Attendance Monitoring for Online Courses

To comply with Federal financial aid requirements for Title IV fund distribution, it is necessary for the college to report student attendance three times in an academic term. Stockton has set up a reporting system where instead of reporting students who attended class, we report the exceptions (meaning students that did not attend class for a specific period).

Online courses are included in this attendance monitoring requirement. Faculty teaching online courses can quickly determine if a student has not logged into Blackboard during a monitoring period by going to the course’s Full Grade Center. To access the Full Grade Center in Blackboard, go to Control Panel, Grade Center, Full Grade Center.

In the Full Grade Center, you will find a column titled Last Access. This displays the last date that a student has entered your course. If a cell is blank then that student has never accessed the course and should be reported. If the date of last access is prior to the monitoring period, the student should also be reported.

Hint: To more quickly find students that you may need to report you can sort the Full Grade Center data by date of last access. Simply click on the Last Access title heading. (When you are finished don’t forget to click on the Last Name heading to re-sort your data.)

The Control Panel is pictured below. Click on Grade Center, Full Grade Center.

The screen excerpt below shows sample data sorted by Last Access. In this example, the reporting period is September 20, 2013 – October 2, 2013. The first five students should be included in the monitoring report. Jane Sample and Katherine Sample have never accessed the course. Lewis Sample, Matthew Sample and Nancy Sample have not accessed the course during the attendance monitoring period.