

# Non-Attendance/Non-Participation Reporting Instructions

## Instructors

Required Instructor Reporting Dates:

- FULL/TIME 1 Classes
  - Wednesday, January 18 (beginning at 12:01 am) – Friday, January 20 (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, March 7 (beginning at 12:01 am) – Thursday, March 9 (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, and at the top right is 'AUGNET SERVICES'. Below the logo is the 'Records & Registration' menu, which includes 'Welcome', 'Course Search/ Register', 'Faculty Tools', 'My Advisees', and 'My Classes'. The 'My Classes' option is highlighted with a red box. To the right of the menu is a 'Welcome Crystal Comer' message for a user logged in as 'Crystal Comer'. The message includes instructions for faculty to select 'My Advisees' or 'Class Roster' and provides a link for more information. A yellow callout box on the right contains an 'Important Alert' about resolving issues before registering for new courses and provides contact information for the Enrollment Center.

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

The screenshot shows the Inside Augsburg website interface for the 'Class Roster/Grade Entry' page. At the top left is the 'INSIDE AUGSBURG' logo, and at the top right is 'AUGNET SERVICES'. Below the logo is the 'Records & Registration' menu, which includes 'Welcome', 'Course Search/ Register', 'Faculty Tools', 'My Advisees', and 'My Classes'. The 'My Advisees' option is highlighted with a red box. To the right of the menu is a 'Class Roster/Grade Entry' message for a user logged in as 'Crystal Comer'. The message includes instructions to select a class to see roster and grading options within 60 days of class end and to click 'Submit!' at the bottom. A dropdown menu is shown with the following options: '2013 Fall Semester (WEC) - ENL 111-T Effective Writing-TEST' and '2014 Spring Semester (WEC) - ENL 111-T Effective Writing-TEST'. A yellow callout box on the right contains a 'NOTE' about grade changes and provides contact information for the Registrar.

**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.

# Non-Attendance/Non-Participation Reporting Instructions

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

**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.

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

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

**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](mailto:registrar@augsborg.edu) right away.

Records & Registration

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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

**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.

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

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

**STEP 6:** If you are contacted by the student you must forward the result of the conversation to [registrar@augsborg.edu](mailto:registrar@augsborg.edu)

## Non-Attendance/Non-Participation Reporting Instructions

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](mailto:studentfinances@augsborg.edu) Phone: 612-330-1046.

Student: [full\_name]

ID: [student\_no]