Contents

How Post Attendance and Final Grades – My.OregonCoast

*Last updated Sept. 25, 2020 – Office of Instruction*

OCCC no longer uses SharkNet for attendance and final grades, nor do we use Aviso any longer. The new system is by Anthology, and referred to as **My.OregonCoast** (replacing myOCCC). To login to this new page, you will go to oregoncoast.edu and select **My.OregonCoast** in the upper-right corner.

We recommend you use Chrome or Edge to access My.OregonCoast. The site may not work properly in other browsers.
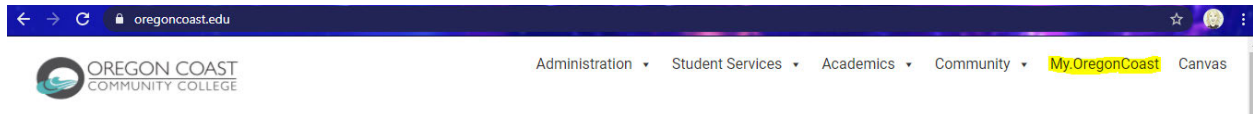

Next to it you will also see **Canvas**. To access Canvas you will also need to enter through this link as well. Our IT department has tied both of these services to your email account so that your login is your email address and your email password.

After clicking My.OregonCoast you will see the landing page for what we call the **portal**. You will hear reference to the **faculty portal** and the **student portal**. The homepage for both is the same: My.OregonCoast. When you click **LOGIN** however you will see separate login links for students and faculty. Some of you may also take classes with us, and for information on those you would need to login as students. But we're talking about your role as faculty here, so you will login as **faculty**.
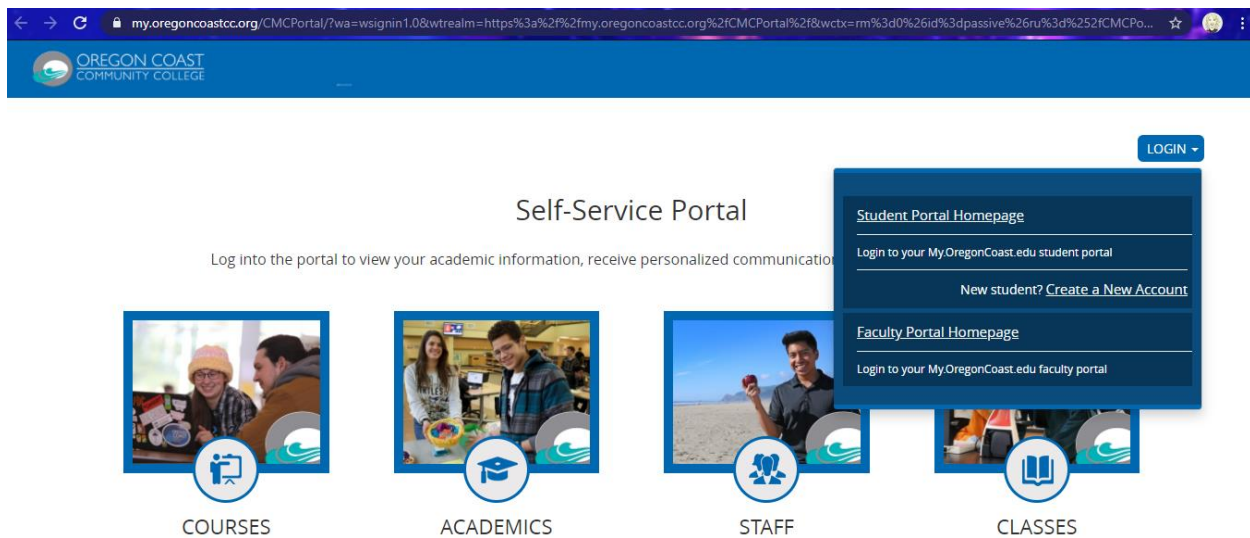
You may notice the site jumps to a logout site for office.com (your email), but it will then log you back in, or ask you to re-enter your login credentials. This is normal. Just follow the instructions and it will log you into the **faculty portal**. (To login on the student side, you will want to make sure you are logged out of your faculty email and logged into your student email).

When properly logged in to the **faculty portal** you will see the following landing page:
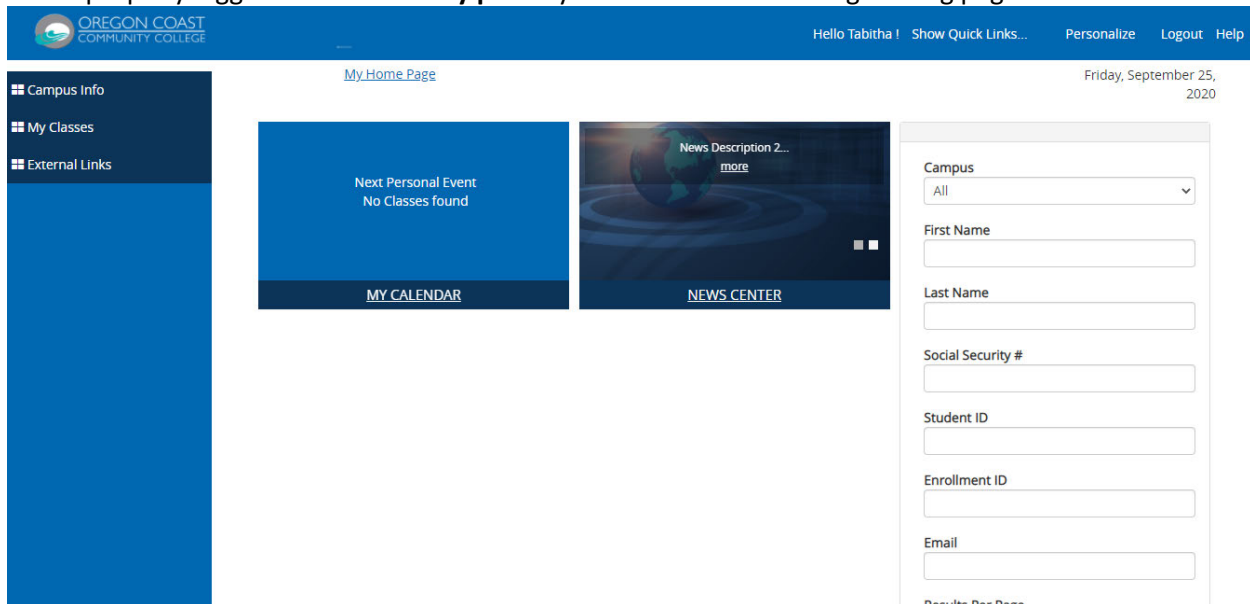

It may look empty now but over the coming year more will be added, including links to many of the forms and documents you can currently find on the Instructional Resources page on oregoncoast.edu (which currently holds the syllabus template, grade change form, incomplete grade contract, early alert form, and more). The **Student Search** on the left-hand side allows you to enter a student's name and bring up their phone number and other helpful student information.

Under **Campus Info** on the left-hand side you will currently only find the link to Canvas. This is a working link to your Canvas page. You can also view this link by click 'Show Quick Links…" at the top of the page next to your name.
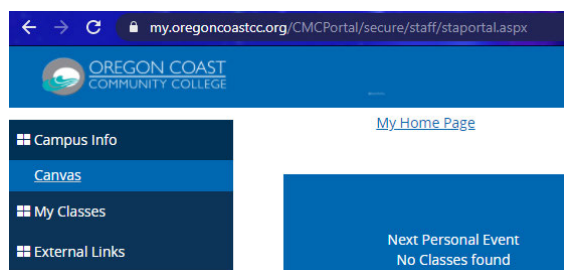
Under **My Classes** you will find the **Gradebook**. This is what you will be logging into the faculty portal to use most often.
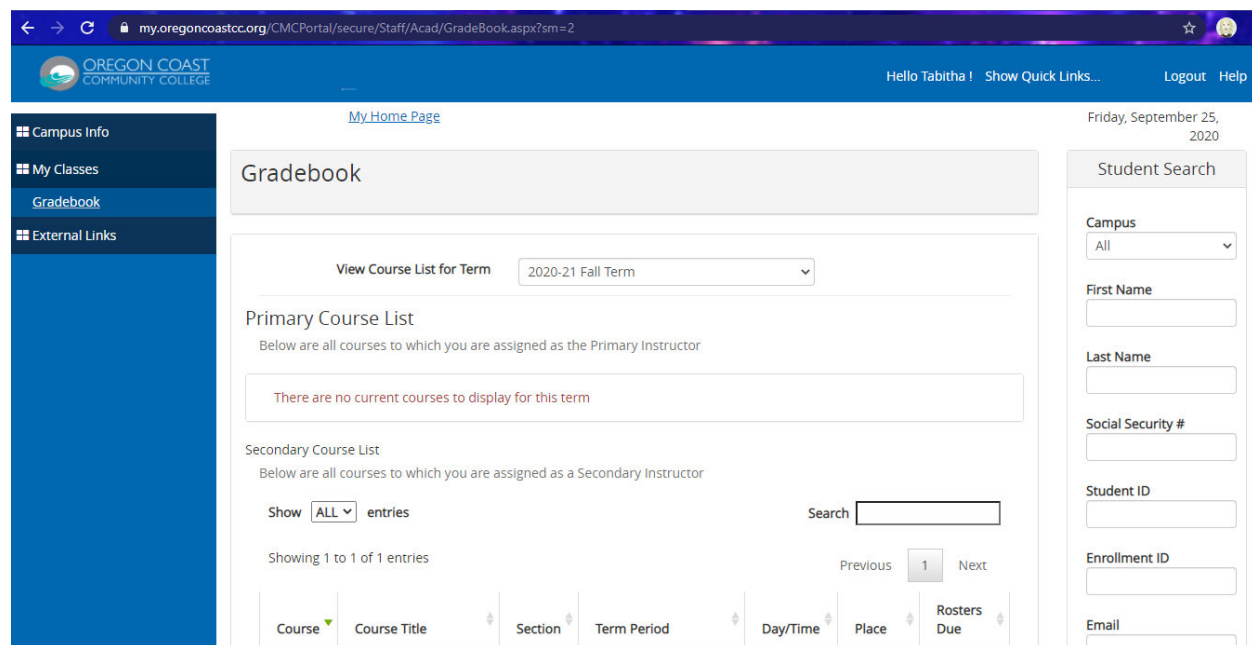
If you have classes in multiple terms, you will see a drop-down at the top of the page that says **View Course List for Term**. To view the courses for that particular term, select it from the drop-down menu. I will be selecting a currently active term so that I can go over attendance and grading. Once a term is selected you will see the list of courses for which you are the **Primary** instructor. If you also assist in teaching other courses, but are not the primary instructor, you will see another section that says **Secondary Course List**. A primary instructor has full control over their course but a secondary instructor's permissions may be limited (i.e. they may be unable to post final grades, unless allowed by their supervisor or the primary instructor).

How to Submit Attendance

We now require instructors to take attendance weekly in My.OregonCoast's **Faculty Portal**. The reason for this is that we now have to track a student's LDA (last date attended) for a class in this manner,

should a student Drop, Withdraw, or receive an F grade. We have no other reliable way to track LDA outside of attendance so *please take attendance regularly*.

There are two different ways for attendance to be logged, depending on whether a course is synchronous (has scheduled meeting days and times) or asynchronous (has no scheduled meeting days and times).

To view attendance (and final grades) you will need to select your course. In the image below I've highlighted the number 16 below the Rosters column title. This number does *not* refer to the number of students in your course, but rather the number of meeting days for which attendance has yet to be taken. An asynchronous course will always show 0, because those meeting times need to be manually built.

Secondary Course List
Below are all courses to which you are assigned as a Secondary Instructor

Show ALL ∨ entries   Search [_____]

Showing 1 to 1 of 1 entries   Previous 1 Next

Course ▼	Course Title	Section	Term Period	Day/Time	Place	Rosters Due
WLD141	Flux-Cored Arc Welding I (Gas Shielded)	Z1	8/2/2020 to 10/3/2020	TW 2:00p-6:30p		16 👥

Show ALL ∨ entries   Search [_____]

Showing 1 to 1 of 1 entries   Previous 1 Next

SYNCHRONOUS Course Attendance

After clicking your chosen course you will see this:

Attendance | Final Grades

Class Attendance

◀ Previous Month

Click on a day within the calendar to view complete attendance details

September 2020						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

🟩 Fully Posted   🟧 Requires Posting   ⬜ Scheduled   ⬜ Holiday   🟧 Cancelled

The legend at the bottom clarifies the meaning of the day's color. They are red because attendance has not been taken. Only highlights days require posting, and those highlighted days are the days the class is scheduled to run. The course in this example runs on Tuesdays and Wednesdays. To take attendance, click on the chosen day.

Student Attendance

Help

☐ Only show active students

Name	Status	Time Absent	Course Absent	Excused?	Reason
▉▉▉▉▉	Scheduled	Not Posted	0.00%		

🖶 - Print Roster

Edit

Make sure to **unclick** the *Only show active students* button at the top to ensure you are viewing all students. To enter or edit attendance, click the *Edit* button in the bottom left corner. Click that button will show you this:

Student Attendance

☐ Only show active students

Name	Status	Time Absent	Course Absent	Reason
███████	Scheduled	Absent ⌄	0.00%	

🖨 - Print Roster

Cancel   Update

In the drop-down menu you can select **Absent, Present, or Excused**, and you can add a reason for excused to the left. Once you are done taking attendance, click **Update**. This will save your attendance for that day. You can always go back in and edit attendance.

ASYNCHRONOUS Course Attendance

Now for asynchronous courses with no set meeting days or times you as the instructor have to manually set the meeting day. When you click your course you will see this:

Attendance   Final Grades

Class Attendance

There are no records to display.

Student Specific Time

Looks scary, but that is what it will *always* say because there are not set meeting days and times. To take attendance you will need to click **Student Specific Time** in the bottom left corner. Click that then brings you to this page:

You will need to select your day (see: From and To). Please note you cannot select future days. The must have already occurred or be the current day. Next your list of students will appear. In the drop-down you can select **Absent, Excused, or Present**. There is no option here to offer a reason for excused but that is ok—it is optional anyway. Once done, click **Update**.

Once again if you return to attendance it will say no meeting days or no attendance taken but so long as you clicked **Update** your attendance will be recorded. If you would like to double check you can select a previous day for which you took attendance and, if it recorded, the attendance type will already be selected from the drop-down menu. You will need to repeat these steps every week.
Asynchronous online instructors are asked to record their attendance every Friday. Even if you organize your course to end on a Sunday or Wednesday, or other day, please still record your attendance on the Friday of that week.

How to Submit Final Grades

Going back to the main page of your **Gradebook** and selecting your chosen course, rather than click the **Attendance** tab you will now click the **Final Grades** tab.

Click that brings you to this page:

Final grades should not be input until the last week of term, and they are always due the Monday following the last day of term, by 11:59PM.

Do not enter anything in the Numeric Grade column. In the **Letter Grade** column you will see grades A-F, and I in the drop-down. If your class is has pass/no-pass grading you will see P and NP. Withdrawn or dropped students will show as W, and audit students will show as AU.

If you see a student with NG, please email **registrar@oregoncoast.edu** and let us know as that means there is an error in the student's registration that we need to correct.

Once you click **Save Final Grades** you *cannot* change them. To change a student's grade that has been submitted you will need to fill out the **Grade Change Form** on the instructional resources webpage. If you select an I (incomplete) grade for a student you will need to complete the **Incomplete Grade Form**.