

# ATTENDANCE REPORTING

## Step-by-Step Instructions for Online Attendance Reporting via Faculty Webgate

### STEP 1

- Log into Webgate, (in order to assure proper attendance reporting, we encourage you to log into Webgate periodically during the first three weeks of classes and report attendance).

### STEP 2

- Click on **Faculty & Advisors** on the Main Menu page.
- Select **Mid Term Grades** from the list that appears on the **Faculty & Advisors** page.
- Select a **Term** and **Submit**.
- Select a **course from the CRN: drop down box**, click the **Submit** button.

### STEP 3

- Input** the appropriate attendance mark for each student (see below example). Please remember to submit attendance for each student, and not leave any student "unmarked". You may grade one, several, or all of the students at a time by clicking the **submit** button.
- If a student already has a grade of W or AU posted, please do not enter anything for the student.** If you believe that the student should not be withdrawn or graded as an audit student, please refer the student to the Office of Student Records and Registration.
- When you have completed entering your attendance for that course, click **Submit**.

Wayne County Community College District

Personal Information [Student](#) [Faculty Services](#) [Employee](#)

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### Mid Term Grades

A00912345 Test Instructor  
Spring 2009  
Apr 09, 2009 12:05 pm

Enter mid-term grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

**Course Information**  
English I - ENG 119 0  
CRN: 29929  
Students Registered: 3

Please submit the grades often. There is a 15 minute time limit starting at 12:05 pm on Apr 09, 2009 for this page.

**Mid Term Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	<a href="#">One, Student</a>	A00618805	3.000	**Registered**	None	<input type="text"/>	<input type="text" value="1"/>	1
2	<a href="#">Three, Student</a>	A00618807	3.000	**Registered**	None	<input type="text"/>	<input type="text" value="1"/>	3
3	<a href="#">Two, Student</a>	A00618806	3.000	**Registered**	None	<input type="text"/>	<input type="text" value="0"/>	2

Please submit grades often. There is a 15 minute time limit on this page.

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You do not have to enter WI grades!

Enter "1" if the student has attended at least one class meetings.

The last date of attendance for no show students should be reported as one day prior to the start of class.

Enter "0" if the student has not attended any class meetings.