

Participation Confirmation Quick Guide

<https://fss.sis.clemson.edu/FacultySelfService/ssb/facultyAttendanceTracking#!>

1. Select the “Take Roll” button for the course.

Schedule	Time	Session	Meeting Type
S M T W T F S	16:00	01	Class Take Roll

2. Select the circle next to each student’s name.

One-click = present. Two clicks = absent. Three clicks clears your selection.

Attendance Tracking - Course List - Take Roll

Managerial Economics

Update All... Class

Attendance information for Ashmore, Elizabeth added successfully.

Photo	Full Name	ID	Attendance	Monday 02/20/2023	Wednesday 02/22/2023	Monday 02/27/2023	Wednesday 03/01/2023	Monday 03/06/2023
	Ashmore, Elizabeth	C1	100%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	Ashmore, Elizabeth	C12	0%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Ashmore, Elizabeth	C	0%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. For large classes, the “Update All” button can be used to update all students to present.

Please ensure that you are updating individual records to “Absent” for students who have not participated.

Update All... Class

- Update Empty Records to Present
- Update Empty Records to Absent
- Mark All Present
- Mark All Absent

4. Review the attendance percentage for all students.

Note: there may be a second page of students that need to be reviewed.

- Using the arrows, sort on “Attendance” to see the percentage.
- Any student with 0% needs to be reviewed.
- If the student has **never attended** the class, the student should have a red circle. If attendance has **never been taken**, the circle for the student is blank and attendance needs to be entered.

Participation tips:

- Attendance only needs to be entered **once per student**. If all students were present on the first day of class and you have marked attendance, nothing else needs to be done. **Keep in mind that students could be added to your class, and their participation must be confirmed.**
- The participation module will default to the **current date**. You can **pick any date to enter participation** between the first day of class and the last day to drop without a W. To change the date, click on the calendar and select the date you want to enter attendance.

Attendance

August 2023

Day	Wednesday 09/27/2023	Monday 10/02/2023
	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>

Extended Absence