

## INSTRUCTOR ATTENDANCE REPORTING

<https://my.phsc.edu> – login to the PHSC Portal using your Network Credentials (Same as Canvas and Groupwise). Choose the myCSRS/Faculty Grading

### Welcome Page to log into the Electronic Roster System

Pictured above is the log on screen to access the Electronic roster. Instructors who have not used the Electronic Roster will need to establish a PIN by entering the Instructor ID Number and clicking the green bar at the bottom of the screen (New User/Forgot PIN/Change PIN).

The screenshot shows a web browser window with the address bar displaying <https://cpnta.phcc.edu/testwebgrades/ENGLISH/WFLON.asp>. The page content includes a "Welcome" message, a "VeriSign" logo, and a login form for existing users. The form asks for an "EMPLOYEE ID NUMBER" and a "P.I.N.", with a "Sign on" button. A blue button at the bottom of the form reads "New User / Forgot Pin/ Change Pin". To the right of the form is a circular logo celebrating PHCC's 40th anniversary (1972-2012). The Windows taskbar at the bottom shows the time as 4:09 PM.

Instructors who have used the Electronic Roster and have established their PINs will enter the Instructor ID Number, the PIN, and click the gray Sign On bar to the right of the data entered.

**Only the primary instructor will be able to access the Web Roster and Grade Entry Module.**

❖ **HOW TO CREATE/RESET PASSWORD IN FACULTY GRADING (myCSRS)**

**Welcome**

Existing Users that have a P.I.N.  
To enter :  
Please enter your Employee ID Number and P.I.N.

**EMPLOYEE ID NUMBER**

  
**P.I.N.**

If you are a new user, you forgot your password or just need to change your password, enter your PHSC ID # and click on New User/Forgot Password/Change Password button.

*Please follow instructions on the Password Reset screen:*

- **Enter you PHSC ID # and your month and year of birth and click submit:**

**Step 1**


**Your Identity**

Enter your ID Number

  
**Date of Birth**

Month                      Year

- You will then be prompted to answer your security question. If you haven't set up the security question you will be skipped to Step 3.


 Step 2

Security Question/Answer

Question  
What was your first car

Answer

- You then enter your new password and if you have not yet set up the security question you will add that on this step.

 Step 3

Reset Password

Enter a password

Re-enter password

Optional: Change Security Question and Answer.

Question  
What was your first car ▼

Answer  
ford

- ✚ Once your password is changed, you will go directed back to the logon page.
- ✚ If you get accidentally locked out of Faculty Grading, we have a program that automatically runs after every 1 hour which will unlock you.

myCSRS - WFTRM - web fac. terms - Google Chrome  
 https://cpnta.phcc.edu/webgrades/ENGLISH/WFTRM.asp

## Pasco-Hernando Community College

### SCHEDULE SELECTION

? Help

INSTRUCTOR **MICHAEL SADUSKY**  
 EMAIL **SADUSKM@PHCC.EDU**

Signoff

Rosters

Post Final Grades

Attendance Verify

To change terms, SINGLE CLICK on the desired term

20141 Fall, Aug - Dec 2013

Companion Courses

#### Schedule for Term 20141

SECT	COURSE	TITLE	ENROLLED
Select a section below and option from top left			
6903	REL2000	INTRO TO RELIGION	013

Attendance Reporting

Home

Select a Section

Start | [Taskbar icons] | 9:11 AM

## Reporting Attendance and Absences

INSTRUCTOR **JONATHAN H ALEXANDER**  
 EMAIL **jalexander@pensacolastate.edu**

To change terms, SINGLE CLICK on the desired term

20123	May - August 2012 (Summer -A,B,C,D)
20131	August - December 2012 (Fall - A,B,C,D)
20132	January - May 2013 (Spring - A,B,C,D)
20133	May - August 2013 (Summer -A,B,C,D)

**Schedule for Term 20130**

SECT	COURSE	TITLE	ENROLLED
Select a section below and option from top left			
0760	CET1610C	ROUTER PROTOCOL	001
6405	COS0642L	CHEM REF CLAS II	001
6410	COS0020	CONS REL-SALON MGT	001
6412	COS0081L	DESIGN CLINIC II	001
6420	COS0700	HAIRCOLORING	001
6424	COS0420	ADV HAIRSTYLING	001

This requirement is the electronic marking of attendance and absences (excused or unexcused), basically an electronic attendance book. This is mandatory since the College will be compiling an attendance report for the Admissions and Records Office of all the course sections. You will not have to print a final roster for attendance purposes.


For credit courses, you will only have to report attendance and absences (excused and unexcused) for each class meeting. Please note this is the not a requirement for Online sections.

For clock hour courses, you will need to report attendance, absences (excused and unexcused) and any makeup time. You will also be reporting whether the student is making successful progress in the class. This requirement is needed for students on Title IV federal financial aid to assist with the payment periods and release of students' financial aid award.

## Reporting Attendance and Absences (Continued)

- Signoff
- Rosters
- Schedule

### Attendance Reporting

TERM 20132 SECTION 6405 DATE   Select Date.

COS0642L - CHEM REF CLIN II

Hours   Attended  Unexcused  Excused  Made Up

Make Up Date MDDYY

ID#	NAME	DATE	ATTENDED	UNEXCUSED	EXCUSED	MADE UP	PROCESSED
04708014	ALEXANDER ZOE Q						

## Reporting Attendance and Absences (Continued)

Once a date is selected the hours the class meets will be populated in the "Hours" field.

Select the type of attendance being reported, the student being reported and click submit.

The screenshot shows the "Attendance Reporting" web interface. On the left, there are three navigation buttons: "Signoff", "Rosters", and "Schedule". The main form area is titled "Attendance Reporting" and contains the following elements:

- Form fields: "TERM 20132 SECTION 6405 DATE Fri 02/01/13 04.00 HOURS" (with a dropdown arrow), "Hours" (input field with "04.00"), "Make Up Date MDDYY" (input field with "000000").
- Radio buttons for attendance type: "Attended" (selected), "Unexcused", "Excused", and "Made Up".
- Buttons: "Submit" (blue), "Student Detail" (red), and "Submit to process" (red).
- Table with columns: ID#, NAME, DATE, ATTENDED, UNEXCUSED, EXCUSED, MAKE UP, PROCESSED.
- Table row: 04708014 ALEXANDER ZOE Q

Red callout boxes with arrows point to the following elements:

- "Date": points to the DATE field.
- "Hours": points to the Hours input field.
- "Attendance type": points to the radio button options.
- "Student": points to the student name in the table.
- "Submit to process": points to the "Submit to process" button.
- "Student Detail": points to the "Student Detail" button.



## Reporting Attendance and Absences (Continued)

The recorded attendance will show in the box below.

- Signoff
- Rosters
- Schedule

### Attendance Reporting

TERM 20132 SECTION 6405 DATE  04.00 HOURS

COS0642L - CHEM REF CLIN II

Hours   Attended  Unexcused  Excused  Made Up

Make Up Date MDDYY

ID#	NAME	DATE	ATTENDED	UNEXCUSED	EXCUSED	MADE UP	PROCESSED
04708014	ALEXANDER ZOF Q	020113	04.00				072513

**Attendance date** (points to DATE)      **Type** (points to ATTENDED)      **Date processed** (points to PROCESSED)

## Reporting Attendance and Absences (Continued)

To enter make up hours, make sure no date is selected in the drop down box (select the top line labeled "Select Date").

Enter the hours, select "Made Up", select student and click "Submit".

The screenshot shows the "Attendance Reporting" web interface. On the left, there is a sidebar with buttons for "Signoff", "Rosters", and "Schedule". The main content area has the title "Attendance Reporting" and the following fields:

- TERM: 20132 SECTION: 6405 DATE: **SELECT DATE** (dropdown menu)
- COS0642L - CHEM REP CLIN II
- Hours:  (with a red callout box "Enter Hours" pointing to it)
- Make Up Date: MDDYY  (with a red callout box "sure no date is selected" pointing to the dropdown menu)
- Radio buttons:  Attended,  Unexcused,  Excused,  Made Up (with a red callout box "Select Made Up" pointing to the "Made Up" option)
- Buttons: "Submit" (blue) and "Student Detail" (red)

Below these fields is a table with the following columns: ID#, NAME, DATE, ATTENDED, UNEXCUSED, MADE UP, PROC. The table contains one row: 04708014, ALEXANDER ZOE Q. A red callout box "Select Student" points to the student name. Another red callout box "Submit" points to the "Submit" button in the table.

## Reporting Attendance and Absences (Continued)

The information will show in the box.

[Signoff](#)  
[Rosters](#)  
[Schedule](#)

### Attendance Reporting

TERM 20132 SECTION 6405 DATE

COS0642L - CHEM REF CLIN II

Hours   Attended  
 Unexcused  
 Excused  
 Made Up

Make Up Date MDDYY

ID#	NAME	DATE	ATTENDED	UNEXCUSED	EXCUSED	MADE UP	PROCESSED
04708014	ALEXANDER ZOE Q	020513				02.00	072513

## Reporting Attendance and Absences (Continued)

### HYBRID Sections

For reporting attendance for Hybrid section, the date drop down box will not be populated. Please enter the date being reported in the "Hybrid Date" field, enter the hours being submitted, select the student being reported and click submit.

This field will not be shown for non-hybrid sections.

Signoff

Rosters

Schedule

### Attendance Reporting

TERM 20133 SECTION 2236 DATE  HYBRID DATE - MMDDYY

COS0001 - INTRO TO COSMET

Hours

Attended  
 Unexcused  
 Excused  
 Made Up

Make Up Date  
MMDDYY

ID#	NAME	DATE	ATTENDED	UNEXCUSED	EXCUSED	MADE UP	PROCESSED
01432335	PARKER MADONNA D						

## Reporting Attendance and Absences (Continued)

Student detail

and SAP

To view attendance reported to date and to record SAP (Standards of Academic Progress) select the student to view and click "Student Detail".

Attendance Reporting

TERM 20133 SECTION 2236 DATE SELECT DATE HYBRID DATE - MMDDYY 000000

COS0001 - INTRO TO COSMET

Hours 00.00

Make Up Date MMDDYY 000000

Attended  
 Unexcused  
 Excused  
 Made Up

Submit Student Detail

ID#	NAME	DATE	ATTENDED	UNEXCUSED	EXCUSED	MADE UP	PROCESSED
01432335	PARKER MADONNA D						

## Reporting Attendance and Absences (Continued)

A history of the student attendance for the section is displayed.

To record the SAP for the student select "Yes" for showing progress or "No" for not showing progress and click the "Back" or "Refresh" button. The back button will return you to the attendance reporting screen.



The screenshot shows a web-based attendance reporting interface. At the top, there is a navigation bar with a back arrow icon, a "Student Detail" label, and a "Back" button (highlighted with a red box and arrow). To the right are icons for print, refresh, and close, with a "Refresh" button (highlighted with a red box and arrow) and a "SAP" button (highlighted with a red box and arrow). Below the navigation bar, the "SAP" section has radio buttons for "YES" (selected) and "NO". The main content area displays student information and a table of attendance records.

INSTRUCTOR : JONATHAN H. ALEXANDER FOR SECTION : 2236 TERM : 20133  
COS0001 - INTRO TO COSMET

STUDENT : PARKER, MADONNA  
ID # : 01432335

DATE	PROCESSED	ATTENDED	UNEXCUSED	EXCUSED	MADE UP	TOTAL
130701	130722	002.00				002.00
130702	130722					000.00
130704	130722	005.00				005.00
130710	130722	001.00				001.00
130722	000000	002.00				002.00
TOTAL HOURS ATTENDED - 010.00						

- If you need any assistance, please contact the PHSC Help Desk at 727-816-3311.