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.

- Faculty
  - Here you can view your active classes and submit grades and waivers for students.

5. A list of courses for the term will be viewable. Census dates for each course can be found in the far-right column.
6. Select the first course and click on the course name. This will open the Section Details. Select the Census tab.

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.

* 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.
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.

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.