

Computer Tutorial:

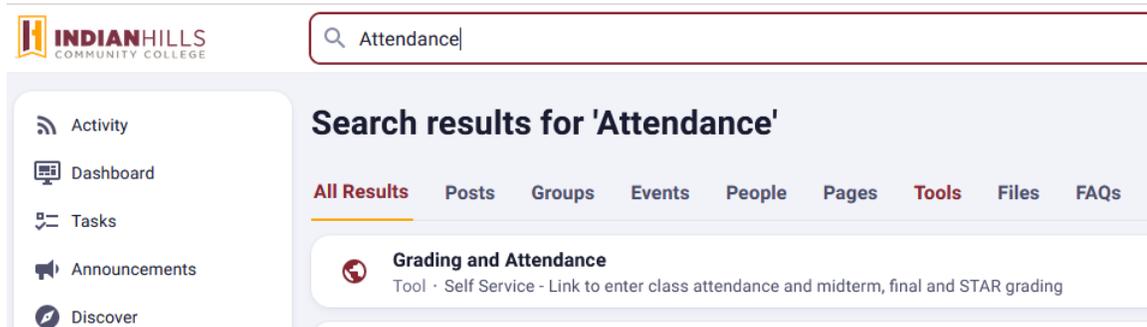
Complete Start of Term Attendance Reporting (STAR)

Purpose: Each term, all full-time and part-time faculty are required to report student attendance for each course. Start of Term Attendance Reporting is done through WebAdvisor at the end of the add/drop period. This tutorial demonstrates how to complete STAR.

For more information about Start of Term Attendance Reporting or the STAR process in general, please contact the Office of the Registrar: www.indianhills.edu/registrar.

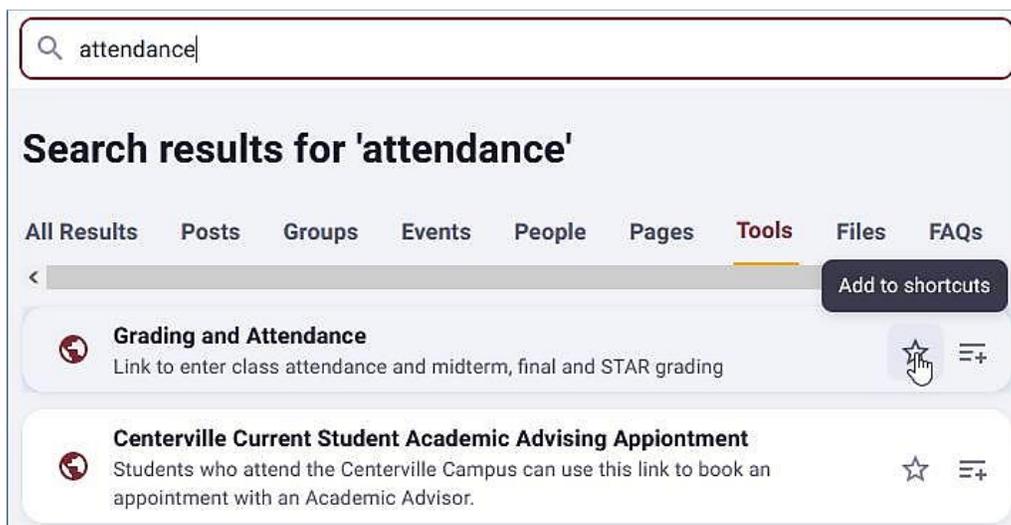
Start of Term Attendance Reporting Instructions:

1. From the WIN (Warrior Information Network) homepage, search “**Attendance.**” The Grading and Attendance tool will appear. Click on the name to go to the page.



The screenshot shows the Indian Hills Community College WebAdvisor interface. At the top left is the college logo. A search bar contains the text "Attendance". Below the search bar, the page title is "Search results for 'Attendance'". There are several tabs: "All Results", "Posts", "Groups", "Events", "People", "Pages", "Tools", "Files", and "FAQs". The "Tools" tab is selected and highlighted. Below the tabs, a search result is displayed for "Grading and Attendance", described as a "Tool - Self Service - Link to enter class attendance and midterm, final and STAR grading".

Note: If you’d like to create a shortcut for the page, click “Tools” on the Search results page. You’ll see a star appear. Click the star to save it to your list of shortcuts in WIN.



This screenshot is a closer view of the search results for "attendance". The search bar contains "attendance". The page title is "Search results for 'attendance'". The "Tools" tab is selected. A scroll bar is visible above the results. A button labeled "Add to shortcuts" is positioned above the first result. The first result is "Grading and Attendance", with a star icon and a plus sign in a square next to it. The second result is "Centerville Current Student Academic Advising Appointment", with a star icon and a plus sign in a square next to it.

- The Grading and Attendance page will open. A list of your courses will open. Select the title of the course for which you would like to record attendance.



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Section	Times	Locations	Availability ⓘ
GRA*281-50: Audio/Video Production Basics	TBD 08/29/2022 - 11/16/2022	World Wide Web, WWW Facilitated Study	14 / 20 / 0

- On the “Section Details” page, select “Grading.”



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GRA*281-50: Audio/Video Production Basics

Fall Term 22
Online

TBD
08/29/2022 - 11/16/2022
World Wide Web, WWW Facilitated Study

Seats Available ⓘ 14 / 20 / 0

Deadline Dates

Roster Attendance **Grading**

4. The "Intermediate Grading" page will open. Go to column "Gr 6" and enter "AT" (attended) for each student who has attended at least one class session in your course. Enter "NS" (no-show) for those students who have *never* attended class. Students must be present in class to be counted as attending. Phone calls or emails promising to attend will *not* exempt the student from being marked as a "No Show." For each student, you must enter either "AT" or "NS" into column "Gr 6" of the form.

Important: Be sure that you enter this information into column "Gr 6."
Do **not** enter information into *any* other columns, including the "Last Date of Attendance" column.

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further information about deregistration attendance reporting or the STAR process in general, please contact the Office of the Registrar: www.indianhills.edu/registrar.

*For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk*