



ALD 2021

Student Services

Last Date of Attendance

Attendance Reporting Reminders

Retention Alert

Never Attended/Last Date of Attendance

ENG-131-42: Writing Experience I
2019 Spring (May - Aug.)
W J Maher (North) Campus

W 6:00 PM - 9:38 PM
6/5/2019 - 8/22/2019
Jackson North Campus, 202 Lecture

Seats Available 11 of 25




Waitlisted 0

1 Select the Grading link

Roster Attendance **Grading** Waitlist

2 Select the Final Grade link

Overview **Final Grade** Midterm 1 Midterm 2 Midterm 3 Midterm 4

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 Beakley, Bentina	0384667	<input type="checkbox"/>	M/d/yyyy	Select	M/d/yyyy	Freshman	3
 De Spell, Luna	0409005	<input type="checkbox"/>	M/d/yyyy	Select	M/d/yyyy	Freshman	3
 De Spell, Magica	0403508	<input type="checkbox"/>	M/d/yyyy	Select	M/d/yyyy	Freshman	3

3 Select the Never Attended flag or enter the Last Date of Attendance as needed.

- **Why is this important?**
 - Prevents students from being charged for classes they are not attending.
 - Protects the College from receiving Title IV funds in error.
 - Federal requirement for enrollment verification and financial aid reporting – we must be able to identify the last date that a student attended a course.



Attendance Reminders

Face-to-Face or Synchronous Online Sections (i.e. **01, H50, IS50)**

- Take attendance each class session and regularly monitor the academic activity of each student.
 - Enter attendance details within 48 hours of each class period via [JetStream](#).

Asynchronous Online Sections (i.e. **I1)**

- Take attendance by Thursday in JetStream

Retention Alert

- Enhanced system to provide pertinent details to a Navigator whenever you have a student who needs extra help and support.
- This short video explains how to submit a Retention Alert case on a student through JetStream: [Retention Alert for All Faculty](#)
 1. Log into JetStream and click on the Faculty menu.
 2. Click on the class that the student is located in. Copy the Student's ID for whom you'd to initiate a Retention Alert case.
 3. Then, click the Daily Work link and go to Retention Alert
 4. Click on the "Contribute Retention info" link.
 5. Paste the Student ID into the search bar and search.
 6. Fill out form. (View video linked above for more details on this step.)

