Web Attendance/Grading for College and Career Readiness
College Staff Training

Target Audience: The target audience for this class includes College and Career Readiness Directors, Coordinators, Administrative Staff, Instructors, and anyone who supports the division by recording attendance and grading in the College Information System (CIS).

Date(s) and Time(s): October 13, 2016
9:00 a.m. – 12:00 p.m.
Please log in 30 minutes prior to class start time.

Delivery Method: Webinar

Register by Date: October 11, 2016

Facilitator(s): Wayne Madry, Business Systems Analyst – CE SME
Rosallene Massey, Business Systems Analyst – CE SME

Prerequisites: None

Course Description: This course enables faculty and designated staff members to track student attendance for scheduled membership classes, non-scheduled membership classes, and contact hour classes through a web interface. This course also demonstrates how auditors can view any attendance roster. It will also explain entry of the “Last Date of Attendance” using the Web Grading module.

Advanced Preparation: Prior to class:
- Print and bring the class documentation, if available, published via the NCLOR at http://exploreteloring.org. To request access to the NCLOR, refer to the CIS Documentation website at: http://www.nccommunitycolleges.edu/college-user-support/cis-documentation
- Webinars are conducted using either Blackboard or Skype for Business. Please ensure your connections to both applications function properly prior to attending a CUST webinar. If you need assistance, please contact your college’s IT Department.
Course Objectives: After completing this session, participants will be able to:

- Troubleshoot and understand Web Attendance Tracking Defaults on XATD
- Identify Web Form Dept/Div Attendance Search (XDAS)
- Identify and understand Attendance Tracking (XWAT) used to enter attendance via the web
- Understand the defaults for the Attendance Entry for Scheduled Membership Sections
- Understand the defaults for the Attendance Entry for Contact Hours
- Discuss, identify, and understand the Scheduled Makeup process
- Understand the Auditor Attendance Search (XAAI) process
- Identify and understand Attendance Comments entries
- Understand the Attendance Tracking Export (XATE) process
- Understand how to access and use the Section Attendance Inquiry (XSAI) form
- Understand how to access and use Attendance Inquiry by Student (XAIS) form
- Understand how to access and use Attendance Tracking Report (XATT)
- Understand how to use the Web Attendance Maintenance (XWBM) form/process
- Understand how to use Web Attendance Archive (XWAAU)
- Understand how to use Web Grading Parameters (GRWP)
- Understand how to use Web Grading tracking

Directions for Joining the Webinar: Join a webinar session by using the meeting link and telephone bridge information provided to you via the "Class Information" email. If you cannot locate the "Class Information" email from the CIS Training Registrar (cistrain@nccommunitycolleges.edu), please contact the College User Support Team at (919) 807-7178 or InternalCUST@nccommunitycolleges.edu and someone will assist you.
A limited number of phone lines are available for the call; therefore, all participants from one institution should meet in the same room with a speakerphone, computer with Internet access, and a projection unit to display the presentation. Contact your college’s IT Department Help Desk if you need assistance.

**Course Evaluation:**

Thank you for attending this training class. The goal of the College User Support Team is to provide the best possible training solutions for the Community College System. You can help us continually improve our training sessions by completing the evaluation for this class. At the conclusion of this class, you will receive an email at the email address you submitted during registration. This email will include a link to our training evaluation. Please complete this evaluation within ten days of receipt. Your input provides our team with valuable feedback about our services.