GOLDEN GATE UNIVERSITY
OFFICE OF THE REGISTRAR

Self-Service for Faculty User Guide

Revised: 12/19/2022

Associate Registrar Teri Halliwell is available to walk you through any of these processes remotely via Zoom. Please contact her at terihalliwell@ggu.edu to set-up a meeting.

Attendance Explanation

As directed by the Provost's Office, beginning with the **Fall 2022** Academic Period, faculty are required to record students' attendance at synchronous (same time/live) class meetings via Self-Service to comply with U.S. Department of Veteran Affairs regulations that require institutions to have supporting documentation that students attended on-campus class meetings to certify the course section as "in-residence" for housing allowance purposes.

Please refer to the following table to determine whether attendance records are required based on your course section's instruction mode. See Instruction Modes for more information.

The following instruction modes are effective with the **Spring 2023** Academic Period:

| Instructional Mode	Section Code	Attendance Recording Requirement
Hybrid (In-person/Online)	HSF	Required for synchronous class meetings only
In-Person	SF	Required
Online-Asynchronous	C	Not required
Online-Synchronous	WC	Optional

The Registrar's Office will follow up on a weekly basis with instructors for courses missing attendance records for instructional methods where attendance records are mandatory.
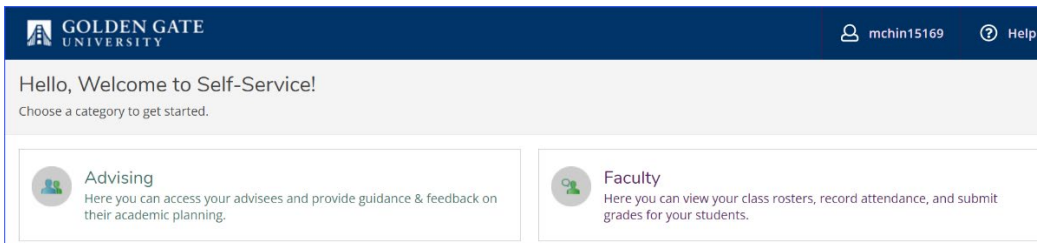
Recording Attendance

Step one: Log into myGGU at https://idp.quicklaunchsso.com/myggu

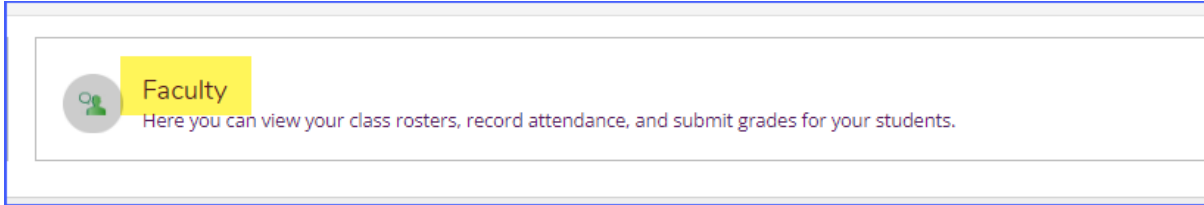**Step two: Select the Self-Service icon**
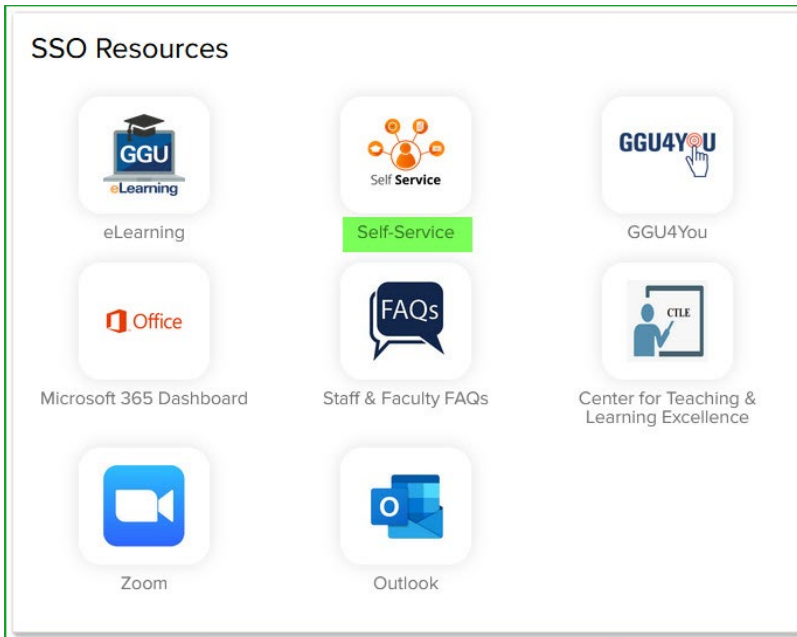
Your Self-Service home page will appear

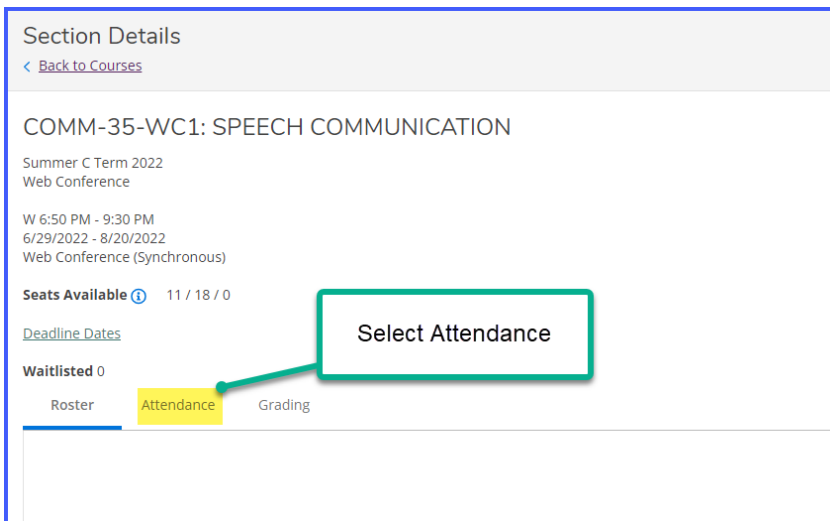## Step three: Record Attendance

Select the '**Faculty**' tab

Locate and select the course you would like to record attendance. We will use COMM 35 WC1 for this example.
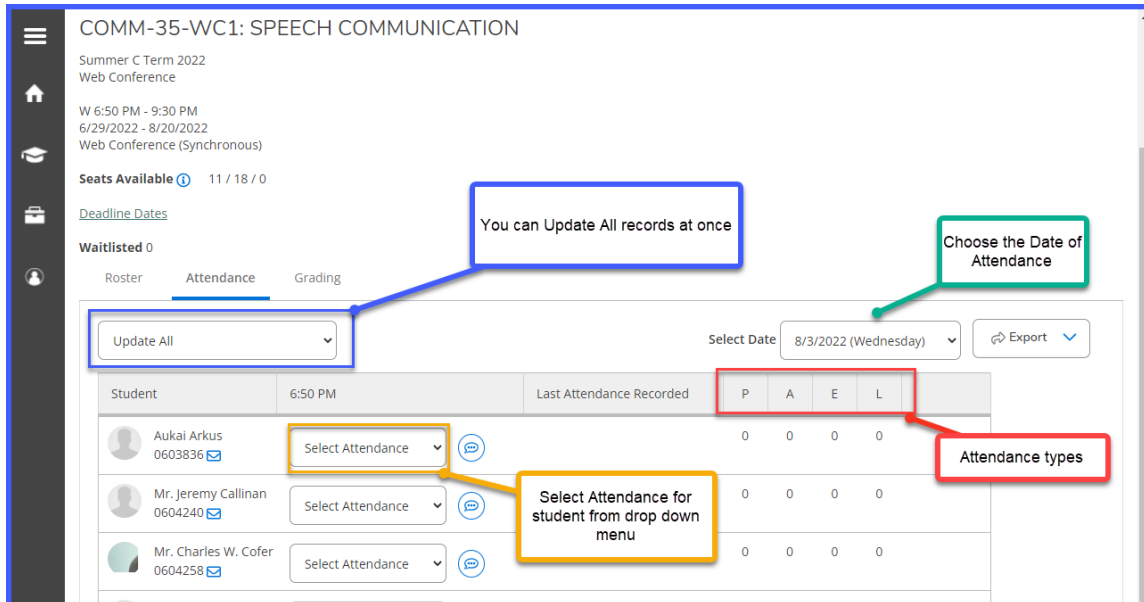

Select the '**Attendance**' tab.

The Attendance roster will appear on or after the date of the first class meeting. Prior to the first meeting date, you will see a message that says "No Section Meetings Exist," as shown below.

From the Attendance roster, select the date for which you would like to record attendance from the "Select Date" drop-down list.

*Note the **drop-down list will only show the previous and/or current dates**. For example, if today's date is March 9th, the next week's class meeting date will not be listed. In addition, attendance dates will be listed in reverse chronological order with the most recent date at the top.

*Tip: You can update the attendance records of all students in the section at once, select '**Update Empty Records to Present, in person**' or '**Update Empty Records to Present, web conference**'. You can also adjust the other student records manually as shown below.

W 6:50 PM - 9:30 PM
3/9/2022 - 3/9/2022
Mixed Mode (Synch./Asynch.)

Seats Available ⓘ   5 / 25 / 0

Deadline Dates

Waitlisted 0

Roster	**Attendance**	Grading

To update all records, select "**Update Empty Records to Present, in person**," or "**Update Empty Records to Present, web conference**"

Update All   ⌄

Update All
Update Empty to Present, in person
Update Empty to Present, web conference

Last Attendance

A, Student
0603289 ✉   Select Attendance   ⌄   💬

To select a specific attendance type other than present, or to manually record a student's attendance, select the attendance type next to the student's name.

Student	6:50 PM
▓▓▓▓▓▓ 0603836 ✉	Select Attendance ⌄ 💬
	Select Attendance
	Present, in-person
▓▓▓▓▓▓ 0604240 ✉	Present, web conference 💬
	Absent, no excuse
	Absent, excused
▓▓▓▓▓▓ 0604258 ✉	Select Attendance ⌄ 💬

Once you have recorded the attendance, a date of the last attendance recorded, and a tally will appear on the right side of the attendance roster.

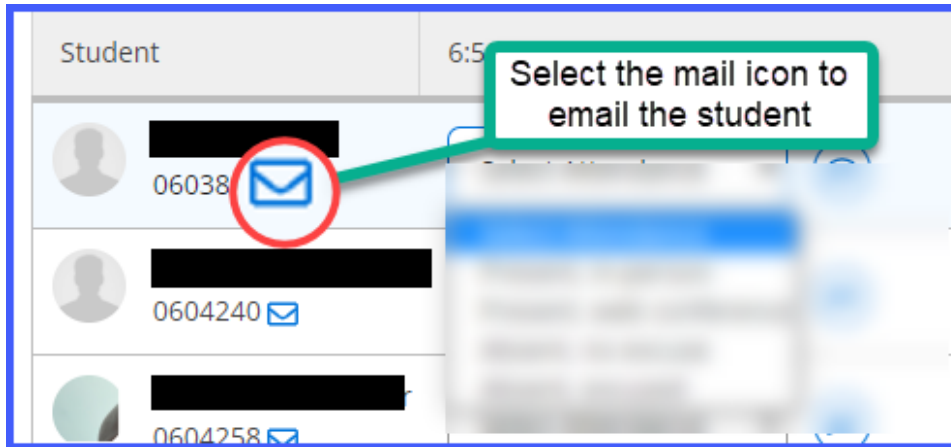| Student	6:50 PM	Last Attendance Recorded	P	A	E	L
▓▓▓ 0603836 ✉	Present, web confer ⌄ 💬	8/3/2022	0	0	0	1

The key for the roster tally is listed below:
Attendance types:
P: Present, in-person
L: Present, web conference
A: Absent, no excuse
E: Absent, excused

Emailing Students from the Attendance Roster

You can also email the student by clicking the mail icon

How to Download Section Roster

If you are having students sign-in for your class, you can print a section roster from Self-Service.

Step one: Locate the course

Locate the course you would like to print the roster (in this example, we will use COMM 35 WC1)

Select the Roster tab

Step two: Print Roster

From the Roster tab, you can select to Print or download the roster into an Excel sheet.

Please see below for the samples of a printed roster and the exported roster to an Excel sheet-

Printed Roster:

GOLDEN GATE
UNIVERSITY

COMM-35-WC1: SPEECH COMMUNICATION

Summer C Term 2022
Web Conference

W 6:50 PM - 9:30 PM
6/29/2022 - 8/20/2022

Seats Available (i) 11 / 18 / 0

Waitlisted 0

Student Name	Student ID	Class Level	Preferred Email
Aukai Arkus	0603836	Junior	aarkus@my.ggu.edu
Mr. Jeremy Callinan	0604240	Freshman	jcallinan@my.ggu.edu
Mr. Charles W. Cofer	0604258	Sophomore	ccofer@my.ggu.edu
Jolene Gogue	0604802		jgogue@my.ggu.edu
Lucas W. Main	0604285	Freshman	lmain@my.ggu.edu
Travis Muirhead	0601711	Senior	tmuirhead@my.ggu.edu

Exported roster to excel:

Student Name	Student ID	Class Level	Preferred Email	
Student Name	Student ID	Class Level	Preferred Email	
Aukai Arkus	603836	Junior	aarkus@my.ggu.edu	
Mr. Jeremy Callinan	604240	Freshman	jcallinan@my.ggu.edu	
Mr. Charles W. Cofer	604258	Sophomore	ccofer@my.ggu.edu	
Jolene Gogue	604802		jgogue@my.ggu.edu	
Lucas W. Main	604285	Freshman	lmain@my.ggu.edu	
Travis Muirhead	601711	Senior	tmuirhead@my.ggu.edu	
Jaskrit L. Sidhu	599897	Freshman	jsidhu@my.ggu.edu	

Requests to Falsify Attendance Records

If students insist that you falsify their attendance records, either by recording attendance for dates when they were absent, or by recording that they attended in-person rather than remotely, this would be considered a violation of GGU's Student Code of Conduct. If this situation arises, please contact the Dean of Students at studentsuccess@ggu.edu and provide relevant information such as the course you are teaching, students' names and ID numbers, and their specific requests to falsify their attendance records.

Submitting Final Grades

eLearning Instructors Note

Please note that the eLearning grade book is not linked to Self-Service, so you will have to enter your students' grades into Self-Service via myGGU for grades to be recorded on their transcripts. You can determine the student's "last date of attendance" by finding the last date of "academic engagement." Moodle's "Activity Reports" feature can be of help in determining this date.

Step one: Log in to **myGGU** at https://idp.quicklaunchsso.com/myggu

Step two: Click on the **Self-Service** icon in the SSO Resources box
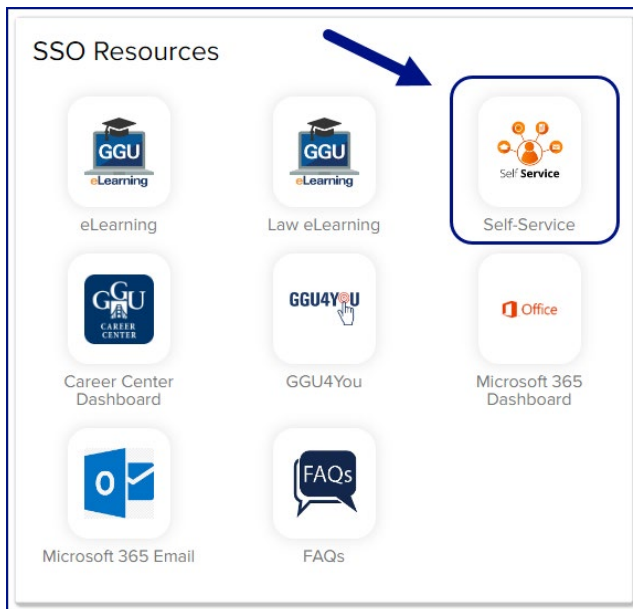
Your Self-Service home page will appear.

Step three: Click on the Faculty tile

Faculty
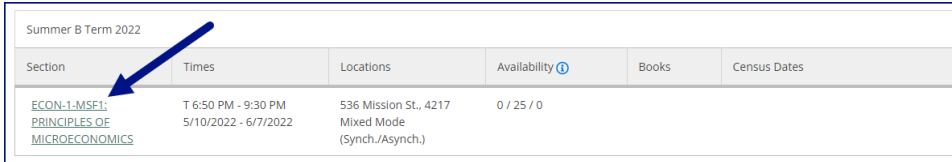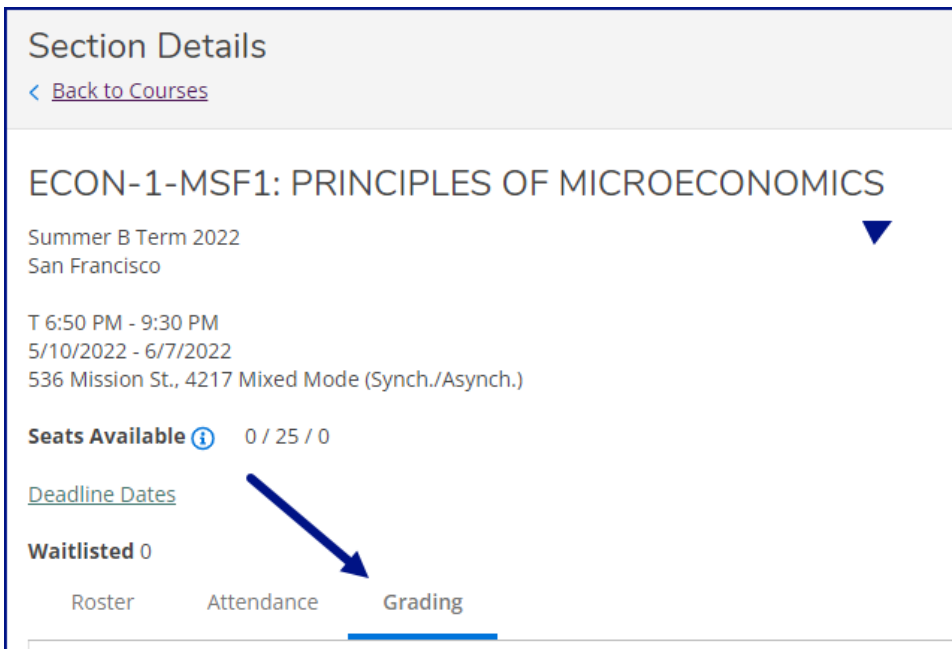Here you can view your class rosters, record attendance, and submit grades for your students.

Step four: Click on the course section for which you want to submit grades.

Summer B Term 2022

Section	Times	Locations	Availability ⓘ	Books	Census Dates
ECON-1-MSF1: PRINCIPLES OF MICROECONOMICS	T 6:50 PM - 9:30 PM 5/10/2022 - 6/7/2022	536 Mission St., 4217 Mixed Mode (Synch./Asynch.)	0 / 25 / 0		

Step five: Click on the Grading tab

Section Details
‹ Back to Courses

ECON-1-MSF1: PRINCIPLES OF MICROECONOMICS

Summer B Term 2022
San Francisco

T 6:50 PM - 9:30 PM
5/10/2022 - 6/7/2022
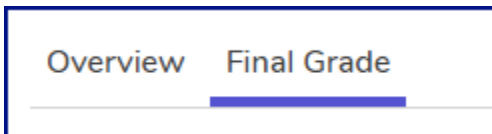536 Mission St., 4217 Mixed Mode (Synch./Asynch.)

Seats Available ⓘ   0 / 25 / 0

Deadline Dates

Waitlisted 0
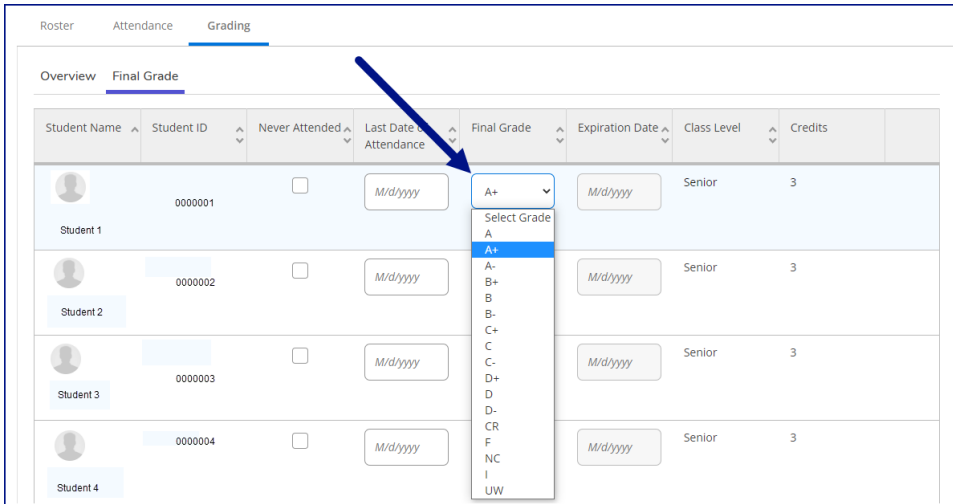
Roster   Attendance   **Grading**

Step six: Click on the Final Grade tab

Overview   **Final Grade**

Step seven: Use the pulldown menu to select the final grade for each student on the grading roster

Please review specific grade entry requirements for:

- "UW" Unofficial Withdrawal,
- "I" Incomplete,
- "F" Failing grades, and,
- "CR" / "NC" grades.

Step eight: Repeat these steps if you taught more than one section or want to enter grades in batches.

If you need any further assistance using GGU4YOU in myGGU, please contact the Registrar's Office at registrar@ggu.edu or 415-442-7260.

Specific Grade Data Entry Requirements

Incomplete "I" Grades with Last Date of Attendance and Expire Date

When awarding a student an "I" (incomplete) grade, you will be required to submit both a "**Last Date of Attendance"** and an "**Expire Date**." The "**Expire Date**" can be **no later** than the end of the next trimester. Review email information about "I" grades or consult the Academic Calendar.

Note that the final grade will convert to an "IF" if the grade is not changed from an "I" to a final grade by the expiration date. If you are awarding an incomplete grade to a Law School student, please send a detailed message to the Law School Registrar's Office at lawreg@ggu.edu.

When you select an "I" grade, you will receive this notice: "Last Date of Attendance or Never Attended Flag is required."

Do not click the Never Attended box.
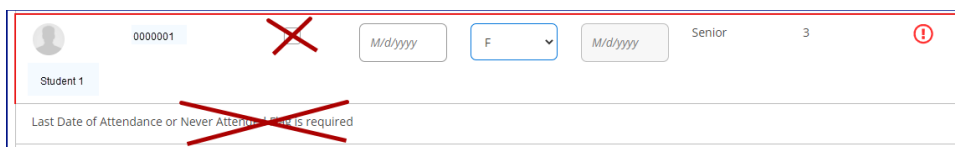
Enter a Last Date of Attendance and an Expire Date instead of clicking the Never Attended box.

Student Never Attended Class: "UW" Grades with Never Attended Box Checked

If a student **never** attended/participated in class during the first two weeks, and the absence was not excused by you (See examples of Academically Related Activities below), then you should:

1. Select a "**UW**" (Unofficial Withdrawal) grade, and
2. Check the "**Never Attended**" box.

When you select an "UW" grade, you will receive this notice: "Last Date of Attendance or Never Attended Flag is required."

Do not enter a Last Date of Attendance.

Click the Never Attended box instead of entering a Last Date of Attendance.

Please note: "UW" grades should be submitted immediately following the second week of term for students who have not been attending or participating, but they will also be accepted after the end of the term. As a consequence of receiving a "UW" grade, the student will be administratively dropped from your course. The student may be allowed to re-enroll in your course by completing the late registration process, which requires your approval.

Attention: LLM Taxation Course Instructors

Since the School of Law has different business processes for monitoring students' attendance (participation in online courses), you will not be able to submit "UW" grades as described above. Instead, please send a detailed message regarding any Law School students who never attended class meetings to the Law School Registrar's Office at lawreg@ggu.edu. If you have any follow-up questions, you may contact the office at 415-442-6620.

Academically Related Activities

According to the Academic Catalog, students can satisfy GGU's attendance requirement by any one of the following academically related activities:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;
- attending a study group that is assigned by the school;

- participating in an online discussion about academic matters; and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities **do not** include activities where students may be present but not academically engaged, such as:

- logging into an online course without active participation,
- participating in academic counseling or advisement.

Failing "F" Grades with Last Date of Attendance

When entering "**F**" grades, you will also be required to enter the student's "**Last Date of Attendance**." When determining the student's LDA, you should select the date that is the <u>latest</u> of either:

- The student's last physical presence in the classroom; or
- The student's last participation in an "**Academically Related Activity**," examples of which are listed above.

When you select the "F" grade, you will receive this notice: "Last Date of Attendance or Never Attended Flag is required."

Do not click the Never Attended box.

Enter a Last Date of Attendance instead of clicking the Never Attended box.

Credit/No Credit Grade Election

Undergraduate students who are enrolled in general elective courses, graduate students who are enrolled in 200-level foundation or program proficiency courses, and Law School students may elect to receive credit/no credit (CR/NC) grades in lieu of letter-grades. However, you should submit the letter grades students have earned regardless of their grading basis elections. The Registrar's Office will convert the letter-grades earned to the appropriate "CR" or "NC" grades when recording students' grades to their transcripts.

Academic Dishonesty

If you believe a student in your class has been academically dishonest, you should not award a grade until the matter has been investigated and an appropriate sanction imposed. See the *Allegation of Academic Dishonesty* form, accessible from our GGU4YOU Course Section Roster, for guidance. You may also refer to GGU's Academic Integrity Policy. If there were any Law School students whom you believe were academically dishonest, send a detailed message to Associate Dean Jessica Bride at jbride@ggu.edu.