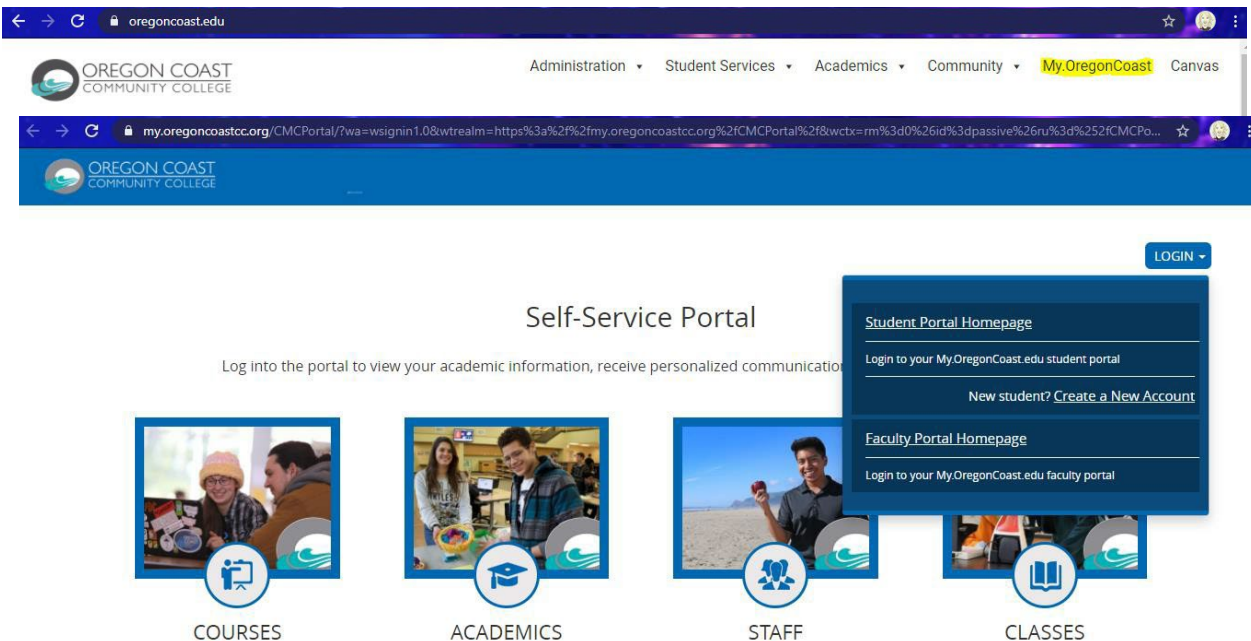


How Post Attendance and Final Grades – My.OregonCoast

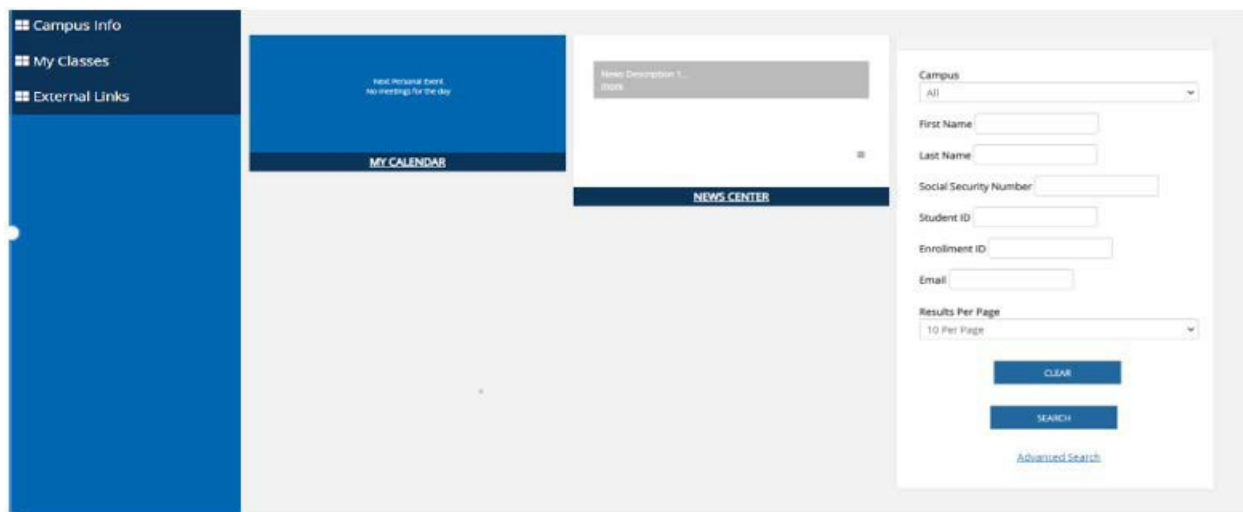
To login to portal, you will go to oregoncoast.edu and select **My.OregonCoast** in the upper-right corner.

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



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:

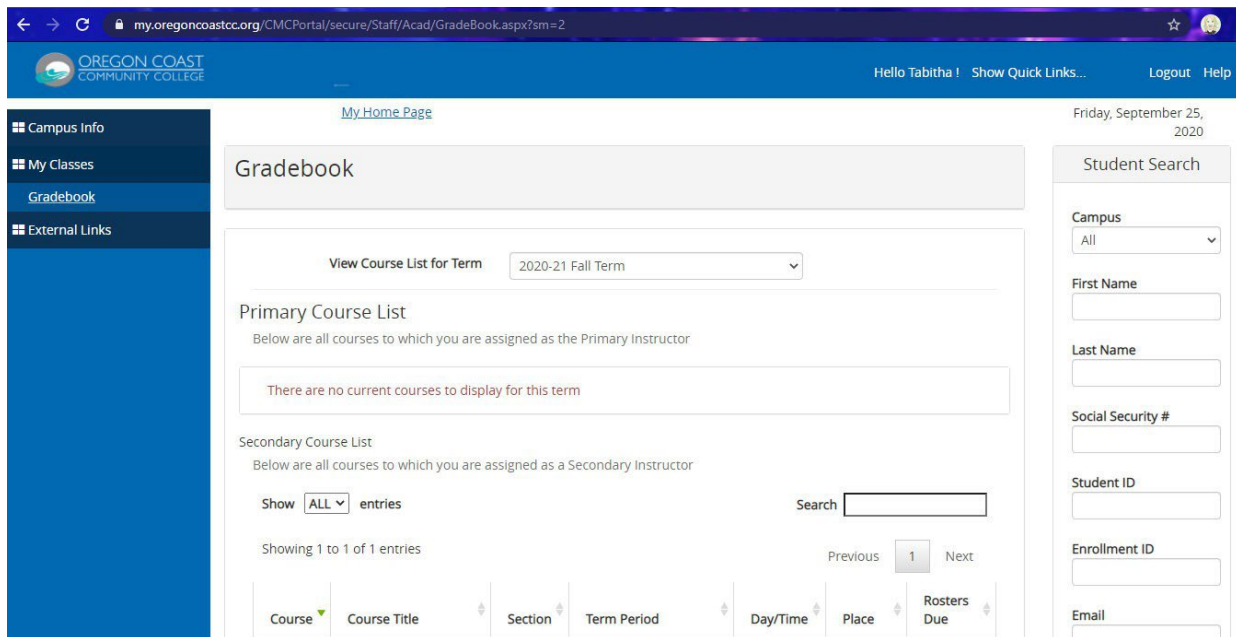


The **Student Search** on the left-hand side allows you to enter a student's name and bring up their phone number and other helpful student information.

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 „ou will see this:

Class Attendance

Attendance
Final Grades

Class Attendance

[◀ Previous Month](#)

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

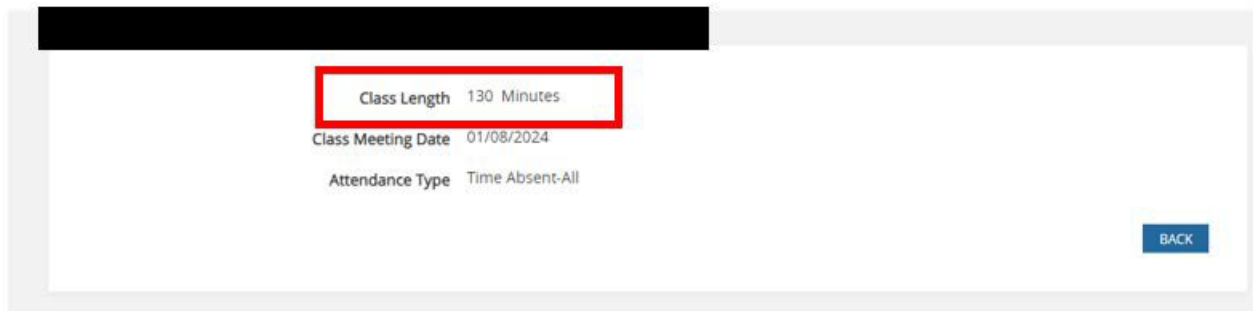
September 2020						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

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.

StudentAttendance

Make sure to unclick the Only show active students button at the top to ensure you are viewing all students. To input attendance, click the Edit button in the bottom left under the attendance box. If the student attended, you will need to put a 0 (zero) in the time absent box. If the student was absent, at the top you will see the class length (image below) to know the amount of minutes you need to type in the box.



The screenshot shows a form with the following fields:

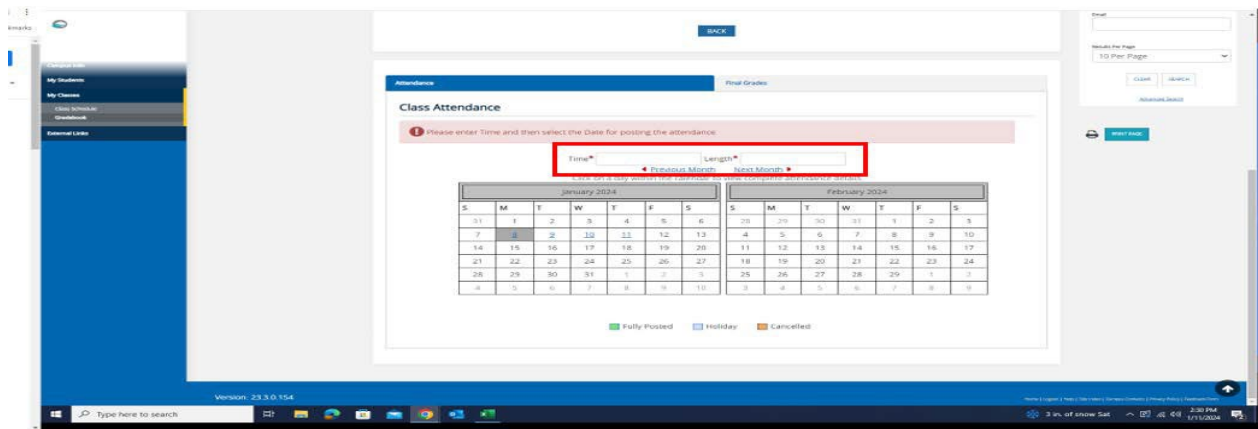
- Class Length**: 130 Minutes (highlighted with a red box)
- Class Meeting Date**: 01/08/2024
- Attendance Type**: Time Absent-All

A blue **BACK** button is located in the bottom right corner.

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:



The screenshot shows the ASYNCHRONOUS Course Attendance interface. It features a calendar for January 2024 and February 2024. A red box highlights the **Time** and **Length** input fields. A message above the calendar reads: "Please enter Time and then select the Date for posting the attendance".

January 2024							February 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
31	1	2	3	4	5	6	29	29	30	31	1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31	1	2	3	25	26	27	28	29	1	2
4	5	6	7	8	9	10	3	4	5	6	7	8	9

Legend: ■ Fully Posted ■ Holiday ■ Cancelled

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 set a specific time and length (in minutes). It does not matter the number of minutes you put in the length. However, you will need to enter those minutes for students not attending. I *recommend* using 60 minutes for your length. Once the time and length are entered, you will be able to input

attendance. You will see your roster of students. Reminder 0 (zero) for students attending and the length of minutes for student who are not attending.

The screenshot shows a web application interface for taking attendance. The main area contains a table with the following structure:

Students	Attendance
	1/11/2024
	90
	0

Below the table are buttons for "ENTER", "EMAIL CLASS", and "UPDATE".

On the right side, there is a search and filter panel with a "Results Per Page" dropdown set to "10 Per Page", "CLEAR" and "SEARCH" buttons, and an "Advanced Search" link. Below this is a "PRINT PAGE" button.

The footer of the application includes navigation links: Home | LogOut | Help | Site Index | Campus Contact | Privacy Policy | Feedback Form. The system tray shows "High winds soon", the time "2:33 PM", and the date "1/11/2024".

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.