

Attendance Tracking Project: What Students Need To Know

Why Track Class Attendance?

It is one of the most widely accepted facts about student success – **class attendance is critical**. It is good for you!

The Attendance Tracking Project helps **you** – our students – to recognize the importance of attending class. Whether it is your instructor, your Resident Advisor, your Commuter Mentor, or many others, we are all here to help **you** be successful at Ohio University, and attending class is one of the first and foremost ways to be successful.

Instructors choose to participate in this project because they think it **helps them to help you** to be more successful. Now why wouldn't you be all about something that is going to help you be more successful??

Because the Research Says So!

It is one of the most widely accepted facts about student success – **class attendance is critical**. Numerous studies indicate the benefit of class attendance, attendance policies, etc. If you are interested in learning more about the research that supports the Attendance Tracking Project, please visit the Allen Student Help Center website at: www.ohio.edu/helpcenter.

NOTE: The Attendance Tracking portion of the Allen Student Help Center website is in the process of being updated. In the meantime, please email Sandi Hall, at halls3@ohio.edu, if you are interested in learning more about research that supports the Attendance Tracking Project.

The Attendance Tracking Project at OHIO

1. **By the beginning of the quarter**, instructors who teach in the classrooms listed below have the opportunity to have their classes participate in the Attendance Tracking Project. The Attendance Tracking Project exists in the following classrooms:

<i>Clippinger 194</i>	<i>Stocker 103</i>
<i>Morton 201, 235, & 237</i>	<i>Walter 135 & 145</i>
2. **On the Monday of the first week of the quarter**, the Allen Student Help Center will email all students in classes that are utilizing the Attendance Tracking Project. This email will direct students to the Attendance Tracking Project information available on the Allen Student Help Center website and will encourage them to pay special attention to the class' attendance policy and any Attendance Tracking Project / card swiping instructions provided.
3. **During the first week of class**, instructors will explain their attendance policy to you, including their expectations if they are utilizing the Attendance Tracking Project. Keep an eye out for information in your class syllabi explaining the attendance policy and use of the Attendance Tracking Project.
4. **Throughout the quarter**, instructors can review the attendance records whenever they choose.
5. **Throughout the quarter**, the Allen Student Help Center staff looks at the attendance records every other week. Staff in Residential Housing and University College then follow-up with students who may have missed two or more classes in a week.

Card Swipe Timing

You will be counted as present for class if you swipe your ID card between **15 minutes prior to the class start time and 5 minutes after class is over**. This means, if you have a class from 2:10-3pm, you must swipe between 1:55-3:05pm to be counted as present.



Got Privacy Concerns?

- Class attendance records will only be used for two purposes:
 1. Instructor attendance records for course evaluation, if they choose, and
 2. Residential Housing and University College follow-up with students.
- All data is kept on a secure server.

A Few Strategies for Academic Success:

#1: Go to class

"Ninety percent of life is just showing up." – Woody Allen

Simple enough, right? Regardless of whether or not your instructor uses the Attendance Tracking Project, class attendance is critical. You are 100% more likely to receive the information presented in class if you go to class, than if you do not attend.

#2: Know the attendance policy for all of your classes & find out if your instructors are using the Attendance Tracking Project

Pay attention to the attendance policy in all of your classes. Especially if you have added a class after the beginning of the quarter, make sure you are aware of how attendance can impact your grade, particularly if the instructor is using the Attendance Tracking Project.

#3: Bring your ID to class everyday

Your ID is necessary if your instructor is utilizing the Attendance Tracking Project. Your instructor may not provide you with other options to verify your attendance, so always remember your ID.

#4: Make sure your ID works and that you know how to swipe it correctly

If your ID doesn't work, or if you are not swiping it correctly, it doesn't matter if you bring it to class or not. Read the "How to Swipe Your ID" instruction sheet located near each card reader in your classroom to ensure that you are swiping correctly.

#5: Take note if you have two classes in a row that both use the Attendance Tracking Project

If you have two classes in a row where both instructors are utilizing the Attendance Tracking Project, let them know your situation, as your attendance may not be tracked accurately because of the overlap in time. Communicating with your instructors as soon as you can will ensure that you receive full credit for your attendance in both classes.



Questions about the attendance policies in your classes?

Contact: Your instructors

Questions about the your ID?

Contact: Technology Depot
112 Baker Center
740.597.DEPO (3376)



Questions about the Attendance Tracking Project?

Contact:	Allen Student Help Center	Sandi Hall, Assistant Director
	419 Baker Center	halls3@ohio.edu
	740.566.8888	

Questions about the card swipe machines?

Contact:	Information Technology	Jay Beam
	HDL Center 353	beam@ohio.edu
	740.593.2116	