

# **CFCC**

# **Web Attendance**

# **Manual**

(The information compiled in this document includes documentation from NCCCS Web Attendance Manual and from Cape Fear Community College's Policies and Procedures.)

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## Attendance Tracking Entry by Faculty in WebAdvisor

Faculty can execute the following steps in the order noted below to track student attendance at course section meetings:

1. Login to Web Advisor
2. Track student attendance by clicking the **Web Attendance Tracking** link on the Faculty Menu in WebAdvisor.
3. Branch to the appropriate attendance tracking web form based on the selected Attendance Entry Method.
4. Enter attendance information and Submit to save the data.

### Attendance Tracking

Faculty will complete the following steps to select course section meetings or contact hour sections for tracking attendance:

**Step 1.** Click on the Attendance Tracking link on the Faculty Menu in WebAdvisor.

Attendance Tracking - Windows Internet Explorer  
https://moonbeam.cfcc.edu/WebAdvisor/WebAdvisor?TOKENIDX=8050185549855=25&APP=ST&CONSTITUENCY=WBFC

Attendance Tracking

Cape Fear Community College R18\_Test

CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

FACULTY Welcome R. B. Fancher!

Attendance Tracking

\* = Required

Form Start Date\*

for Batch Entry only

Choose One	Class Name and Title	Del	Mthd	Faculty	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="checkbox"/>	ENG-111-D01M2 Expository Writing	TR	CLASS	B. Bennett, R. Fancher	03/04/09	05/06/09	S	613	12:00 - 13:50	MWF	WILM	2009SP

SUBMIT

CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

WebAdvisor 3.1  
POWERED BY DATATEL

**Step 2. Form Start Date - Required:** Enter a date to start attendance tracking **or** the date to globally update all active students for batch entry methods of unscheduled makeup or class cancelled. An error will be displayed if the date entered is not within the section start and end dates or if the date is in the future. **(The Batch Entry process for cancelled and make-up days is shown in detail beginning on pg. 9 of this manual.)**

**Step 3. Required:** Select section by clicking the radio button in the 'Choose One' field.

**Step 4.** Click the **Submit** button. An error will be displayed if the user does not select a section. The form will be redisplayed to allow the user to correct the invalid data.

After clicking on the **Submit** button, the **Attendance Entry** web form will be displayed if batch entry was **not** selected. The **Attendance Batch Entry** web form will be displayed if the attendance entry method is **Unscheduled Makeup** or **Class Cancelled**.

If the user does not wish to track student attendance at this time, they can click **Faculty Menu** to return to the menu.

### **Scheduled Membership Attendance Entry**

Faculty complete the following steps to enter and maintain student attendance after selecting the **Scheduled Membership** Attendance Entry Method and Form Start Date on the **Attendance Tracking** web form and clicking the **Submit** button.

The form will display the student names, status/status date (links to the student profile), no show status, seat total (number of days in attendance), 10 scheduled meeting dates starting from the attendance start date entered on the Web Attendance Tracking web form, and the last date of attendance. *(Note that the dates appear as they occur...if a date has not happened yet, it will not appear until that date.)* **Enter an attendance type of E, ET or EL to indicate the first day of attendance.** Any **blank dates** after E or ET attendance types **are considered present** and are included in the attendance totals. Web Attendance does not allow you to enter any attendance codes **prior to** one of the 'E' codes.

**No-Shows:** First, **a grade of NS must be entered** on the **Grading Roster** for the course in WebAdvisor. A No-show check box should be checked for any students not in attendance by the census date of the course **after** you have entered the NS grade. Do not check this box until the census date has occurred. **Be careful** entering a check in this field as it writes to the student's course record in Colleague. Once the no-show has been processed by the Registrar's Office in Datatel, the student's **Status** will change to 'Withdrawal' and the date the no-show was processed by the Registrar's Office will appear in the **Status** field as well.

**Drops:** Students who have dropped the course during the drop/add period will be **removed** from the Web Attendance roster. In addition, students who have dropped are also **removed** from the **Grading Roster** for the course in WebAdvisor and **no grade is entered**.

**Withdrawals:** Codes of EL, TL, and L are used to indicate a last day of attendance in a course. Faculty may enter one of these codes for students who withdraw from the course based on the particular student's circumstances. The **Status** field will indicate whether a withdrawal has been processed on the student by the Registrar's Office. Once faculty see that the student has

withdrawn, they **MUST** enter one of the 'L' status codes on the last day of attendance on the web attendance roster for that student. Any attendance codes, previously entered *after* the entry of the 'L' status codes on the withdrawn student, will need to be removed by spacing out the codes. Students who are no-shows will also have a status of "Withdrawn". **No 'L' code needs to be entered for No-Shows.**

### Attendance Entry

Class Name: CAS-3000-01 Networking Technology  
 Meeting: 2007CE2 05/16/07-08/15/07 07:00 - 08:00 MW CLASS  
 Location:  
 Census Date: 05/23/07  
 Form Start Date/Attendance Method: 05/16/07 Scheduled Membership

**Instructors**

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Membership: A = Absent, E = Students first day, EL = Students first and last day, ET = Student entered first day tardy, L = Last day student attended, T = Tardy, TL = Tardy last day.  
 Contact Hours: Enter the number of hours attended in increments of quarter hours.

Student	Status	No Show	Days	0516	0521	0523	0528	0530	0604	0606	0611	0613	0618	Last Date
Attend. Will	<a href="#">Add 05/17/07</a>	<input type="checkbox"/>	10	E										05/18/07
Attended. Never	<a href="#">Add 07/07/09</a>	<input checked="" type="checkbox"/>												
Class. Skip	<a href="#">Add 12/02/09</a>	<input type="checkbox"/>	8	E		T	A		A	A			A	05/18/07

Previous/Next:

**Check All That Apply**

I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.

This is my final submission. All attendance has been entered for this section.

**Step 1. Student Status:** Clicking the **Status** beside the student name in this column will link to the Student Profile web form where you can obtain additional information on the student.

**Step 2. No Show:** A **grade of NS must be entered** on the **Grading Roster** for the course in WebAdvisor, **first**. Check the never attended box on the grading roster to indicate a student never attended class. Once a student has been given a NS grade and the never attended box checked in the grading roster and saved, the never attended check box on your web attendance roster will also show as checked.

**Step 3. Attendance Type:** Valid codes for Scheduled Membership attendance are:

Code	Description	Comments
A	Absent	
E	Entry	First day student entered class
ET	Date entered class, tardy	First day student entered class
EL	First, last date attended	First and last day student entered class, for withdrawals
T	Tardy	
L	Last date of attendance	for withdrawals
TL	Tardy, last date attended	for withdrawals

**Step 4. Previous/Next:** This field will recalculate the Form Start Date and redisplay the form with a new list of dates. You must check the first electronic signature box when going from previous/next pages or an error message requesting you check the electronic signature box will appear.

**Step 5. Electronic Signature:** The first check box serves as a signature confirming the attendance information. This is required if data was added or changed. This includes blank dates after E or ET attendance types. This also includes navigating the Previous/Next drop down menu as well. The second check box serves as a **final submission** indicating all attendance has been entered for the semester. **Do not check the final submission box until you have finalized all attendance for the semester.** Once final submission has occurred, faculty **may not** make any changes to their web attendance roster.

**Step 6.** Click the **Submit** button. An error will be displayed if the user does not enter valid attendance type codes or if data is entered for dates that occur in the future. The form will be redisplayed to allow the user to correct the invalid data.

After clicking on the **Submit** button, the menu will be displayed.

If the user does not wish to track student attendance at this time, they can click **Faculty Menu** to return to the menu.

### Contact Hours Attendance Entry

Faculty complete the following steps to enter and maintain student attendance after selecting the Contact Hours Attendance Entry Method and Form Start Date on the Attendance Tracking web form and clicking the **Submit** button.

The form will display the student names, status/status date (links to the student profile), no show status, total hours (number of hours in attendance), 10 non-scheduled meeting starting

from the attendance start date entered on the Web Attendance Tracking web form (including weekends) and the last date of attendance. *(Note that the dates appear as they occur...if a date has not happened yet, it will not appear until that date.)*

**No-Shows:** A grade of NS must be entered on the **Grading Roster** for the course in WebAdvisor, **first**. Check the never attended box on the grading roster to indicate a student never attended class. Once a student has been given a NS grade and the never attended box checked in the grading roster and saved, the never attended check box on your web attendance roster will also show as checked.

**Drops:** Students who have dropped the course during the drop/add period will be **removed** from the Web Attendance roster. In addition, students who have dropped are also **removed** from the **Grading Roster** for the course in WebAdvisor and **no grade is entered**.

**Withdrawals:** If a student withdraws from the course, no time will need to be entered from the date they withdraw. The **Status** field will indicate whether a withdrawal has been processed on the student by the Registrar's Office.

**Attendance Entry**

Class Name ACC-3107-AA1 Accounting  
 Meeting 2008CE1 02/04/08-05/01/08 15:00 - 16:03 MTWTH CLASS  
 Location  
 Census Date 08/20/08  
 Form Start Date/Attendance Method 02/04/08 Contact Hour

**Instructors**  
 Ed Ucate

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Membership A = Absent, E = Students first day, EL = Students first and last day, ET = Student entered first day tardy, L = Last day student attended, T = Tardy, TL = Tardy last day.  
 Contact Hours Enter the number of hours attended in increments of quarter hours.

Student	Status	No Show	Hours	0204	0205	0206	0207	0208	0209	0210	0211	0212	0213	Lat Dat
Attend. Will	<a href="#">New 02/01/08</a>	<input type="checkbox"/>	4.50	1.50		1.50		1.50						
Attend. Never	<a href="#">New 07/05/09</a>	<input checked="" type="checkbox"/>												
Klass. Skip	<a href="#">New 02/01/08</a>	<input type="checkbox"/>	2.50	1.50		1.00								

Previous/Next

**Check All That Apply**

I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.

This is my final submission. All attendance has been entered for this section.

**SUBMIT**

**Step 1. Student Status:** Clicking the **Status** beside the student name will link to the Student Profile web form where you can obtain additional information on the student.

**Step 2. No Show:** A grade of NS must be entered on the **Grading Roster** for the course in WebAdvisor, **first**. Check the never attended box on the grading roster to indicate a student never attended class. Once a student has been given a NS grade and the never attended box

checked in the grading roster and saved, the never attended check box on your web attendance roster will also show as checked.

**Step 3. Attendance Type:** Valid entries for Contact Hours attendance are the number of hours in increments of **quarter hours**. Note faculty **do not use attendance codes when entering attendance on a Contact Hour course**. **A blank date indicates an absence** for a Contact Hour course.

**Step 4. Previous/Next:** This field will recalculate the Form Start Date and redisplay the form with a new list of dates. You must check the first electronic signature box when going from previous/next pages or an error message requesting you check the electronic signature box will appear.

**Step 5. Electronic Signature:** The first check box serves as a signature confirming the attendance information. This is required if data was added or changed. This also includes navigating the Previous/Next drop down menu as well. The second check box serves as a **final submission** indicating all attendance has been entered for the semester. **Do not check the final submission box until you have finalized all attendance for the semester**. Once final submission has occurred, faculty **may not** make any changes to their web attendance roster.

**Step 6.** Click the **Submit** button. An error will be displayed if the user does not enter quarter hour increments for contact hours or if data is entered for dates that occur in the future. The form will be redisplayed to allow the user to correct the invalid data.

After clicking on the **Submit** button, the menu will be displayed.

If the user does not wish to track student attendance at this time, they can click **Faculty Menu** to return to the menu.

## Batch Attendance Tracking – Unscheduled Membership (Make-up Days)

Faculty complete the following steps to enter and maintain student attendance after selecting the **Unscheduled Makeup** Attendance Entry Method and **Form Start Date** on the **Attendance Tracking** web form and clicking the **Submit** button. With the **Unscheduled Makeup** option, the 'Form Start Date' **needs to be the date of the make-up**. In the example below, 020509 is the make-up date. (\*\*Contact hour courses will not use this feature.)

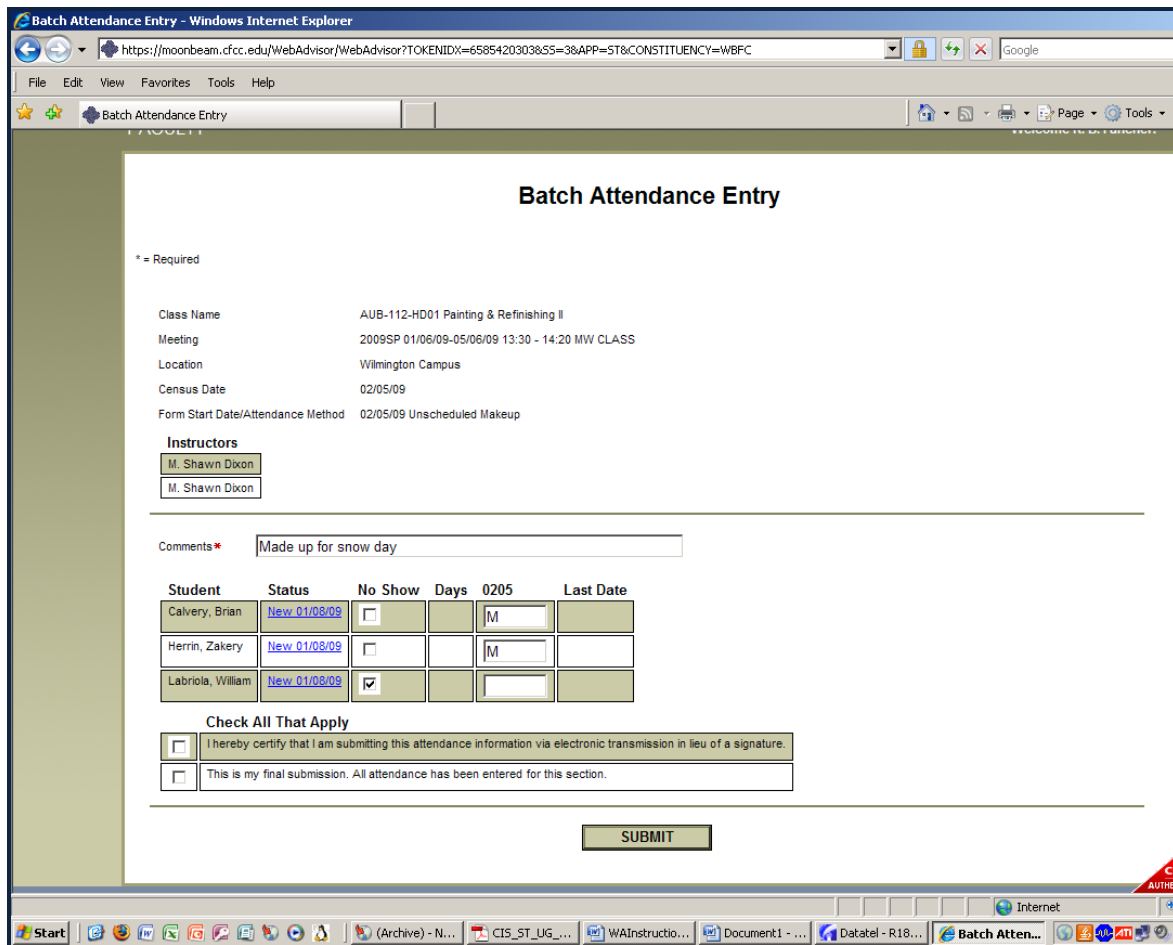
\* = Required

Form Start Date\*

for Batch Entry only

Choose One	Class Name and Title	Del	Mthd	Faculty	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="checkbox"/>	AUB-112-D01 Painting & Refinishing II	TR	LAB	M. Dixon, M. Dixon	01/06/09	05/06/09	K	109	10:30 - 11:20	F	WILM	2009SP
<input type="checkbox"/>	AUB-112-D01 Painting & Refinishing II	TR	LAB	M. Dixon, M. Dixon	01/06/09	05/06/09	K	109	07:30 - 12:20	T	WILM	2009SP
<input type="checkbox"/>	AUB-112-D01 Painting & Refinishing II	TR	CLASS	M. Dixon, M. Dixon	01/06/09	05/06/09	K	107	07:30 - 09:20	M	WILM	2009SP
<input type="checkbox"/>	AUB-112-HD01 Painting & Refinishing II	TR	LAB	M. Dixon, M. Dixon	01/06/09	05/06/09	K	109	13:30 - 15:20	TTH	WILM	2009SP
<input type="checkbox"/>	AUB-112-HD01 Painting & Refinishing II	TR	LAB	M. Dixon, M. Dixon	01/06/09	05/06/09	K	109	14:30 - 15:20	MW	WILM	2009SP
<input checked="" type="checkbox"/>	AUB-112-HD01 Painting & Refinishing II	TR	CLASS	M. Dixon, M. Dixon	01/06/09	05/06/09	K	107	13:30 - 14:20	MW	WILM	2009SP
<input type="checkbox"/>	AUB-122-D01 Non-Structural Damage II	TR	LAB	M. Dixon, M. Dixon	01/06/09	05/06/09	K	109	09:30 - 10:20	F	WILM	2009SP
<input type="checkbox"/>	AUB-122-D01 Non-Structural Damage II	TR	LAB	M. Dixon, M. Dixon	01/06/09	05/06/09	K	109	07:30 - 12:20	W	WILM	2009SP

The form will display the student names, status/status date (links to the student profile), no show status, seat total, Form Start Date entered on the Web Attendance Tracking web form, and the last date of attendance.



**Step 1. Comments - Required:** The user must enter free form comments in this field explaining the reason or method for the make-up date. This will be used **in lieu of** completing the paper Contact Hour Make-Up Schedule form CFCC has used in the past.

**Step 2. Student Status:** Clicking the **Status** beside the student name will link to the Student Profile web form where you can obtain additional information on the student.

**Step 3. No Show:** A grade of **NS must be entered** on the **Grading Roster** for the course in WebAdvisor, **first**. Check the never attended box on the grading roster to indicate a student never attended class. Once a student has been given a NS grade and the never attended box checked in the grading roster and saved, the never attended check box on your web attendance roster will also show as checked.

**Step 4. Attendance Type:** The entries in this field default to the **M – Makeup** attendance type code. Space out any ‘M’ codes that populate for withdrawn students prior to submitting the makeup attendance. **\*\*Note: If a student has withdrawn from your class, you must space out the ‘M’ for that particular student. Otherwise you may get an error message and not be able to complete your batch entry.**

Valid attendance type codes for this web form are:

Code	Description	Comments
M	Makeup	

**Step 5. Electronic Signature:** The first check box serves as a signature confirming the attendance information. This is required if data was added or changed. This also includes navigating the Previous/Next drop down menu as well. The second check box serves as a **final submission** indicating all attendance has been entered for the semester. **Do not check the final submission box until you have finalized all attendance for the semester.** Once final submission has occurred, faculty **may not** make any changes to their web attendance roster.

**Step 6.** Click the **Submit** button. An error will be displayed if the user does not enter quarter hour increments for contact hours or **if data is entered for dates that occur in the future.** The form will be redisplayed to allow the user to correct the invalid data.

After clicking on the **Submit** button, the menu will be displayed.

If the user does not wish to track student attendance at this time, they can click **Faculty Menu** to return to the menu.

## Batch Attendance Entry – Class Cancelled

Faculty or Designated Staff Members complete the following steps to enter and maintain student attendance after selecting the **Class Cancelled** Attendance Entry Method and **Form Start Date** on the **Attendance Tracking** web form and clicking the **Submit** button. With the **Class Cancelled** option, the 'Form Start Date' **needs to be the date of the cancelled class**. In the example below, 020409 is the cancelled class date. (*\*\*Contact hour courses will not use this feature.*)

The form will display the student names, status/status date (links to the student profile), no show status, seat total, Form Start Date entered on the Web Attendance Tracking web form, and the last date of attendance.

**FACULTY** Welcome R. B. Fancher!

### Batch Attendance Entry

\* = Required

Class Name: AUB-112-HD01 Painting & Refinishing II  
Meeting: 2009SP 01/06/09-05/06/09 13:30 - 14:20 MW CLASS  
Location: Wilmington Campus  
Census Date: 02/05/09  
Form Start Date/Attendance Method: 02/04/09 Class Cancelled

**Instructors**

M. Shawn Dixon  
M. Shawn Dixon

Comments\*: Snow day

Student	Status	No Show	Days	0204	Last Date
Calvery, Brian	New 01/08/09	<input type="checkbox"/>		C	
Herrin, Zakery	New 01/08/09	<input type="checkbox"/>		C	
Labriola, William	New 01/08/09	<input checked="" type="checkbox"/>			

**Check All That Apply**

I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.

This is my final submission. All attendance has been entered for this section.

**SUBMIT**

**Step 1. Comments - Required:** The user must enter free form comments in this field explaining the reason or method for the make-up date. This will be used **in lieu of** completing the paper Contact Hour Make-Up Schedule form CFCC has used in the past.

**Step 2. Student Status:** Clicking the **Status** beside the student name will link to the Student Profile web form where you can obtain additional information on the student.

**Step 3. No Show:** A **grade of NS must be entered** on the **Grading Roster** for the course in WebAdvisor, **first**. Check the never attended box on the grading roster to indicate a student never attended class. Once a student has been given a NS grade and the never attended box checked in the grading roster and saved, the never attended check box on your web attendance roster will also show as checked.

**Step 4. Attendance Type:** The entries in this field default to the **C – Cancelled** attendance type code. **\*\*Note: If a student has withdrawn from your class, you must space out the 'C' for that particular student. Otherwise you may get an error message and not be able to complete your batch entry.**

Valid attendance type codes for this web form are:

Code	Description	Comments
C	Cancelled	

**Step 5. Electronic Signature:** The first check box serves as a signature confirming the attendance information. This is required if data was added or changed. This also includes navigating the Previous/Next drop down menu as well. The second check box serves as a **final submission** indicating all attendance has been entered for the semester. **Do not check the final submission box until you have finalized all attendance for the semester.** Once final submission has occurred, faculty **may not** make any changes to their web attendance roster.

**Step 6.** Click the **Submit** button. An error will be displayed if the user does not enter quarter hour increments for contact hours or **if data is entered for dates that occur in the future.** The form will be redisplayed to allow the user to correct the invalid data.

After clicking on the **Submit** button, the menu will be displayed.

If the user does not wish to track student attendance at this time, they can click **Faculty Menu** to return to the menu.

## Example of How Cancelled and Make-up Classes appear in Web Attendance

Note how the batch entry places the 'C' and 'M' attendance codes on each student who has ever been in attendance in the class. These codes will not appear on students who have been marked a No-Show.

Attendance Entry - Windows Internet Explorer

https://moonbeam.cfcc.edu/WebAdvisor/WebAdvisor?TOKENIDX=7756529038&SS=3&APP=5T&CONSTITUENCY=WBFC

Attendance Entry

### Attendance Entry

Class Name: AUB-112-HD01 Painting & Refinishing II  
 Meeting: 2009SP 01/06/09-05/06/09 13:30 - 14:20 MW CLASS  
 Location: Wilmington Campus  
 Census Date: 02/05/09  
 Form Start Date/Attendance Method: 01/06/09 Scheduled Membership

**Instructors**  
 M. Shawn Dixon  
 M. Shawn Dixon

Membership: A = Absent, E = Students first day, EL = Students first and last day, ET = Student entered first day tardy, L = Last day student attended, T = Tardy, TL = Tardy last day.  
 Contact Hours: Enter the number of hours attended in increments of quarter hours.

Student	Status	No Show	Days	0107	0112	0114	0121	0126	0128	0202	0204	0205	0209
Calvery, Brian	New 01/08/09	<input type="checkbox"/>	18	E				A			C	M	
Herrin, Zakery	New 01/08/09	<input type="checkbox"/>	17		ET		A		T		C	M	
Labriola, William	New 01/08/09	<input checked="" type="checkbox"/>											

Previous/Next:

**Check All That Apply**

I hereby certify that I am submitting this attendance information via electronic transmission in lieu of a signature.

This is my final submission. All attendance has been entered for this section.

**SUBMIT**

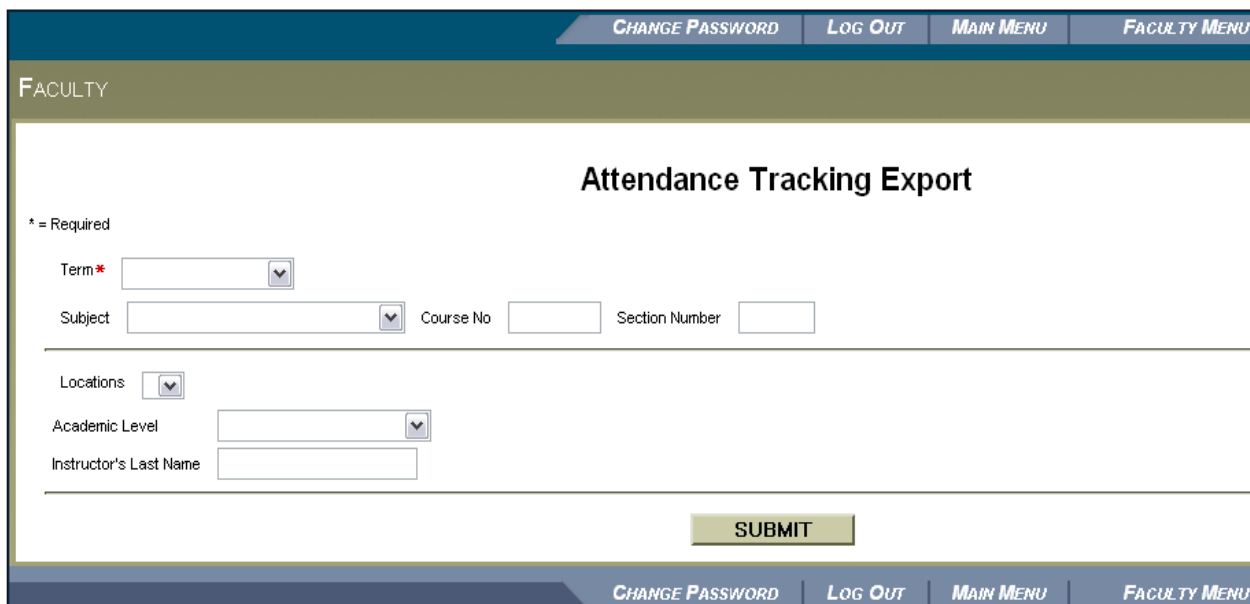
COMODO AUTHENTIC & SECURE

Done Internet 100%

## Attendance Tracking Export

Users can complete the following steps to export course section meetings or contact hour sections to Microsoft **Excel**:

**Step 1.** Click on the Attendance Tracking Export link on the Faculty Menu in WebAdvisor.



The screenshot shows the 'Attendance Tracking Export' form within the Faculty Menu of WebAdvisor. The form is titled 'Attendance Tracking Export' and includes a legend indicating that an asterisk (\*) denotes required fields. The form contains the following fields: 'Term\*' (a dropdown menu), 'Subject' (a dropdown menu), 'Course No' (a text input field), 'Section Number' (a text input field), 'Locations' (a dropdown menu), 'Academic Level' (a dropdown menu), and 'Instructor's Last Name' (a text input field). A 'SUBMIT' button is located at the bottom center of the form. The top and bottom navigation bars of the WebAdvisor interface are visible, with 'FACULTY MENU' highlighted in the top bar.

**Step 2. Term - Required:** Select the Term to view attendance from the dropdown box.

**Step 3. Subject:** Select a Subject from the dropdown box. All Subjects will be included in the selection if this field is left blank.

**Step 4. Course No.:** Enter a Course Number. All Course Numbers will be included in the selection if this field is left blank.

**Step 5. Section Number:** Enter a Section Number. All Section Numbers will be included in the selection if this field is left blank.

**Step 6. Locations:** Select a Location from the dropdown box. All Locations will be included in the selection if this field is left blank.

**Step 7. Academic Level:** Select an Academic Level from the dropdown box. All Academic Levels will be included in the selection if this field is left blank.

**Step 8. Instructor's Last Name:** Enter the last name of the instructor. All instructors will be included in the selection if this field is left blank.

**Step 9.** Click the **Submit** button to initiate the search.

After clicking on the **Submit** button, the **Attendance Export Results** web form will be displayed.

If the user does not wish to export attendance at this time, they can click **Faculty Menu** to return to the menu.

### Attendance Export Results

Complete the following steps to choose course section meetings or contact hour sections to export after specifying selection criteria on the **Attendance Tracking Export** web form and clicking the **Submit** button.

The form will display course section meetings for membership classes or course sections for non-membership classes for the classes matching the selection criteria entered on the Attendance Tracking Export web form.

**Step 1. Choose One - Required:** Select a single section or section meeting from this column.

FACULTY												
Attendance Export Results												
Choose One	Class Name and Title	Del	Mthd	Faculty	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	ACC-3107-01 Accounting	DL	CLASS	E. Ucate	02/04/08	05/01/08	A	22	15:00 - 16:30	MTWTH		2008CE1
<input type="radio"/>	AER-3103-01 Aviation Ground School for Pil	TR	CLASS	S. Moore	02/18/08	03/21/08	A	20	08:00 - 12:00	MWF	1001	2008CE1
<input type="radio"/>	AGR-3009-01 Design, Drainage and Erosion C	TR	CLASS	S. Smith	02/18/08	03/28/08	A	23	18:00 - 20:30	TTH		2008CE1
<b>SUBMIT</b>												

**Step 2.** Click the **Submit** button.

After clicking on the **Submit** button, the **Export Results** web form will be displayed. If the user does not wish to export attendance at this time, they can click **Faculty Menu** to return to the menu.

## Export Results

Complete the following steps to export attendance information to a comma-delimited file format after selecting a course section meeting or contact hour section on the **Attendance Export Results** web form and clicking the **Submit** button.

The form will display student attendance data in a comma-delimited format that can be exported into other applications. The first line of data is header information associated with the attendance types/hours.

**Step 1.** To export the data to Microsoft Excel, highlight the data or right-click on the web screen and choose Select All from the popup menu.

StudentID	LastName	FirstName	Status	Total	05/16/07	05/21/07	05/23/07	05/28/07	05/30/07	06/04/07	06/06/07	06/11/07	06/13/07	06/18/07
0078616	Attend	Will	A	10	E									
0078614	Klass	Skip	A	6	E	T	A	A	A	A				

**Step 2.** Right-click on the web screen again, and choose Copy from the popup menu.

**Step 3.** Open a blank Excel worksheet and select Paste Special from either the Edit menu or the Paste Options icon. Select either Unicode text or text and click OK.

**Step 4.** Select the Paste Options icon and choose the Use Text Import Wizard. (If using Excel 2003, highlight the entire **A** column. Select **Data** from the menu. Then select **Text** to Columns.)

**Step 5.** Choose the Original Data Type of Delimited and the comma as the delimiter.

If the user does not wish to export attendance at this time, they can click **Faculty Menu** to return to the menu.