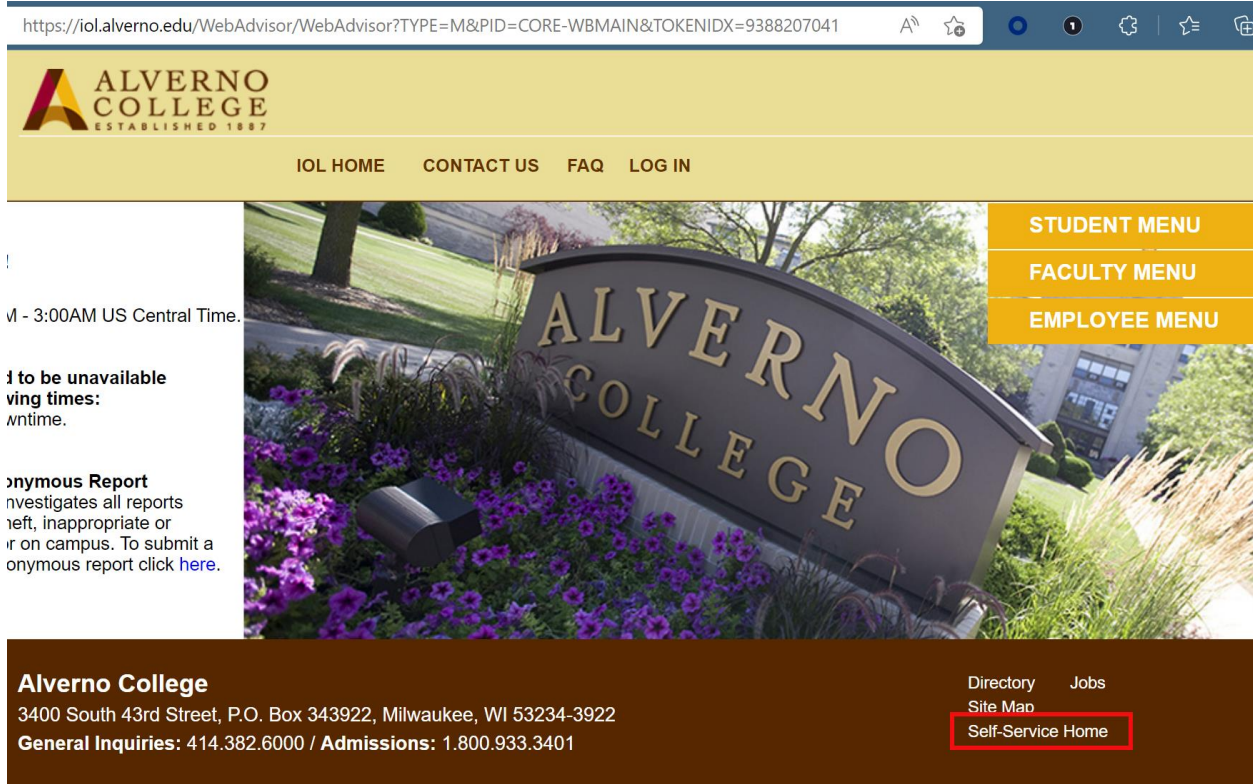
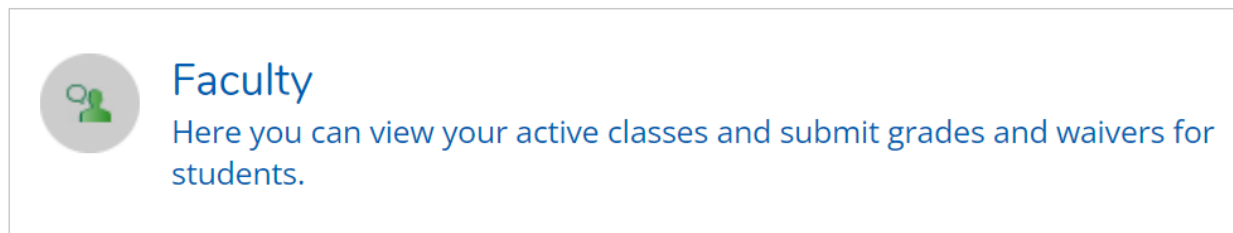


Faculty Self-Service: Census

1. Log on to intranet [Intranet | Alverno College](#).
2. Click on IOL.
3. On IOL homepage, click on the Self-Service Home link in the bottom right corner.



4. Once Self-Service opens, select the Faculty tile.



5. A list of courses for the term will be viewable. Census dates for each course can be found in the far-right column.

Manage your courses by selecting a section below

Spring 2022					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
A-121-01: Analytic Drawing	T/Th 1:10 PM - 3:00 PM 1/27/2022 - 5/12/2022	Alexia Hall, G17 Face to Face	2 / 13 / 15 / 0		No Show 2/9/2022 Census
A-100-01: Community Art/Design Midsemest	T 9:00 AM - 12:00 PM 3/22/2022 - 3/22/2022	TBD Hybrid- See Moodle	28 / 22 / 50 / 0		No Show 2/9/2022 Census

6. Select the first course and click on the course name. This will open the Section Details. Select the Census tab.

Section Details

[← Back to Courses](#)

A-121-01: Analytic Drawing

Spring 2022

T/Th 1:10 PM - 3:00 PM

1/27/2022 - 5/12/2022

Alexia Hall, G17 Face to Face

Seats Available ⓘ 2 / 13 / 15 / 0

[Deadline Dates](#)

Starting in Spring of 2023, accurate dates for add/drop/withdraw will be available here. Please disregard these dates and refer to the Academic Calendar for accurate Fall 2022 dates.

Waitlisted 0

Roster

Census

Grading

Books

Permissions

Waitlist

7. For students who are **actively engaged and participating in class**, no indication is required. For students who have stopped attending or have never attended, please do the following. (For online, asynchronous courses, see below.)*
 - a. If student has not attended a single meeting, click in the Never Attended box.
 - b. If student has stopped attending, please enter a date in the Last Date of Activity.

Roster **Census** Grading Books Permissions Waitlist

No Show

No Show 8/23/2022 Census

Certify

Student Name	Student ID	Never Attended	Last Date of Activity	Class Level	Credits
Jane Doe	999999	<input checked="" type="checkbox"/>	<i>M/d/yyyy</i>	Senior	0
John Doe	999998	<input type="checkbox"/>	08/15/2022	Junior	0

8. Once identified students have a Last Date of Attendance or a Never Attended check, click on the Certify button in the upper right corner.

Roster **Census** Grading Books Permissions Waitlist

No Show

No Show 8/23/2022 Census

Certify

Student Name	Student ID	Never Attended	Last Date of Activity	Class Level	Credits
Jane Doe	999999	<input checked="" type="checkbox"/>	<i>M/d/yyyy</i>	Senior	0
John Doe	999998	<input type="checkbox"/>	08/15/2022	Junior	0

9. Roster Verification/Census is now complete.

*For online, asynchronous courses:

Alverno College defines attendance in an online course to be meaningful and consistent academic participation at least once a week and comparable to the contact hours that would be required for a similar face-to-face course of similar credits. Attendance does not include simply logging in. The student must participate in the required or supplemental activity that involves course content (e.g., a discussion, submitting an assignment, or completing a quiz) within the Alverno supported system, such as Moodle or Strut.