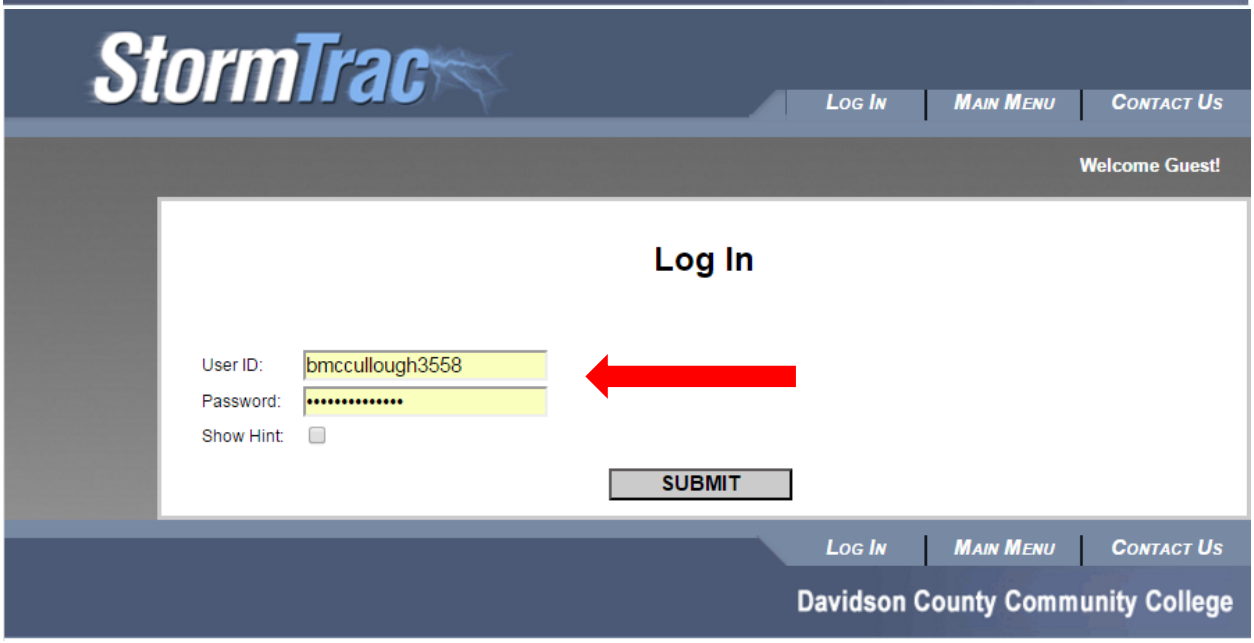
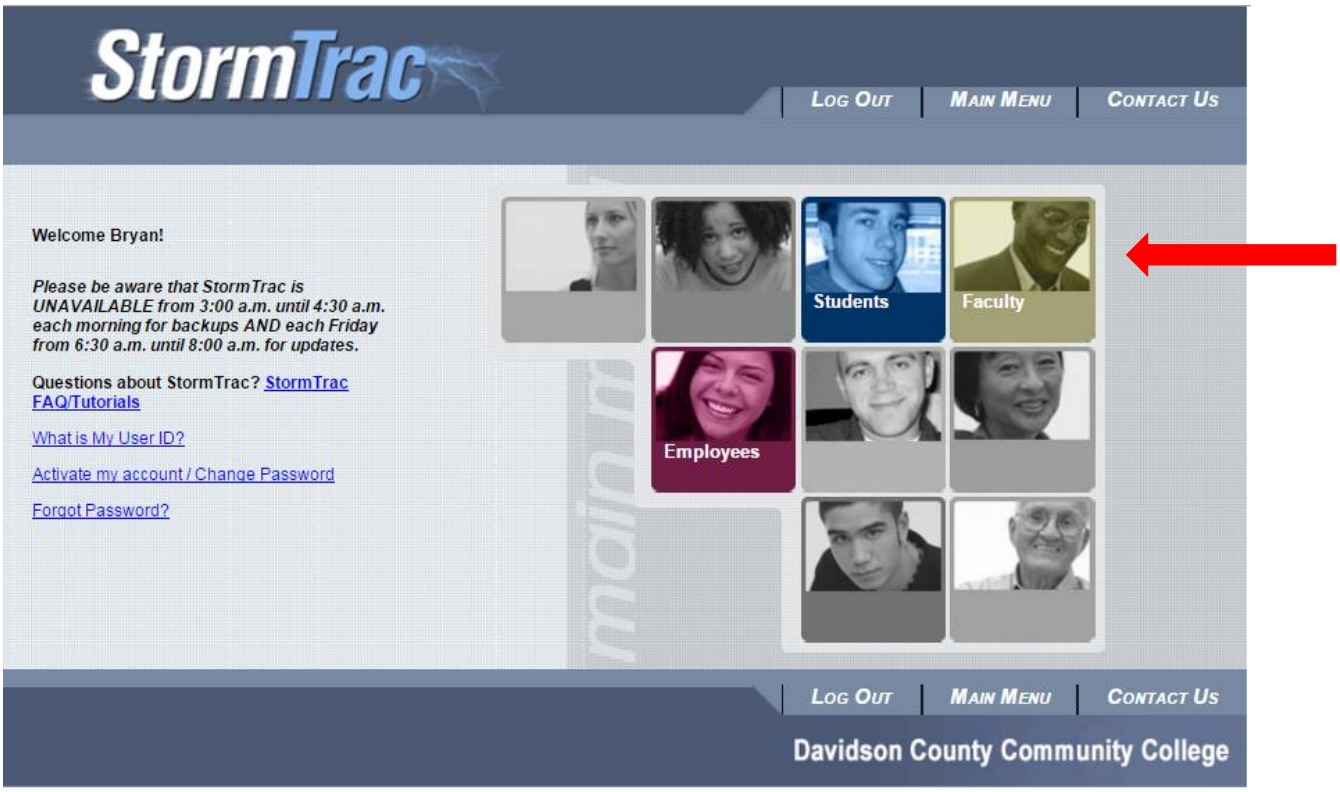
Census Roster Entry in *StormTrac*

All students are required to attend the course at least once prior to the 10% date or the census date. This is a North Carolina Community College rule. Online and hybrid courses require an Entry Quiz in Moodle that must be completed by this date. Students who do not attend by the census date are dropped from the course. Exceptions to this rule must be approved by a Dean. The course census date and due date for Census Rosters varies by course, but this information can be found on the spreadsheet provided by the Student Records Office prior to the start of the term. Below are instructions for completing the census roster. After submitted, this information is used to drop students from courses they did not attend. This prevents students from getting paid financial aid they did not earn. The information is also used to verify attendance for state reporting purposes. If we don't have verification that a student attended a course by the census date, we are not allowed to receive state funding for teaching that student.

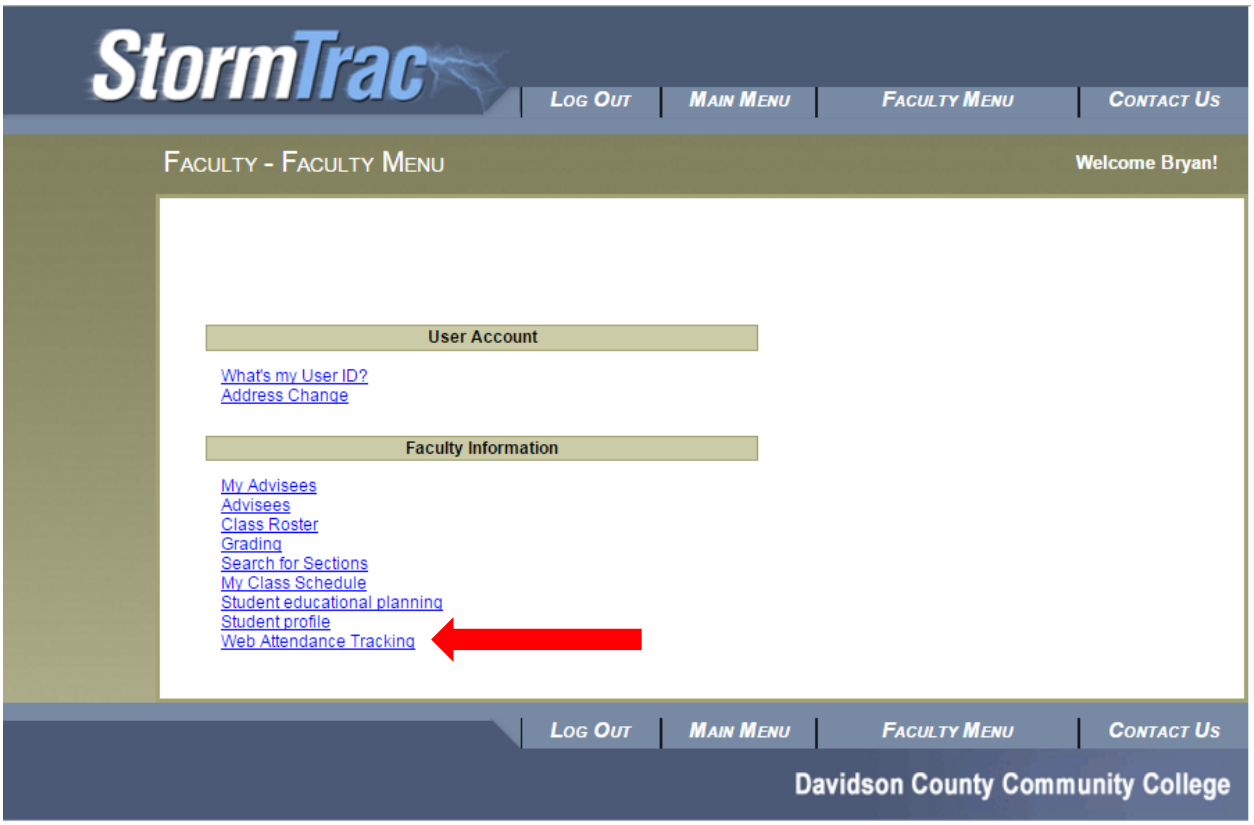
1. Login to **StormTrac** (https://wa2.davidsonccc.edu/WebAdvisor/WebAdvisor).



2. Click on **Faculty**.



3. Click on **Web Attendance Tracking** and then **Attendance Tracking.**

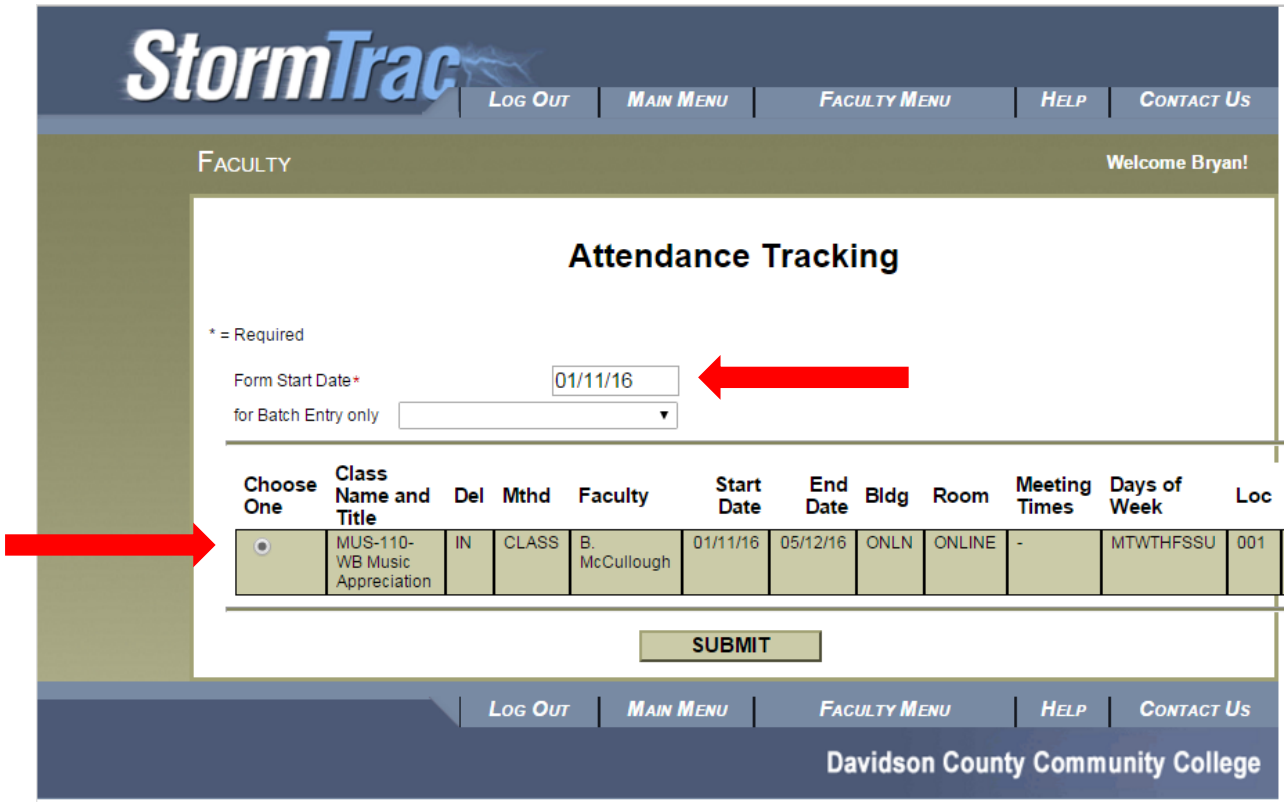


4. Enter the **Form Start Date** which should be the start date of the course**.**
   a. Example: mm/dd/yy – two digit month, two digit day, and two digit year

5. Leave **Batch Entry** empty.

6. Choose the course for which you wish to enter attendance by clicking the **Choose One** radio button. ***NOTE: You may have more than one roster for a single course depending on instructional method, class location, and course delivery method. See IMPORTANT NOTES below regarding census entry for courses with Multiple Rosters.***

7. Click **Submit**.



8. Enter Census Roster information in the **Attendance Entry** web form following instructions below.

9. For **MEMBERSHIP** courses, enter the census information for each student as follows:
    a. Enter an **E** for the first day the student attends.
    b. Check the **No Show** box if the student did not attend the course by the census date or did not complete the Entry Quiz for an online or hybrid course.
    c. No Shows will be dropped from the course by the Student Records Office. This will remove them from your Census Roster, Moodle course, and Starfish.
    d. ***NOTE: You may have more than one roster for a single course depending on instructional method, class location, and course delivery method. See IMPORTANT NOTES below regarding census entry for courses with Multiple Rosters.***

10. For **CONTACT HOUR** courses, enter the number of hours the student attended on each day listed.
    a. Examples of contact hour courses are credit by exam (Z sections) and independent study (I sections).
    b. Valid entries for Contact Hours attendance are the number of hours in increments of quarter hours (example: 2.25 hours).
    c. A blank date indicates an absence for a Contact Hour course.
    d. Credit by exam sections must have a Credit by Exam form submitted to the Student Records Office for each student prior to the census date.

11. **Electronic Signature:** The first check box serves as a signature confirming the census information. **DO NOT** use the second check box.
    a. This is required if data was added or changed.
    b. This also includes navigating the Previous/Next drop down menu as well.

12. Click **Submit.** Once finished, check each roster again to verify that the data entered saved.

IMPORTANT NOTES:

A. Multiple Rosters for One Course:

a. Courses with two or more instructional methods (class, lab, clinical, etc.), courses with more than one classroom location, and hybrid courses will have a multiple rosters.

b. Enter an E for each student on each roster when they attend class. **Once the student has attended on one roster on or before the census date, they have officially entered the course. Students cannot be marked as a No Show on one roster and have an E entered on the other.**

B. Online Courses (WA, WB, etc.):

a. Enter an E on the date the student completes the Entry Quiz in Moodle.

b. Instructors should not enter an E if the student has not completed the Entry Quiz. Merely logging in does not constitute attendance for online courses.

C. No Shows:

a. Report No Show students by clicking the No Show box beside the student's name.

b. No show students will be dropped from the course.

D. Previous/Next:

a. This field will recalculate the Form Start Date and redisplay the form with a new list of dates.

b. 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.

E. Compliance Review Services at the NC Community College System Office require that an E is entered for the first date the student attended the class. Remember: E equals Funding for the College!

QUESTIONS?

Email: dcccrecords@davidsonccc.edu