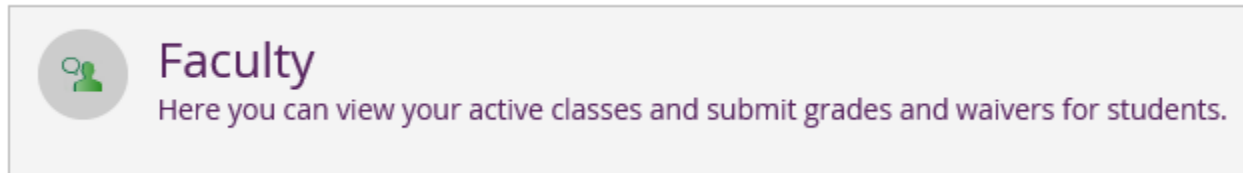


Attendance Grades through Faculty Self-Service

(All faculty are required to report attendance grades each term/semester.)

1. Log in to Trojan Web Express
2. Select Faculty
3. Click on Faculty Self-Service.
4. You will see a tab which says Faculty, similar to the one pictured below. Click on this tab. (If you do not see this option, please submit a helpdesk ticket.)






5. You will see your course or courses. Select the course for which you need to enter attendance grades.

Daily Work ▾ Faculty ▾ Faculty Overview

Manage your courses by selecting a section below

Section	Times	Locations
ACT-2291-TAAA: Principles of Accounting I	M/T/W/Th 10:30 AM - 12:50 PM 5/30/2017 - 6/27/2017	BGRV Bibb Graves, 251 In-Classroom Lecture

6. Click on the grading tab below.

Roster Grading Permissions							
Overview Final Grade							
i Please enter missing final grade(s).							
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 [Redacted]	[Redacted]			A		Junior	3
 [Redacted] (Withdrawn)	[Redacted]			W		Junior	3
 [Redacted]	[Redacted]					Senior	3

7. Click on the Final Grade Tab, as indicated below.

Summer Semester 2017

Troy

M/T/W/Th 10:30 AM - 12:50 PM




5/30/2017 - 6/27/2017

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Roster Grading **Permissions**

Overview

Final Grade




Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 [Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select grade ▼	<input type="text" value="M/d/yyyy"/>	Junior	3
 [Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select grade ▼	<input type="text" value="M/d/yyyy"/>	Junior	3
 [Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select grade ▼	<input type="text" value="M/d/yyyy"/>	Senior	3

8. If a student has **NEVER** attended your course, check the box next to the student's name in the column with the heading "Never Attended."

If a student is currently attending your course, **NO** action is required. You are no longer required to enter a Y or N for attendance grades. When reporting attendance grades, do **NOT** select anything under the Final Grade column. This column will be used to report final end of term grades **ONLY**.

There is no submit button. The system automatically saves the information.

M/T/W/Th 10:30 AM - 12:50 PM
5/30/2017 - 6/27/2017
BGRV Bibb Graves, 251




Roster								Grading		Permissions	
Overview		Final Grade									
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits				
 [Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	A <input type="button" value="v"/>	<input type="text" value="M/d/yyyy"/>	Junior	3				
 (Withdrawn)	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	W <input type="button" value="v"/>	<input type="text" value="M/d/yyyy"/>	Junior	3				
 [Redacted]	[Redacted]	<input checked="" type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select grade <input type="button" value="v"/>	<input type="text" value="M/d/yyyy"/>	Senior	3				

9. If the student attended the course, but has since dropped or withdrawn, enter a Last Date of Attendance (LDA). The LDA is the last day the student actually PARTICIPATED, not the last day they logged in to Blackboard, Canvas, etc. (If a last date of attendance has been entered, please verify the LDA is correct.)

M/T/W/Th 10:30 AM - 12:50 PM
 5/30/2017 - 6/27/2017
 BGRV Bibb Graves, 251

Roster Grading Permissions

Overview **Final Grade**

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 [Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	A	<input type="text" value="M/d/yyyy"/>	Junior	3
 [Redacted] (Withdrawn)	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	w	<input type="text" value="M/d/yyyy"/>	Junior	3
 [Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select grade	<input type="text" value="M/d/yyyy"/>	Senior	3