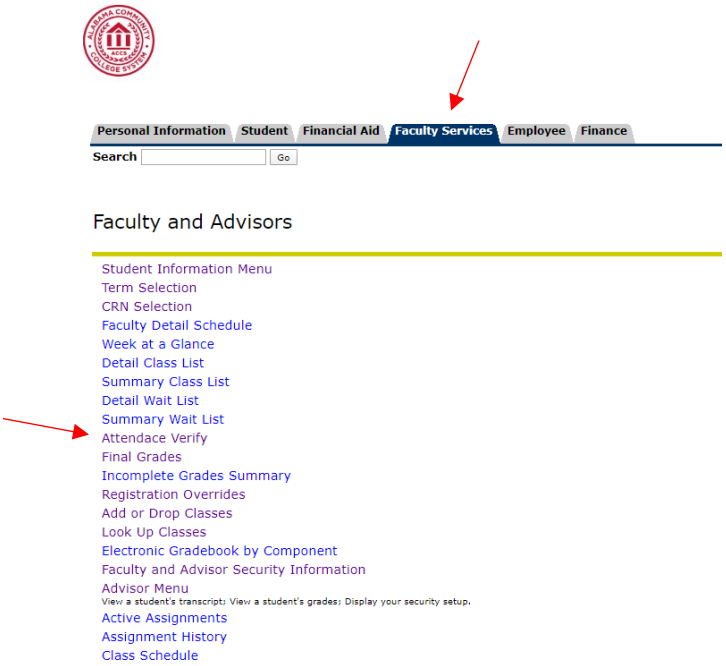
Faculty SSB – Entering Date of Attendance

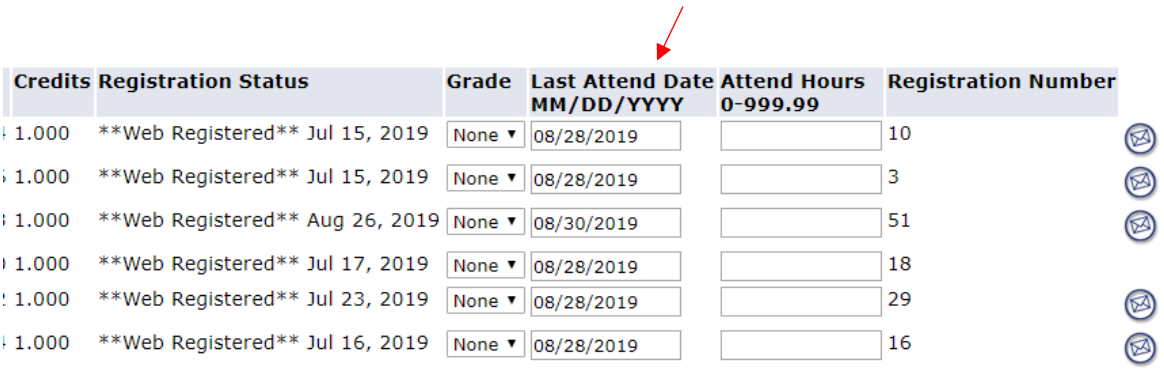
Step 1: Log into **OneACCS**

Step 2: Click **Faculty Services** Tab & Click **Attendance Verify**



Step 4: Select **Current Term** and select **CRN**

Step 5: Enter each student's <u>initial date of attendance</u> in the **"Last Attend Date"** field



Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1.000	**Web Registered** Jul 15, 2019	None	08/28/2019		10
1.000	**Web Registered** Jul 15, 2019	None	08/28/2019		3
1.000	**Web Registered** Aug 26, 2019	None	08/30/2019		51
1.000	**Web Registered** Jul 17, 2019	None	08/28/2019		18
1.000	**Web Registered** Jul 23, 2019	None	08/28/2019		29
1.000	**Web Registered** Jul 16, 2019	None	08/28/2019		16

Step 6: Click **Submit** when finished

Important notes:

- If a student has **NOT attended**, leave the Last Attend Date field blank
- For **online courses**, the student must SUBMIT an assignment in order to be counted attending
- At END OF TERM when posting final grades: if the student received an F or I grade, the Last Attend Date field should be updated to the actual last date of attendance
- At END OF TERM when posting final grades: do not update the Last Attend Date field for grades A, B, C & D

January 2020