

ATTENDANCE

Self Service

1. Log into your Self Service account at www.montgomery.edu/self-service.
2. Go to the Faculty section on the homepage. Your courses are listed by term.
3. Select the course title and section of your course.

Section	Times	Locations	Books	Census Dates
Summer 2021				
GSM-235-01: Current Gunsmithing Tech	M/T/W/Th 8:00 AM - 8:50 AM 05-17-2021 - 07-19-2021 M/T/W/Th 9:00 AM - 11:30 AM 05-17-2021 - 07-19-2021 M/T/W/Th 11:40 AM - 2:10 PM 05-17-2021 - 07-19-2021	Blair Hall (100), 169A Classroom Hours Blair Hall (100), 169A Lab/Shop Hours Blair Hall (100), 169A Lab/Shop Hours		
PSY-150-W1: General Psychology	M/T/W/Th/F/Sa/Su - 05-17-2021 - 07-19-2021	Online Via Blackboard, WEB1 Classroom Hours		

4. Select Attendance. The course census date (The last date to drop without a grade) can be found under Deadline Dates. Once your census dates passes, you will go to Census and certify your 10% attendance.

PSY-150-W1: General Psychology

Summer 2021
Main Campus

M/T/W/Th/F/Sa/Su -
05-17-2021 - 07-19-2021
Online Via Blackboard, WEB1 Classroom Hours

Seats Available 9 of 24

Deadline Dates
Last Day to Add
First Day to Drop
Last Day to Drop without a Grade
Last Day to Drop with a Grade

Roster Attendance Census Grading Permissions

08-24-2021 Census

08-24-2021 Census - Certification Opens On 08-24-2021

Once the course reaches the census date, you must certify your 10% attendance within 3 days.

Certify

4. Select the date for attendance from the drop down menu.
5. Select Attendance type for each student by using the drop down menu. Instead of selecting attendance for each individual student, there is an option to mark all present by use of the Update All tab for each date.

No "E" for entry is used with Self Service Attendance. The first Present entered will serve as the student's entry date into your course.

Choose another date from the Select Date menu to continue with attendance.
No Submit required.

Important Notes:

Face-to-face courses: Attendance is required for each date the course meets.

Online courses: Attendance required once each week based on your attendance policy. P for present or A for absent should be entered weekly.

The screenshot shows the 'Attendance' tab selected in a course management system. A dropdown menu for 'Update All' is open, showing options: 'Update All', 'Update Empty Records to Present', and 'Update Empty Records to Absent'. A 'Select Date' dropdown is set to '10/20/2020 (Tuesday)'. A table lists students with columns for 'Student', '8:10 AM', 'Last Attendance Recorded', 'P', 'A', 'E', and 'L'. Two student rows are visible, each with a 'Select Attendance' dropdown.

Student	8:10 AM	Last Attendance Recorded	P	A	E	L
[Redacted]	Select Attendance	11/17/2020	2	0	0	0
[Redacted]	Select Attendance	12/15/2020	3	0	0	0

Never Attended (NA) or Last Date of Attendance Entry (LDA)

Select Grading then Select Final Grade.

NA: Check the Never Attended box for any student who did not enter by your course census date.

LDA: Enter Last Date of Attendance for students who dropped or you unofficially dropped from your course

No Submit required.

[Deadline Dates](#)

Roster Attendance **Grading** Books Permissions Waitlist

Overview **Final Grade**

Student Name ^	Student ID ^	Never Attended ^	Last Date of Attendance ^	Final Grade ^	Expiration Date ^
[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grad v	<input type="text" value="M/d/yyyy"/>