/15/2015 09/15/2015	Attended	Grade S S S S S S S S S S S S S S S	Level FR FR FR SO PA SO FR SO SO	4.00 4.00 4.00 4.00 4.00 4.00 4.00 4.00		Section

- Incomplete Per College policy, you can issue an 'l' grade to a student. An 'l' grade will become an 'F' grade on the student's permanent record, unless the required coursework is completed within 30 calendar days after the beginning of the next regular semester (i.e., Spring/Summer, Fall terms).
- If you want to shorten the window in which the student will be required to submit their work, you should identify a date between the end date of the class and 30 days into the following semester. Dates entered beyond the 30 day deadline will be updated to reflect a grade of 'F'.

When entering an 'l' grade, make sure to enter an upcoming date. Note: if you enter a date that has passed, the student's grade will automatically change to a grade of 'F'. Example from Fall semester – the date grades were entered was 12/20/2013, the expiration date entered was 01/23/2013 (expire date should be 01/23/2014) the student's grade was automatically populated to a grade of 'F'.

• You cannot change 'l' grades in WebAdvisor once they are posted to the student's record. To change an 'l' grade, submit a Grade Change Form with the appropriate signatures to the Records Office, Student Center, B Building, Room B-216E.

Audit Students

Audit students will automatically have a 'T' grade issued at registration and no other grade will be accepted.

If you have questions regarding Final Grade submission, please contact: Brenda Ferris Student Personnel Clerk II <u>brendaferris@triton.edu</u> 708-456-0300 ext. 3041