ATTENDANCE REPORTING

Step-by-Step Instructions for Online Attendance Reporting via Faculty Webgate

STEP 1
- Log into Webgate, (in order to assure proper attendance reporting, we encourage you to log into Webgate periodically during the first three weeks of classes and report attendance).

STEP 2
- Click on **Faculty & Advisors** on the Main Menu page.
- Select **Mid Term Grades** from the list that appears on the **Faculty & Advisors** page.
- Select a **Term** and **Submit**.
- Select a course from the CRN: drop down box, click the **Submit** button.

STEP 3
- **Input** the appropriate attendance mark for each student (see below example). Please remember to submit attendance for each student, and not leave any student “unmarked”. You may grade one, several, or all of the students at a time by clicking the **submit** button.
- **If a student already has a grade of W or AU posted, please do not enter anything for the student.** If you believe that the student should not be withdrawn or graded as an audit student, please refer the student to the Office of Student Records and Registration.
- When you have completed entering your attendance for that course, click **Submit**.

You do not have to enter WI grades!

Enter “1” if the student has attended at least one class meetings.

Enter “0” if the student has not attended any class meetings.

The last date of attendance for no show students should be reported as one day prior to the start of class.