

# Attendance Tracking in NU Online

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As of June 30, 2014 (the start of Summer 2014 CPS Quarter), the Attendance Tracking application has been deployed within NU Online (Blackboard for CPS) to provide the ability for instructors to log excused and unexcused absences and track the percentage of absences students miss over the duration of the term. This tool is optional for the majority of CPS courses, but is mandatory for NU Global and Global Classroom courses. Attendance data collected for GPAC students are used to determine attendance probation and violation status.

This document consists of six short sections:

[Accessing Attendance Tracking in NU Online](#)

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[Reviewing Previously Submitted Attendance](#)

[Marking Excused Absences for Future Meets](#)

[Cancelling a Class Meeting \(To Be Submitted or Future\)](#)

[Viewing the Course Attendance Summary](#)

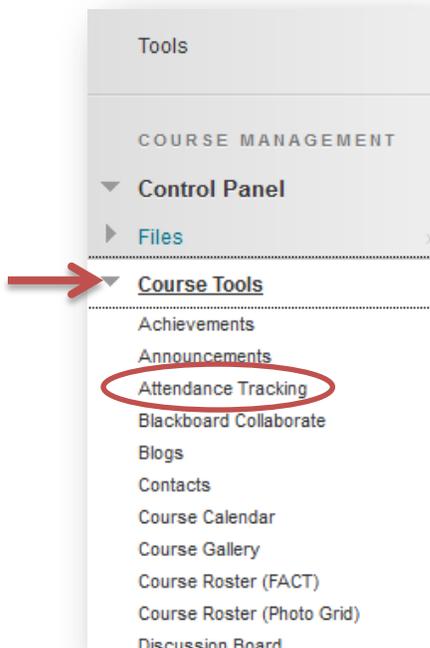
If you have questions about the GPAC or Global Classroom attendance policies and the use of this tool, please contact the NU Global staff at [nuglobal@neu.edu](mailto:nuglobal@neu.edu) or Andrew Johnson at [aw.johnson@neu.edu](mailto:aw.johnson@neu.edu). For technical questions or issues, please contact the IS Service Desk via email at [help@neu.edu](mailto:help@neu.edu), or by phone at 617.373.HELP (x4357), referencing Attendance Tracking in NU Online.

Please note that Northeastern University does not own the clipart images used in this manual and this manual is not intended for republication.

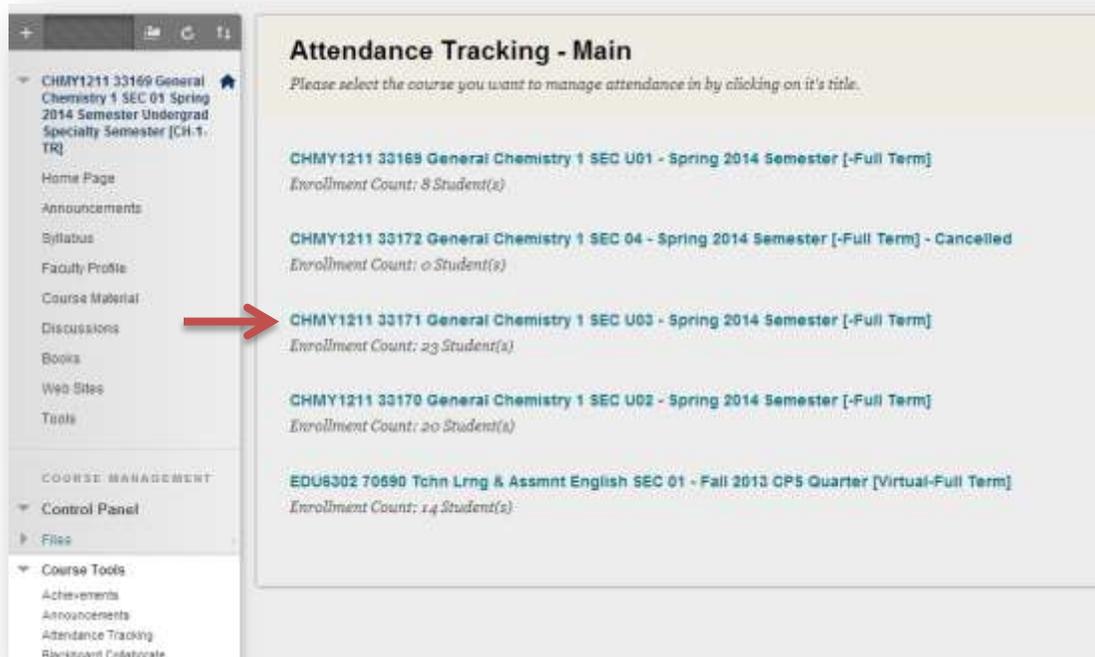
# Accessing Attendance Tracking in NU Online

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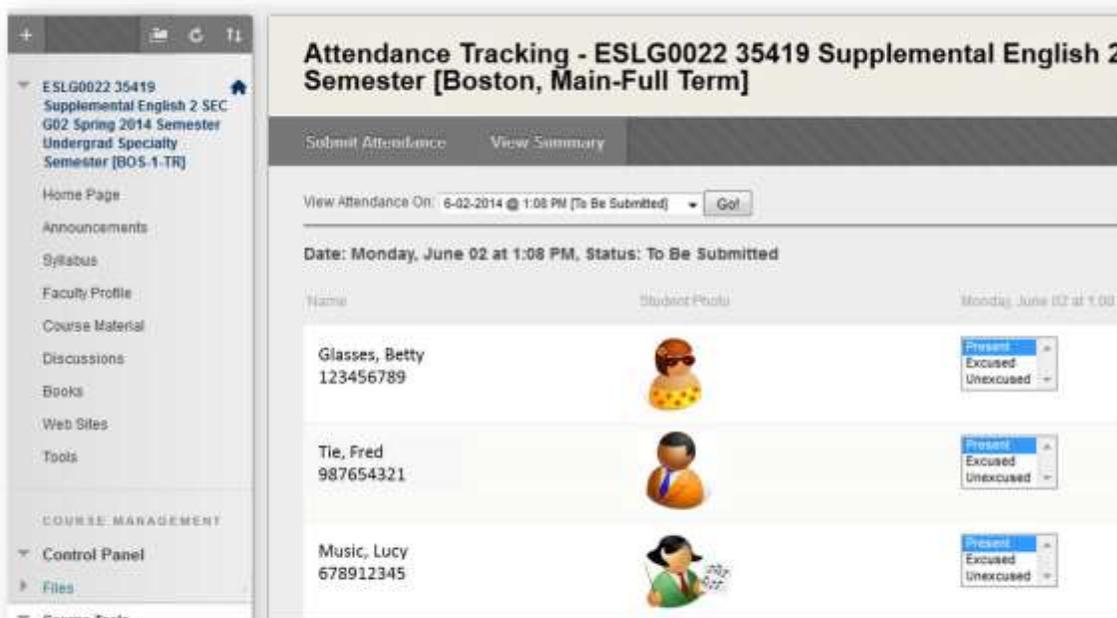
1. Log in to [NU Online](#) (Blackboard for CPS).
2. From the NU Online homepage, click on a course title. Alternately, click on the Courses tab, and then a course title.
3. After clicking on a course title, expand the Course Tools under the Control Panel on the left-hand menu. You will see the menu item for “Attendance Tracking”. Click on this link.



4. If you have merged two or more courses together, you will be presented with a list of the original course sections to select from. Choose from this list by clicking on an original course name. Below is a screenshot of a course that has several different sections merged together. Please skip this step if the course you are working with is not a merged course.

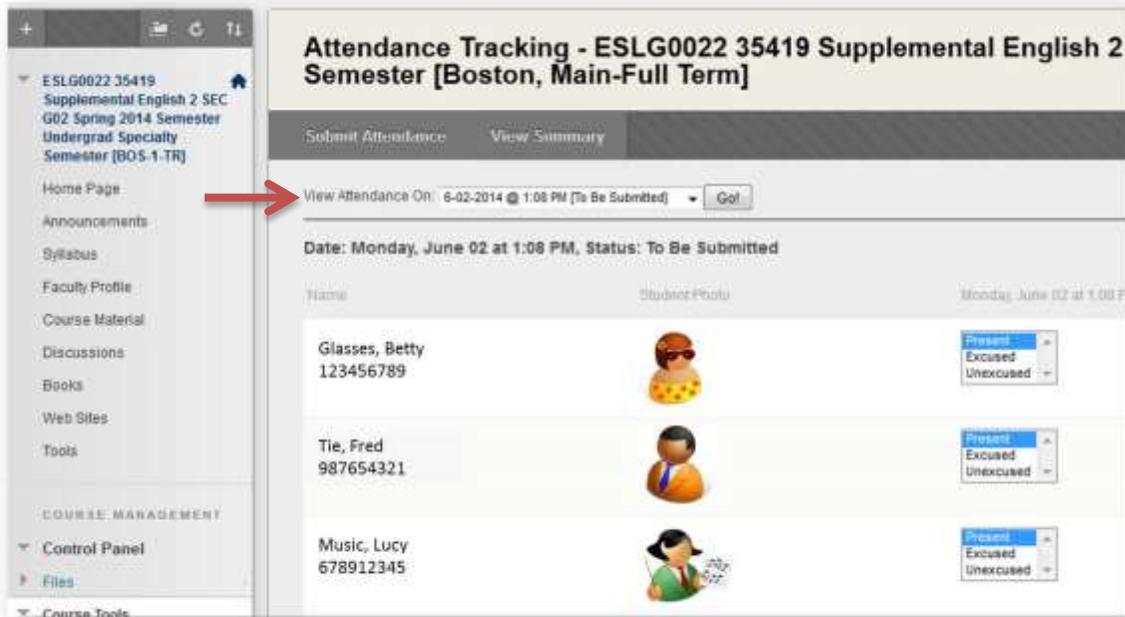


- Once in the attendance tracking application, the students actively enrolled in your course will be listed in alphabetical order by last name. The “View Attendance On” selection will default to the oldest class meeting that hasn’t yet had attendance submitted. Please proceed to the next section in this document to learn about submitting attendance.

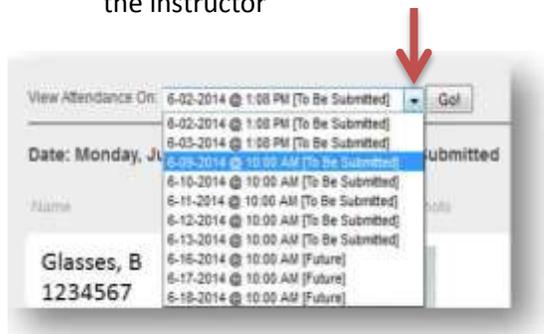


# Submitting Attendance (To Be Submitted)

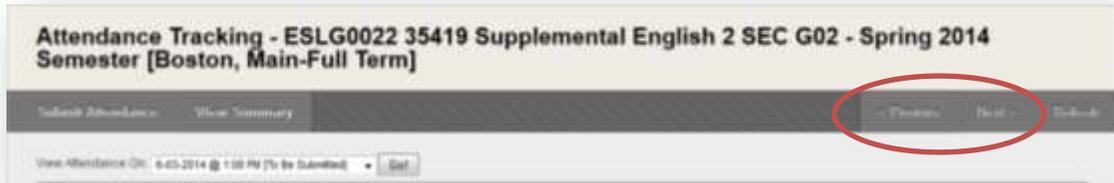
1. When you access the attendance tracking application, the “View Attendance On” will default to the oldest class meeting that hasn’t yet had attendance submitted. In the screenshot below, the class meeting on June 2<sup>nd</sup> at 1pm is displayed.



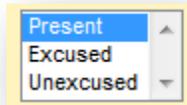
2. If you wish to select a different date, use the picklist to view a list of all class meetings. The “Go” button is typically not needed, but if the page doesn’t automatically refresh to the selected date, it can be used. Note the attendance status is listed next to the date and start time of the course. Meetings can be marked with one of three different status values:
  - a. **Submitted:** these meetings have occurred, and attendance has been submitted
  - b. **To Be Submitted:** attendance has not yet been submitted for these past meetings
  - c. **Future:** these meetings are scheduled in the future
  - d. **No Class:** this indicates the course meeting was cancelled, either by the University or the instructor



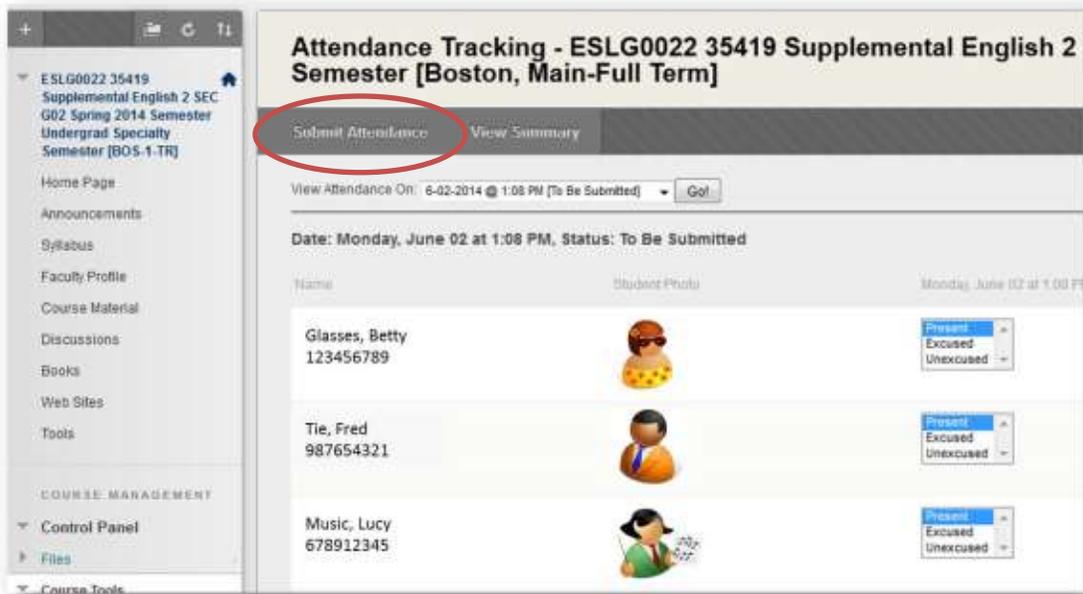
- Alternatively, use the “Previous” and “Next” buttons to navigate through the various course meetings:



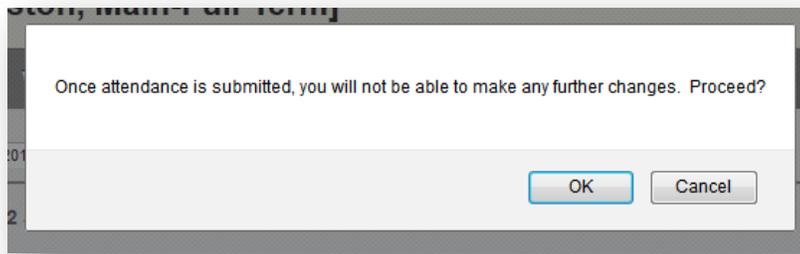
- To submit attendance for a class meeting marked “To Be Submitted”, select “Excused” or “Unexcused” for a student. “Present” is the default value, but you can select it if you make a mistake before you submit the attendance. Please note that unexcused absences will count towards attendance probation and violation calculations for GPAC students.



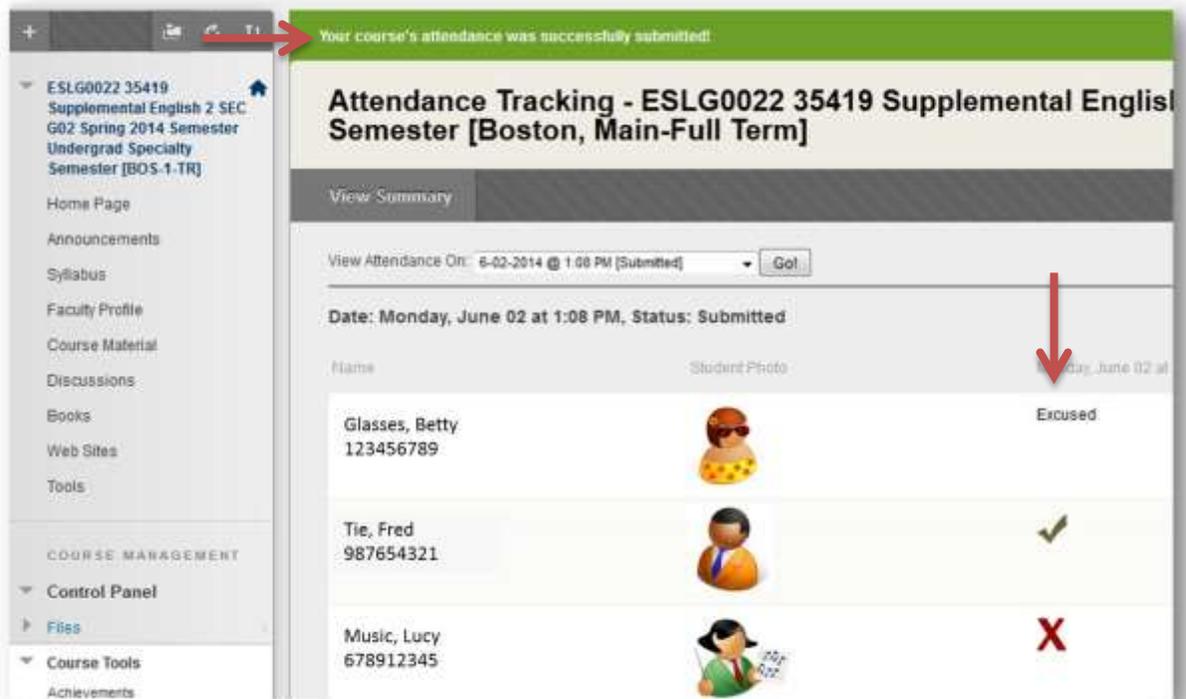
- Once you have completed taking attendance, click the “Submit Attendance” button at the top of the view. Please be aware that you cannot edit attendance once submitted, so please be sure to verify it before clicking the button.



- Click “OK” to submit the attendance for this course meet. Click “Cancel” to continue making edits before submitting.

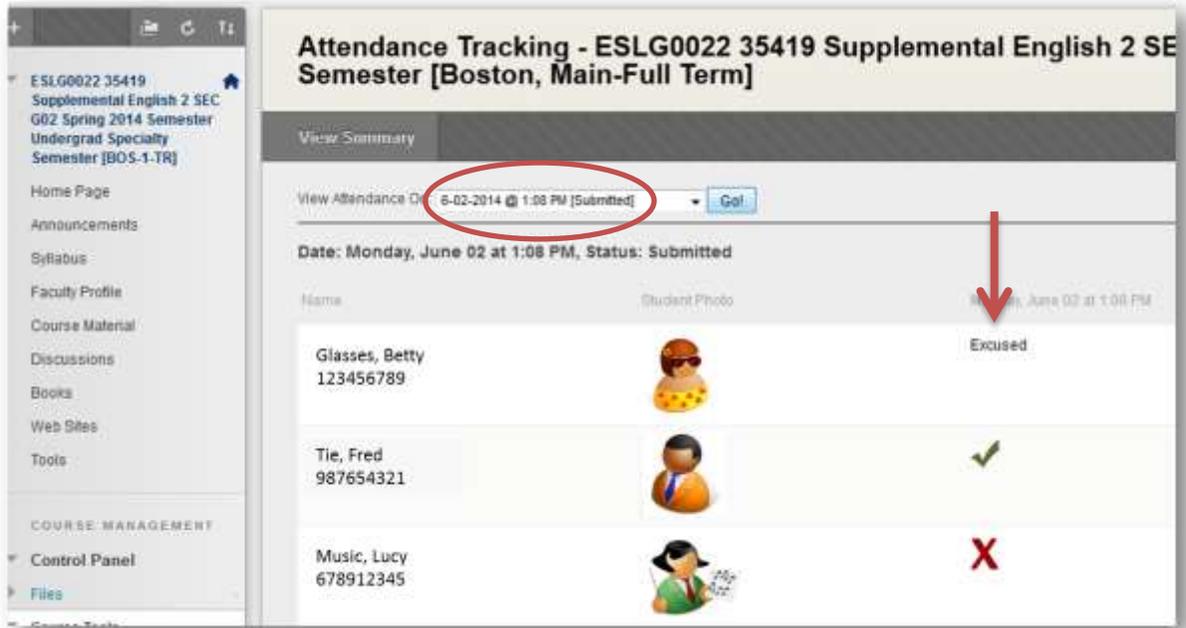


- A green bar at the top of the page will confirm that the attendance was submitted successfully. Note that the attendance is no longer editable. See the next section for more details on viewing previously submitted attendance.



# Reviewing Previously Submitted Attendance

1. Selecting a course meeting with the status “Submitted” displays a read-only view of the attendance information.



2. The green checkmark icon indicates that the student was marked present for this course meeting:



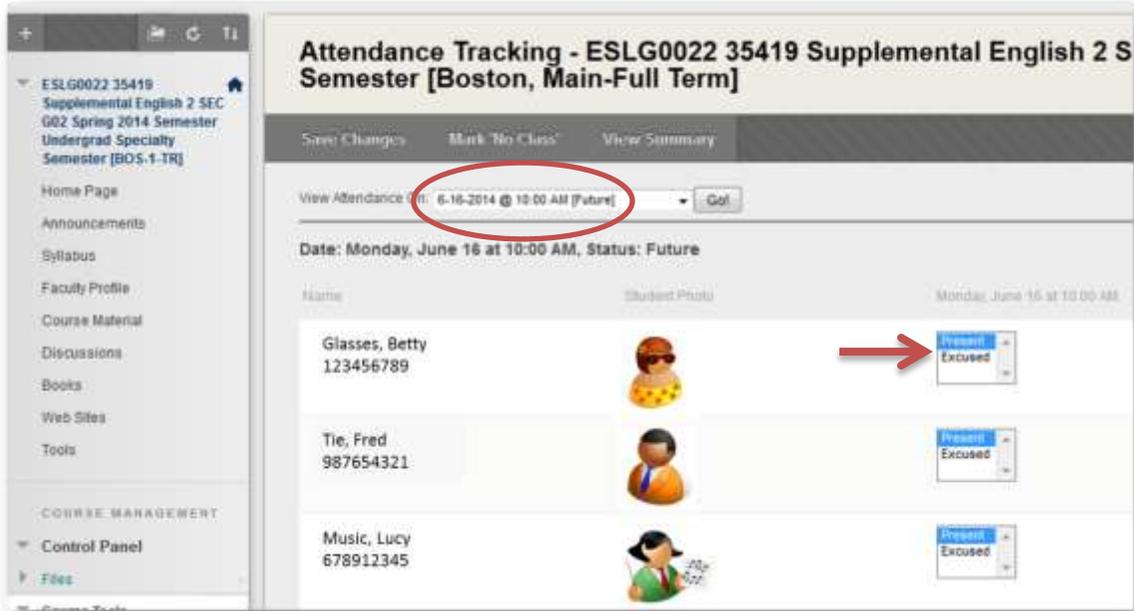
3. The red “X” icon indicates that the student was marked with an unexcused absence. Unexcused absences will count towards attendance probation and violation calculations for GPAC students:



4. For students who were marked with an excused absence, the attendance column will simply state “Excused”. Alternatively, if the column reads “Excused by Administration”, this indicates that that a GPAC administrator received an excuse from the student regarding this course meeting. Please contact Francis Griffin with questions you may have regarding any administration-excused classes.

# Marking Excused Absences for Future Meets

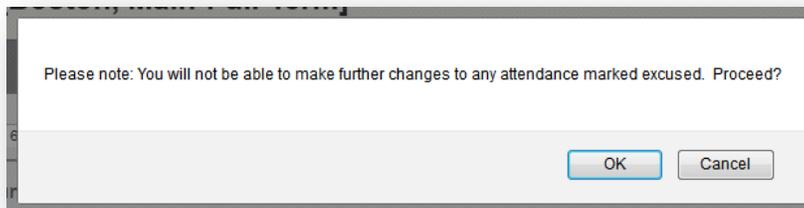
1. You may also update course meetings that haven't yet occurred by selecting a future date from the "View Attendance On" dropdown:



2. If a student presents an excuse for an absence for a future date, you may mark the excused absence in advance (see screenshot above) and then click the "Save Changes" button:



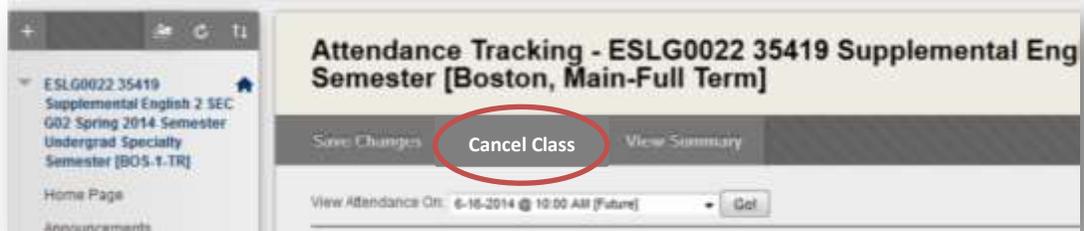
3. Please note, that once an excused absence is saved, you will not be able to modify it. Click "OK" to confirm, or "Cancel" to discard your changes.



# Cancelling a Class Meeting

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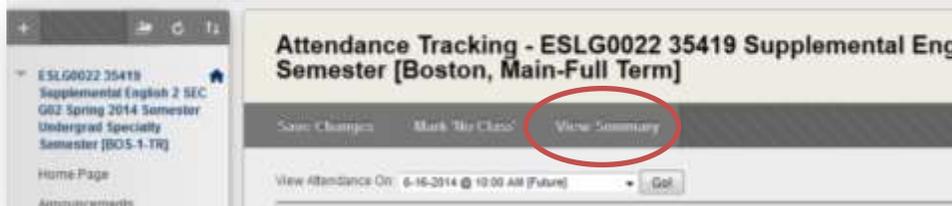
1. For course meetings that are marked as either “To Be Submitted” or “Future”, you can indicate that the class was cancelled by clicking the “Mark No Class” button. Use this for days that the University closes such as snow days or other cancellations. Holidays have already been excluded from the listing of course meetings.



2. If you have cancelled the class by mistake or need to reinstate a cancelled class, click “Uncancel Class”. This will allow you to take attendance for this course meeting.

# Viewing the Course Attendance Summary

1. The Attendance Tracking tool offers a summary view with a total count and percent calculation of unexcused and total absences for each actively enrolled student. Click the “View Summary” button to access this view:



2. This view consists of a number of details. In the example below, none of the visible students have been marked as having an unexcused absence, but Betty Glasses has three excused absences out of the total 10 course meetings in the term for this course. As a result, she has 30% total absences. Because these absences were excused, she has not been put on an attendance probation or violation:

The screenshot shows the 'Attendance Tracking - Summary' view for the same course. It features a table with the following data:

| Name                        | Student Photo | Unexcused Absences | Total Absences | Probation/Violation |
|-----------------------------|---------------|--------------------|----------------|---------------------|
| Glasses, Betty<br>123456789 |               | 0/10<br>0.0%       | 3/10<br>30.0%  | None                |
| Tie, Fred<br>987654321      |               | 0/10<br>0.0%       | 0/10<br>0.0%   | None                |
| Music, Lucy<br>678912345    |               | 0/10<br>0.0%       | 1/10<br>10.0%  | None                |

The table is titled 'Summary of Attendance' and is located under the 'Manage Attendance Tracking' button. The row for Betty Glasses is highlighted with a red box.

3. Click the “Manage Attendance Tracking” button to return to the main views where you can submit additional attendance:

