Non-Attendance and Midterm Verification Guide

Drop for Non-Attendance

The drop for non-attendance process is an automatic approach to remove students from classes in which they fail to meet the attendance requirements. The process can be completed anytime throughout the class meeting dates where a student needs to be dropped. Every day the system deregisters students that are tagged through the process below for non-attendance.

Non-Attendance Steps

1. Log in to *WebAdvisor for Faculty.*
2. Click *"Midterm Verification/Final Grading".*
3. Select the *'Midterm/Intermediate'* option.
4. Select the *course/section* in which the student is enrolled and click submit.
5. In the student column, **enter a "W" grade in the midterm grade And the last date of attendance. If the student *never attended* the class, click the *Never Attended Box*.** Failure to do so will result in the error message below:

Midterm Verification

A portion of our state funding is determined by the enrollment of students at the midterm of the semester. The Midterm Grading form will display all students that are actively enrolled in the class.

Midterm Verification Steps

1. Log in to *WebAdvisor for Faculty.*
2. Select the *"Midterm Verification/Final Grading"* link and the term for which you are validating.
3. Select the *section/course* you are verifying.
4. In the student column, enter the appropriate verification letter 'S' or 'W' ONLY, according to the student's activity in the class.
   > *'S' – indicates that the student is actively participating in class*
   >
   > *'W' – indicates that the student is not actively participating in class/fulfilling course requirements. You MUST enter the Last Date of Attendance OR click on the Never Attended Box.*

*Please do not enter any other letter grade in the grade column field; otherwise you will receive the error message below and you will be unable to submit your midterm verification:

Midterm Grading

Grade code A is invalid - , 0910812

Grade code B is invalid - , 0907350

Grade code B is invalid - , 0914578

Grade code C is invalid - , 0913031

Grade code A is invalid - , 0912680

Please make sure every student listed on the class roster has a midterm grade of "S" or "W" next to them. Do not use any other letter grades besides an "S" or "W". An "S" midterm grade is issued for students who are actively attending class and a "W" grade is for those students you wish to withdraw from your class for non-attendance. If you issue a "W" grade then you must provide the last date of attendance or check the never attended box. Please contact the Welcome Center Coordinator if you have any questions at ext. 3731.

Class Name	AUT-127-003
Title	Auto Electric & Electronics I
Location	Main Campus East
Term	Fall 2015

Instructor
Steven Bernasek
Toni Johnson

Cross-listed courses are included for grading.

Student	ID	Status	Midterm Grade	Last Date of Attendance	Never Attended	Class	Credits	CEUs	Cross-Listed Section
Hardnett, Gabriel C.	0910812	N	A		☐	FR	4.00		
McInerney, Michael	0907350	N	B		☐	FR	4.00		
Salinas, Eladio R.	0914578	N	B		☐	FR	4.00		
Sanchez, Salome M.	0913031	N	C		☐	FR	4.00		
Stevens, Wayne	0912680	N	A		☐	FR	4.00		

I certify that the students listed on this midterm verification page, excluding those indicated by a W, are enrolled in the course at the midterm date indicated, and are actively pursuing completion.

[SUBMIT]

By submitting this form, you certify that this information is true and correct to the best of your knowledge and belief.

Additional Information

- Check your class roster frequently to make sure that all students are listed.
- For Midterm due dates, look at the "Important Dates" tab on the Attendance spreadsheet to verify the midterm and other important dates for your class. These dates can vary from course/section to course/section.
- If last date of attendance is less than midterm grade, then the midterm grade must be a 'W' and not an 'S'. Also, if the last date of attendance is after the reporting midterm date, the midterm grade must be 'S'. The 'S' indicates that, at the time of midterm reporting, the student was still actively attending the class.
- The midterm grade must be a 'W' if the Never Attended box is selected.

Frequently Asked Questions

Can I give students a midterm grade of 'A', 'B', 'C', 'D', or 'F'?

No, you cannot assign those grades at the time of reporting midterm verification. You can only submit a grade of 'S' indicating the student is actively participating in class OR 'W' indicating the student

is not actively participating in class/fulfilling the course requirements. If you issue a 'W' you must include the last date of attendance or check the never attended box.

What does 'S' mean?

'S' means that a student is currently participating and attending your class. Giving a grade of 'S' does not mean that the student is successfully passing your class; it only means the student is attending class.

What does 'W' mean?

'W' means that you are withdrawing a student who is not actively pursuing completion of a course or is no longer attending the course. You can withdraw the student by completing the withdrawal process on WebAdvisor. When withdrawing a student, you must provide the last date of attendance or check the never attended box.

I have a student who is not listed on my roster, but is attending class. What do I do?

If the student does not appear on your grading roster, instruct him/her to complete a 'General Petition' form and follow the process to re-enroll in the class. Effective immediately, these petitions will require authorized signatures from the Instructor, Program Coordinator/Chairperson, and the area Dean. Once a General Petition has obtained all authorized signatures, it can be submitted to the Welcome Center (B-100) so the staff can register or re-register the student. If the student is not re-enrolled in class, you will not be able to assign a final grade for the student.

If you have questions regarding Midterm Verification submission or readmitting a student, please contact:
Toni Neals
Welcome Center Coordinator
tonineals@triton.edu
708-456-0300 ext. 3731

Final Grading Submission

There are five steps to successfully submit final grades:

1. Log in to your Portal and click WebAdvisor for Faculty.
2. Select "Midterm Verification/Final Grading" for the appropriate reporting term.
3. Select the class you are grading and then, click on "Final" from the drop down menu.
4. Enter the desired grades according to your department's recommendation.
5. Press "submit" to review entry on the grading confirmation screen then, press the OK button to submit final grades.

Note: Final grades cannot be submitted until you have submitted the midterm grades for the class. You will receive the following error message if midterm grades are not submitted:

Final Grading

Midterm Grade must be entered before final grade can be entered - , 0898727

Class Name   PHL-103-010
Title   Ethics
Location   Main Campus West
Term   Fall 2015
Instructor
Leke Adeofe
Toni Johnson

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
Burrell, Dushun A.	0898727	N	A			☐		FR	3.00		
Carter, Asiah D.	0886598	N	D			☐	S	FR	3.00		
Demery, Jada B.	0914780	N	A			☐	S	FR	3.00		
Escobedo, Bryan	0896366	N	W			☑	W	FR	3.00		
Galvez, Pascuala	0916173	N	F		09/15/2015	☐	W	FR	3.00		
Kenner, Lori	0903989	N	B			☐	S	FR	3.00		
Lepak, Ivanna	0892547	N	F		09/25/2015	☐	W	FR	3.00		
Magierska, Adriana Z.	0828773	N	B			☐	S	SO	3.00		
Sanchez, Melissa	0908393	N	D			☐	S	FR	3.00		
Wilson, Kahlil	0911679	N	A			☐	S	FR	3.00		

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The grading process is very straight forward as shown below. There are four basic entries that you will make:

Standard – Enter the authorized 'A', 'B', 'C', 'D', 'F', 'I', 'P', 'R', and 'W' grades. WebAdvisor final grading accepts only validates grades. *If you enter anything other than an acceptable final grade, you will receive the following error message:*

Final Grading

Grade 'S' is invalid as a final grade. - 0893817

Class Name   BIS-222-005
Title   Principles of Microbiology
Location   Main Campus West
Term   Fall 2015
Instructor
Richard Chan
DeSaundra Johnson

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
Batula, Jonathan M.	0876386	N	W			☑	S	FR	4.00		
Chaudhry, Madiha S.	0781231	N	W		09/15/2015	☐	S	FR	4.00		
Chauhan, Roshniben K.	0908621	OV	W		10/19/2015	☐	S	FR	4.00		
Gil, Nicole E.	0850193	N	W			☑	S	SO	4.00		
Graves, Vangelene J.	0255930	N			10/18/2015	☐	S	PA	4.00		
Sanchez, Diane	0893817	N	S			☐	S	SO	4.00		
Smetanina, Olga	0891831	OV				☐	S	FR	4.00		
Sotelo, Tanya E.	0755609	N				☐	S	SO	4.00		

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- Withdrawal – You can enter a 'W' grade at this time, which will reflect as a 'W' grade on the student's transcript. If a grade of 'W' is provided, you must enter a "Last Date of Attendance". Remember to remove the student from Blackboard if this is an online course.
- Failure Grades (grades of 'F') – You must enter a "Last Date of Attendance" for students receiving an 'F' as their final grade. ***If you issue a grade of "F" without a Last Date of Attendance, you will receive the following error message:***

- Withdrawal – You can enter a 'W' grade at this time, which will reflect as a 'W' grade on the student's transcript. If a grade of 'W' is provided, you must enter a "Last Date of Attendance". Remember to remove the student from Blackboard if this is an online course.
- Failure Grades (grades of 'F') – You must enter a "Last Date of Attendance" for students receiving an 'F' as their final grade. ***If you issue a grade of "F" without a Last Date of Attendance, you will receive the following error message:***

- Incomplete – Per College policy, you can issue an 'I' grade to a student. An 'I' grade will become an 'F' grade on the student's permanent record, unless the required coursework is completed within 30 calendar days after the beginning of the next regular semester (i.e., Spring/Summer, Fall terms).
- If you want to shorten the window in which the student will be required to submit their work, you should identify a date between the end date of the class and 30 days into the following semester. Dates entered beyond the 30 day deadline will be updated to reflect a grade of 'F'.

When entering an 'I' grade, make sure to enter an upcoming date. *Note: if you enter a date that has passed, the student's grade will automatically change to a grade of 'F'. Example from Fall semester – the date grades were entered was 12/20/2013, the expiration date entered was 01/23/2013 (expire date should be 01/23/2014) the student's grade was automatically populated to a grade of 'F'.*

- You cannot change 'I' grades in WebAdvisor once they are posted to the student's record. To change an 'I' grade, submit a Grade Change Form with the appropriate signatures to the Records Office, Student Center, B Building, Room B-216E.

Audit Students

Audit students will automatically have a 'T' grade issued at registration and no other grade will be accepted.

If you have questions regarding Final Grade submission, please contact:
Brenda Ferris
Student Personnel Clerk II
brendaferris@triton.edu
708-456-0300 ext. 3041