

Non-Attendance/Non-Participation Reporting Instructions

Instructors

Required Instructor Reporting Dates:

- FULL/TIME 1 Classes
 - Thursday, September 8 (beginning at 12:01 am) – Monday, September 12 (reports must be submitted for all of your Full Semester & Time 1 classes by 11:59 pm on the final day of reporting).
- TIME 2 Classes
 - Tuesday, November 1 (beginning at 12:01 am) – Thursday, November 3 (reports must be submitted for all of your Time 2 classes by 11:59 pm on the final day of reporting).

Please note:

-It is very important that you report non-attendance/non-participation during the required reporting window and through the appropriate means as outlined below.

-For courses with multiple instructors, only the reporting instructor will receive a copy of the email message that is sent to the student.

Instructors Must (complete Steps 1-6):

Step 1: Log into Inside Augsburg and click on “Records & Registration” on the left.

Step 2: Click on “My Classes” on the left.

The screenshot shows the Inside Augsburg website interface. At the top left is the 'INSIDE AUGSBURG' logo. To the right is 'AUGNET SERVICES' and a login status '[Logged in as Crystal Comer]'. Below the logo is a navigation menu with 'Records & Registration' highlighted in red. Under this menu, a list of options includes 'Welcome', 'Course Search/ Register', 'Faculty Tools', 'My Advisees', and 'My Classes', with 'My Classes' highlighted in blue and enclosed in a red box. The main content area displays 'Welcome Crystal Comer' and instructions for faculty to use 'My Advisees' and 'Class Roster'. A text box provides a link for more information on credit hours. A yellow callout box on the right contains an 'Important Alert' about resolving issues before registration.

Step 3: Access the “Class Roster” for each of your courses.

The screenshot shows the Inside Augsburg website interface for 'Class Roster/Grade Entry'. At the top left is the 'INSIDE AUGSBURG' logo. To the right is 'AUGNET SERVICES' and a login status '[Logged in as Crystal Comer]'. Below the logo is a navigation menu with 'Records & Registration' highlighted in red. Under this menu, a list of options includes 'Welcome', 'Course Search/ Register', 'Faculty Tools', 'My Advisees', and 'My Classes'. The main content area displays 'Class Roster/Grade Entry' and instructions to select a class within 60 days of class end. A dropdown menu is shown with 'Select from Current and Future Classes' and a list of courses: '2013 Fall Semester (WEC) - ENL 111-T Effective Writing-TEST' and '2014 Spring Semester (WEC) - ENL 111-T Effective Writing-TEST'. A red box highlights the dropdown menu. A yellow callout box on the right contains a 'NOTE' about grade changes and directory information.

Step 4: In the “Academic Progress” column click on the button to the left of “No” for each student that has never attended/participated in your class and has made no contact with you.

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Records & Registration

[Logged in as Crystal Comer]

- Welcome
- Course Search/ Register
- Faculty Tools
- My Advisees
- My Classes

Class Roster/Grade Entry

Select a class to see roster and grading options (within 60 days of class end). Select some or all grades and click "Submit!" at the bottom. Unset grades remain available for later submission.

2014 Spring Semester (WEC) - ENL 111-T Effective Writing-TEST

Include all past classes in the selection list

[View Course Detail \(location, schedule, etc\)](#)

[Attendance Sheet](#)

NOTE: Submitted grades can only be changed by contacting the **office of the Registrar**.
Directory information may not be available for past students and those that have protected that information.

Student	Academic Progress	Grading Option	Final Grade Code
 Auggie, Ima auggie@augsborg.edu Weekend College Student 612-555-1000 CB 555	Non-Attendance/ Non-Participation Required Reporting Has this student attended/participated? <input checked="" type="radio"/> Yes <input type="radio"/> No <small>(Submit report below)</small>		
Total Students: 1		Submit Reports!	

Step 5: After identifying all non-attending/non-participating students, click the "Submit Reports" button at the bottom. As long as the reporting window is still open you can make changes even after the report has been submitted. If you made a mistake and the reporting window is closed please notify registrar@augsborg.edu right away.

Records & Registration

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2014 Spring Semester (WEC) - ENL 111-T Effective Writing-TEST

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Total Students: 1		Submit Reports!	

STEP 6: If you are contacted by the student you must forward the result of the conversation to registrar@augsborg.edu

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After the instructor reporting timeframe closes the following automated email will be sent to the student:

(cc to Instructor and Academic Advisor)

Subject: IMMEDIATE ACTION REQUIRED - Augsburg Attendance Alert for [course]

[preferred_name],

You have been reported as not attending [course].

ACTION REQUIRED:

You must reply to this email no later than [deadline_description] if you plan to continue in this course. *You will be dropped from this course and your financial aid will be re-evaluated if you fail to reply to this email by the deadline.* You will be billed a Failure to Withdraw Fee of up to \$300. Students who have been dropped and wish to re-enroll must submit an Academic/Financial Petition.

For information on how this may impact your long term plan, contact your Academic Advisor: [acad_adv_name], Email: [academic_advisor_email] Phone: [acad_adv_phone].

For information on how this drop may impact your financial aid please contact Student Financial Services.
Email: studentfinances@augsborg.edu Phone: 612-330-1046.

Student: [full_name]

ID: [student_no]