

Brent Griffin

From: Sandie Davis
Sent: Monday, August 22, 2011 2:38 PM
To: FULL TIME FACULTY ON ALL CAMPUSES (E); PART TIME FACULTY ON ALL CAMPUSES (E)
Cc: DEPARTMENT SECRETARIES ON ALL CAMPUSES
Subject: Reporting Attendance

Faculty,

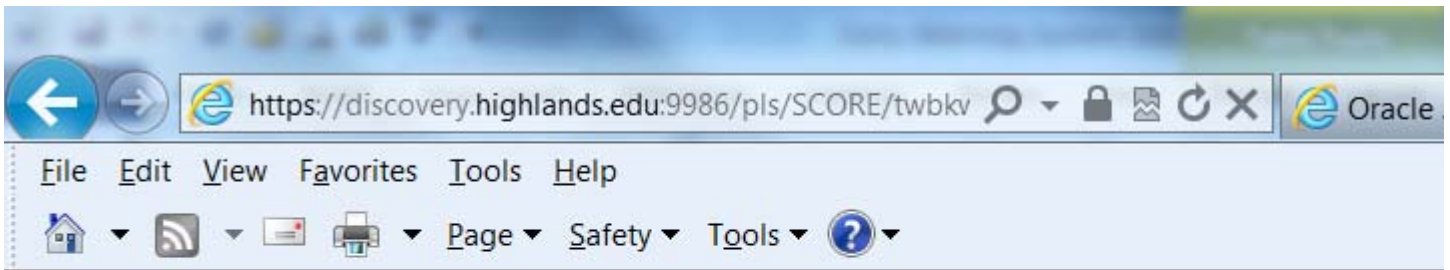
Please forgive me for not sending out the reminder to report student attendance earlier. As you are aware, we are dramatically changing how we report attendance this semester and I have been trying to get the last details in place before sending out the e-mail.

You may now begin inputting those students who have attended your classes. The deadline for submission is below.

PART OF TERM	TERM DATES	NOT ATTENDING
FULL SESSION	08/17/11 – 12/05/11	AUGUST 29, 2011
1 ST PART OF TERM	08/17/11 – 10/10/11	AUGUST 24, 2011
2 ND PART OF TERM	10/11/11 – 12/05/11	OCTOBER 15, 2011
3 RD PART OF TERM	08/17/11 – 10/28/11	AUGUST 29, 2011

For this submission you will use either a NA for never attended or ATD for attending. We will not process drops for non-attendance until after the deadline for each part of term. After a student has been dropped for non-attendance they may not be reinstated in a class.

You will enter this grade via the midterm grade option in SCORE (right above the final grade option). If you need assistance accessing SCORE please view the instruction available online at <http://www.highlands.edu/site/instructor-information#score>.



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SCORE
highlands.edu

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Display student information; View a student's schedule; Process registration overrides; Process a student's re

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View a student's transcript; View a student's grades; Display your security setup.

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Choose Faculty or Advisor role. Only affects View/Release Holds.

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RELEASE: 8.4.1

Please contact Sherri Beideck, Charlene Graham, or me if you have any questions.

Thanks,
Sandie

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