

Reporting Student Absences

To be in compliance with federal financial aid and to address class attendance issues, we ask faculty to provide information regarding student absences in UAConnect. This information allows the staff to be notified of those students who have been missing class in a pattern that you believe will be detrimental to their overall performance.

Regular Attendance

The default attendance status is **blank**, which means the student is attending regularly. Nothing needs to be done to the attendance status for these students.

Change Attendance Status

To change the attendance status for those students who have never attended, or who are not attending regularly, follow these steps:

1. Login to your [UAConnect](#) Faculty Homepage. Go to **My Schedule**.
2. Select the **Class Roster** under My Teaching Schedule.
3. Mark those students who are either:
 - **At Risk** (non-regular attendance is having a detrimental impact on class performance) or who have **Never Attended** (have never been to class).

NOTE: If the student is **At Risk**, include the last date of class attendance.

4. Click **Save** when finished.

| Notify | Photo | ID | Email | Name | Grade Basis | Units | Program and Plan | Level | Attendance Status | Last Date Attended |
|--------------------------|-------|----|-------|------|-------------|-------|---|-----------|----------------------|----------------------|
| <input type="checkbox"/> | | | | | Graded | 3.00 | Graduate Engineering - Biological Engineering | Master | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | | | | | Graded | 3.00 | Graduate Engineering - Biological Engineering | Master | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | | | | | Graded | 3.00 | Graduate Engineering - Biological Engineering | Doctorate | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | | | | | Graded | 3.00 | Graduate Engineering - Biological Engineering | Master | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | | | | | Graded | 3.00 | Graduate Engineering - Biological Engineering | Master | <input type="text"/> | <input type="text"/> |

Select All Clear All

Notify Selected Students Notify All Students

Printer Friendly Version

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Save