

Café Web Attendance Help Document

Introduction.....	2
Attendance Roster Input	4
Attendance Basket Input.....	6
Student Finder Attendance History	7
Roster Level Attendance Report - Café Web	9
Creation of Attendance Schedule.....	10
Available Base Reports for Attendance.....	12
Clock Hours Attendance Introduction	16
Clock Hours Attendance Roster Input	17
Clock Hours Roster Level Attendance Report - Café Web	19

Introduction

The Campus Café Attendance Module allows for the inputting of daily attendance (or daily absent tracking), as well as clock hour input at the class roster level and at the student level. The roster input would be used to take attendance for an entire classroom, where the student level input would be used if a student is absent for a day and the user wishes to mark all classes absent under one interface.

The module consists of the following tables:

- **ATTEND** – This table tracks that attendance has been taken by a specific instructor. This is useful to obtain reports that ensure that attendance has been taken. This is important since most institutions track absenteeism rather than attendance, and there may be days when no one is absent.
- **ATSENT** – This table contains the actual records of student who are absent or a record of clock hours attended, and associated codes or comments related to the record.
- **ATSCHD** – This table is system derived and contains a placeholder for all days for which attendance in a class is expected. For example, a class meets Monday and Wednesday for the month of September. The system will create a record for each date occurring on Monday and Wednesday in the month (unless there is exception records in table ATEXCP for holidays, weather outages, etc.). This results in the ability to get attendance reports that show percentages of attendance. If the class met 10 times in the month of September, and the student was absent 2 days, then the percentage attended would be 80%.
- **ATEXCP** – This table contains exception days for holidays and other days where class will not meet and attendance would not be expected.

This module includes:

- Class roster attendance input.
- Course basket attendance input.
- Interface to build scheduled attendance table ATSCHD.
- Attendance history at the roster level.
- Attendance history at the student level (advisor mode).

- Attendance reports

Attendance Roster Input

The screenshot below shows a sample of what a roster might look like for attendance input. The instructor or administrator can input whether a student is absent and also annotate the record with a reason code and comment. The date can be changed to correct prior entries or to enter attendance for a prior date.

Course Roster for Medical Assisting - MED101

Location	Start Date	End Date	Instructor
TU, W, TH 08:00a-05:00p	01/04/2011	03/01/2011	C. Mingus

Course	Student Name	Contact Info	Activity Tracking	Add Tracking	Assignments	Mid-Term Grade	Final Grade	Hours Attended	Minutes Attended	Absent	Attendance Notes	Attendance
MED101-A	Alfred Albany	Contact Info	Activity Tracking	Add Tracking	Assignments	▼ Add-Comment	▼	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	▼	<input type="text"/>
MED101-A	Kristina Daviss	Contact Info	Activity Tracking	Add Tracking	Assignments	▼ Add-Comment	▼	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	▼	<input type="text"/>
MED101-A	Karen (Karrie) Holbrook (release)	Contact Info	Activity Tracking	Add Tracking	Assignments	▼ Add-Comment	▼	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	▼	<input type="text"/>

Absent Checkbox – This field is used to mark a student absent.

Attendance Notes – This field is used to annotate the record with a reason code (user definable STPARM name is ATINFR. This might be used to note that a student was late but not absent.

Attendance Comments – This field is used to further annotate the record with specific ad hoc comments.

Change Date – This field will allow the user to change the date for the attendance to update prior records or take attendance for prior dates.

Attendance Taken – This check box is used to verify that attendance has been taken for the date. This is important since there may be no one absent in the class for a given date. This box must be manually check if this is the case. If any students are marked absent, then this box will be automatically updated for that date.

Submit Absent Records and Comments – This must be clicked to save the attendance for the date. It need only be checked once for all attendance taken for the day.

Attendance History – This will display all attendance history for the selected course.

Attendance Basket Input

The screenshot below shows a sample of what a roster might look like for attendance input at the student level. This input mechanism would be used if a student is absent for a whole day, and the user wishes to mark all of their classes at one time.

Change Attendance Date – This field is used to change the date for the desired attendance day.

Change All Attendance for Current Day – Clicking this button will change all attendance records to the selected drop down item for that day.

Attendance History – This will display all attendance history for the selected course.

Student Finder Attendance History

The screenshot below shows a sample of what the advisor mode in the student finder might look like for getting attendance history at the student level. This is useful to get all attendance for all courses for a student for a term at one time. To access this view, start the advisor mode on the student finder and select a term.

Filters Manage Filters ▾

7 Results Found

▾ ▾ ▾ *MY DEFAULT ▾ Show Photos Email Send Message Download Add Tracking (Batch)

Batch Enrollment WorkFlow List Advisor Mode 201620 - Spring 2016 ▾ Approve Students

Accept (Lock) Courses Of Approved Students

You are in Advisor Mode For 201620 - Spring 2016





Count	Selected	Launch Person	Pre Req Override	Work Jobs	Attend History	ID Number	Last Name	First Name	Email	Mc
1	<input checked="" type="checkbox"/>	Launch Person	Pre Req Override	Work Jobs	Attend History	660089315	Hoffenmeister	Howard	hhoffenmeister@yahoo.com	484-48
2	<input checked="" type="checkbox"/>	Launch Person	Pre Req Override	Work Jobs	Attend History	78518	Holbrook	Karen	karenn@comcast.net	781-82

mid ▾ Highlight All Match Case 2 of 2 matches

The Attend History Link will display all attendance records for the term selected. You may change the term to see attendance history for other periods.

Roster Level Attendance Report - Café Web

The screenshot below shows a sample of what the attendance history would look like for the entire roster for the course. This is useful to get all attendance for all students on a roster at once and there is a printable version.




Signed in as Charles (Chuck) Mingus 

Attendance Report

Attendance Report For -MED101-A

[Return to Roster](#)

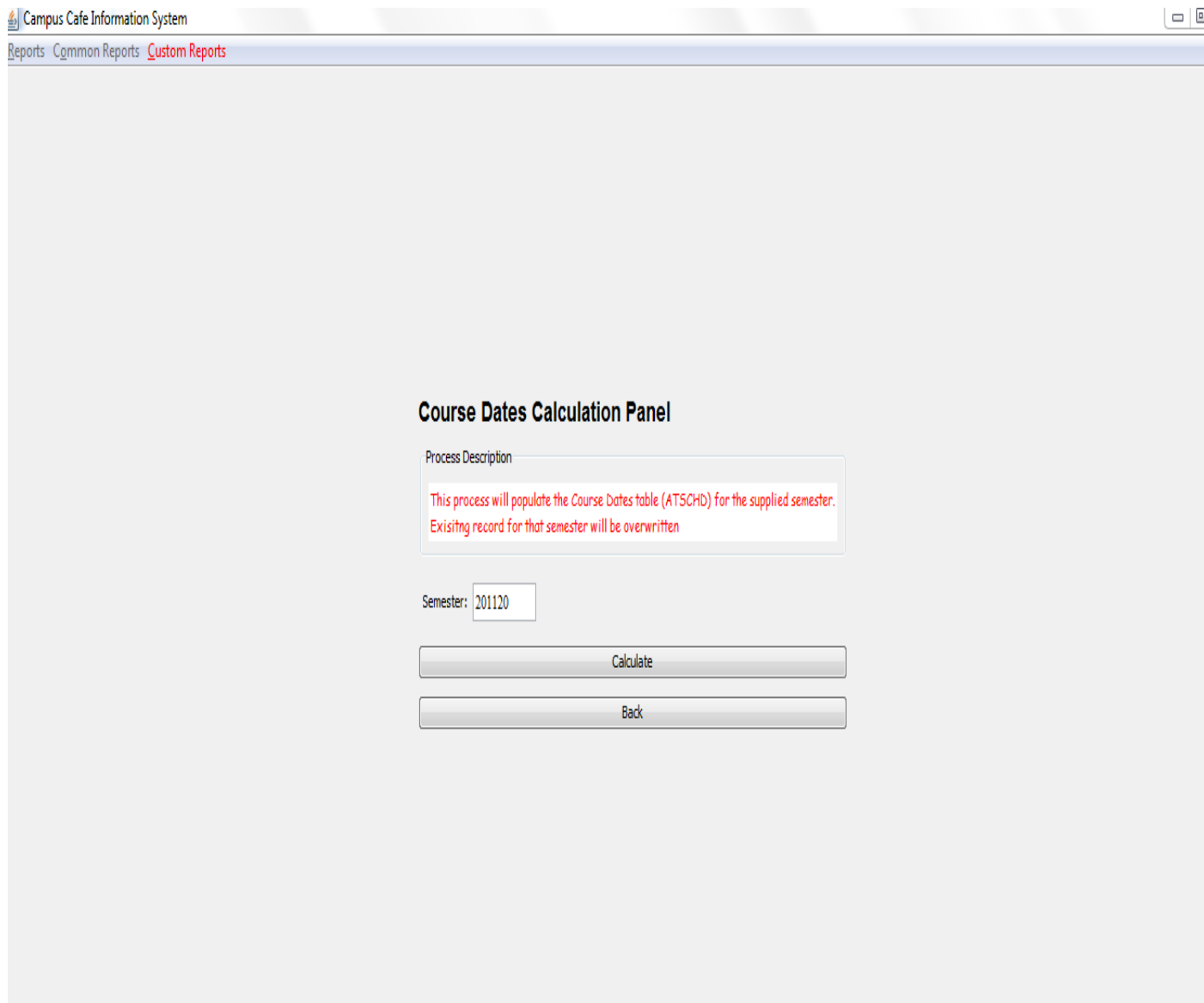
[Print](#)

	Absent?	Semester	Course Number	Date	Section	Infraction Type	Time Attended (Minutes)	Time Attended (Hours)	Comment
Alfred Albany	Y	201620 - Spring 2016	MED101	01/04/2011	A		0.0	0 hours 0.0 minutes	
Alfred Albany	Y	201620 - Spring 2016	MED101	01/05/2011	A		0.0	0 hours 0.0 minutes	
Alfred Albany	Y	201620 - Spring 2016	MED101	01/06/2011	A		0.0	0 hours 0.0 minutes	
Student Total:	3						0.0 minutes	0 hours 0.0 minutes	
Kristina Daviss	Y	201620 - Spring 2016	MED101	01/04/2011	A		0.0	0 hours 0.0 minutes	
Kristina Daviss	Y	201620 - Spring 2016	MED101	01/05/2011	A		0.0	0 hours 0.0 minutes	
Kristina Daviss	Y	201620 - Spring 2016	MED101	01/06/2011	A		0.0	0 hours 0.0 minutes	
Student Total:	3						0.0 minutes	0 hours 0.0 minutes	
Karen (Karrie) Doreen Holbrook MD	Y	201620 - Spring 2016	MED101	01/04/2011	A		0.0	0 hours 0.0 minutes	
Karen (Karrie) Doreen Holbrook MD	Y	201620 - Spring 2016	MED101	01/05/2011	A		0.0	0 hours 0.0 minutes	
Karen (Karrie) Doreen Holbrook MD	Y	201620 - Spring 2016	MED101	01/06/2011	A		0.0	0 hours 0.0 minutes	
Student Total:	3						0.0 minutes	0 hours 0.0 minutes	
Total:	9						0.0 minutes	0 hours 0.0 minutes	

Creation of Attendance Schedule

The attendance schedule is a shell that is created for the term. It contains an occurrence for each session that a class meets within the term. This is useful in comparing the number of times that a class meets vs the number of absences. This file will not create a record for a session if an exception record is created for a holiday or other instance where the class would not meet.

The screenshot below shows a sample of what the interface would look like. This process is run from the Café Client Attendance Module and should be run once the class schedule for the term is established. It can be rerun if changes to the class schedule occur.



The screenshot shows a web application interface for the Campus Cafe Information System. At the top left, there is a logo and the text "Campus Cafe Information System". Below this, there is a navigation menu with "Reports", "Common Reports", and "Custom Reports" (highlighted in red). The main content area is titled "Course Dates Calculation Panel". Underneath the title, there is a "Process Description" section with a text box containing the following text: "This process will populate the Course Dates table (ATSCHD) for the supplied semester. Existing record for that semester will be overwritten". Below the text box, there is a "Semester:" label followed by a text input field containing the value "201120". At the bottom of the panel, there are two buttons: "Calculate" and "Back".

Available Base Reports for Attendance

There are several base reports available for reporting attendance in different formats.

The screenshot shows a web application window titled "Campus Cafe Information System". The navigation menu includes "Reports", "Common Reports", and "Custom Reports". A dropdown menu is open under "Custom Reports", listing several report options: "Attendance by Course and Student", "Attendance by Student and Course and Using Doc Tracking Filter", "Attendance by Student and Course", "Course Discrepancy", "Faculty Attendance Overview", and "Work Job Summary".

The main content area displays the "Course Dates Calculation Panel". It features a "Process Description" box with the following text: "This process will populate the Course Dates table (ATSCHD) for the supplied semester. Existing record for that semester will be overwritten". Below this, there is a "Semester:" label followed by a text input field containing "201120". At the bottom of the panel, there are two buttons: "Calculate" and "Back".

The footer of the application window shows "version 2014-build-167".

Sample Report by Course.

Semester: 201120

Attendance by Course & Student

Report requires the Class Dates Table (ATSCHD) & Attendance Exception Table (ATEXCP) to be populated for the semester being reviewed.

ABCD1234-A Study of Eight Position Course

Karen Holbrook	# Classes: 21	Classes Present: 21	Classes Missed: 0	Exceptions: 0
Katrina Holmeister	# Classes: 0	Classes Present: -1	Classes Missed: 1	Exceptions: 0
ABCD1234-A	# Classes: 21	Classes Present: 20	Classes Missed: 1	Exceptions: 0

BIO101-A Biology

Alfred Albany	# Classes: 41	Classes Present: 41	Classes Missed: 0	Exceptions: 0
Karen Holbrook	# Classes: 41	Classes Present: 39	Classes Missed: 2	Exceptions: 0
Harry Honolulu	# Classes: 0	Classes Present: -2	Classes Missed: 2	Exceptions: 0
BIO101-A	# Classes: 82	Classes Present: 78	Classes Missed: 4	Exceptions: 0

BIO130-A Microbiology

Thomas Teststudent	# Classes: 56	Classes Present: 56	Classes Missed: 0	Exceptions: 0
BIO130-A	# Classes: 56	Classes Present: 56	Classes Missed: 0	Exceptions: 0

BMT101-A Princ Business Mgmt

Karen Holbrook	# Classes: 61	Classes Present: 61	Classes Missed: 0	Exceptions: 0
----------------	---------------	---------------------	-------------------	---------------

Sample Report by Student.

Semester: 201120

Attendance by Student & Course

Report requires the Class Dates Table (ATSCHD) & Attendance Exception Table (ATEXCP) to be populated for the semester being reviewed.

Alfred Albany BIO101-A	660089178	ART - Associates in Art	# Classes: 41	Classes Present: 41	Classes Missed: 0	Exceptions: 0
			# Classes: 41	Classes Present: 41	Classes Missed: 0	Exceptions: 0
Karen Holbrook ABCD1234-A BIO101-A BMT101-A	78518	ACC - Accounting	# Classes: 21	Classes Present: 21	Classes Missed: 0	Exceptions: 0
			# Classes: 41	Classes Present: 39	Classes Missed: 2	Exceptions: 0
			# Classes: 61	Classes Present: 61	Classes Missed: 0	Exceptions: 0
			# Classes: 123	Classes Present: 121	Classes Missed: 2	Exceptions: 0
Katrina Holmeister ABCD1234-A	660089292	DEN - Dental Hygiene	# Classes: 0	Classes Present: -1	Classes Missed: 1	Exceptions: 0
			# Classes: 0	Classes Present: -1	Classes Missed: 1	Exceptions: 0
Harry Honolulu BIO101-A	660089224	ENG - English	# Classes: 0	Classes Present: -2	Classes Missed: 2	Exceptions: 0
			# Classes: 0	Classes Present: -2	Classes Missed: 2	Exceptions: 0
Thomas Teststudent BIO130-A MTH200-A	660089186	ACC - Accounting	# Classes: 56	Classes Present: 56	Classes Missed: 0	Exceptions: 0
			# Classes: 61	Classes Present: 61	Classes Missed: 0	Exceptions: 0

Sample Report of Faculty Attendance Taken

Semester: 201120

FACULTY ATTENDANCE OVERVIEW

By Faculty and Course

Report requires the Class Dates Table (ATSCHD) & Attendance Exception Table (ATEXCP) to be populated for the semester being reviewed.

Rectangular Snip

ABCD1234-A	Study of Eight Position Course	# Times Course Meets: 21	Attendance Taken: 0	Attendance Not Taken: 21	Exceptions: 0
AST201-A	Developmnt Air Power	# Times Course Meets: 20	Attendance Taken: 0	Attendance Not Taken: 20	Exceptions: 0
BIO130-A 1	Microbiology Lab	# Times Course Meets: 8	Attendance Taken: 0	Attendance Not Taken: 8	Exceptions: 0
BIO160-A	Biology of the human brain	# Times Course Meets: 41	Attendance Taken: 0	Attendance Not Taken: 41	Exceptions: 0
BMT101-A	Princ Business Mgmt	# Times Course Meets: 61	Attendance Taken: 0	Attendance Not Taken: 61	Exceptions: 0
ELE201-1	Microproc Assembly	# Times Course Meets: 41	Attendance Taken: 0	Attendance Not Taken: 41	Exceptions: 0
HST141-A	History 141	# Times Course Meets: 61	Attendance Taken: 0	Attendance Not Taken: 61	Exceptions: 0
IDT110-A	Critical Inquiry	# Times Course Meets: 61	Attendance Taken: 0	Attendance Not Taken: 61	Exceptions: 0
MT100 A	Mathematics 100	# Times Course Meets: 61	Attendance Taken: 0	Attendance Not Taken: 61	Exceptions: 0

Clock Hours Attendance Introduction

The Campus Café Clock Hours Attendance Module allows for the inputting of daily attendance at the class roster level and/or at the student level. The roster input would be used to take attendance for an entire classroom. The screen shots below will provide some guidance on how the interface is used. Campus Café also allows for a clock hours to credit hours conversion that can be used for financial aid and other internal calculations. The following table illustrates a typical conversion.

Cosmotogy		
Course title	Academic Hours	Financial Aid (Converted) Hours
COS 111	3	1
COS 112	3	2
COS 113	3	2
COS 114	3	2.4

This module includes:

- Class roster attendance input.
- Attendance history at the roster level.
- Attendance history at the student level.
- Attendance reports

Clock Hours Attendance Roster Input

The screenshot below shows a sample of what a roster might look like for attendance input. The instructor or administrator can input the number of minutes or hours attended and a reason code and comment. The date can be changed to correct prior entries or to enter attendance for a prior date.

Hours and Minutes Attended - These fields are used to enter the clock hours attended in minutes. This may be done manually or potentially from an external source. Generally, attendance reports will include the minutes and a field that is converted into hours.

Attendance Notes – This field is used to annotate the record with a reason code (user definable STPARM name is ATINFR).

Attendance Comments – This field is used to further annotate the record with specific ad hoc comments.

Change Date – This field will allow the user to change the date for the attendance to update prior records or take attendance for prior dates.

Submit Absent Records and Comments – This must be clicked to save the attendance for the date. It need only be checked once for all attendance taken for the day.

Clock hour history report – This will display all clock hour attendance history for the selected course roster.

Clock Hours Roster Level Attendance Report - Café Web

The screenshot below shows a sample of what the clock hour history report would look like for the entire roster for the course. This is useful to get all attendance for all students on a roster at once and there is a printable version.

Return to Last Page Show Attended Days Show Absent Days Show No Record Days Show Exception Days

Clock Hour Report for 201620 - Spring 2016 MED101-A

Name	Days Absent	% Days Attended	Semester	Date	Day #	Infraction Type	Time Attended (Hours)	Time Attended (Minutes)	Course Time (Minutes)	Time Attended %	Time Missed/Total	Time Missed/Total %	Comment
Alfred Albany		100.00%	201620 - Spring 2016	03/15/2016	1		6 hours 0.0 minutes	360	540	66.67%	3 hours 0.0 minutes/150 hours 0.0 minutes	2.00%	
Alfred Albany		100.00%	201620 - Spring 2016	03/16/2016	2		6 hours 0.0 minutes	360	540	66.67%	6 hours 0.0 minutes/150 hours 0.0 minutes	4.00%	
Alfred Albany		100.00%	201620 - Spring 2016	03/17/2016	3		6 hours 0.0 minutes	360	540	66.67%	9 hours 0.0 minutes/150 hours 0.0 minutes	6.00%	
Alfred Albany		75.00%	201620 - Spring 2016	03/22/2016	4		-	-	540	50.00%	18 hours 0.0 minutes/150 hours 0.0 minutes	12.00%	
Alfred Albany		60.00%	201620 - Spring 2016	03/23/2016	5		-	-	540	40.00%	27 hours 0.0 minutes/150 hours 0.0 minutes	18.00%	
Alfred Albany		50.00%	201620 - Spring 2016	03/24/2016	6		-	-	540	33.33%	36 hours 0.0 minutes/150 hours 0.0 minutes	24.00%	
Hide Details	Alfred Albany Total	0	50.00%		6		18 hours 0.0 minutes	1080	3240	33.33%	36 hours 0.0 minutes/150 hours 0.0 minutes	24.00%	No Record Count: 3
Show Details	Kristina Daviss	0	50.00%		6		18 hours 0.0 minutes	1080	3240	33.33%	36 hours 0.0 minutes/150 hours 0.0 minutes	24.00%	No Record Count: 3

This report is color coded and can be filtered by days attended (blue), days absent (yellow), days attendance not taken (pink), and exception days (gray).