

Documenting Attendance in EdNet

Instructors are required to document their students as attending/participating in their classes on or before the Monday of the second week of each semester or term. Financial aid will not be applied is applied to student accounts during the second week of classes for each semester or term.

Entering Attendance

You will enter a term grade or final grade sheet for each class. To access a grade sheet, after logging into EdNet you will select Faculty & Advisors and then select Mid Term Grades or Final Grades . (It does not matter which grade sheet you use) It will prompt you to select the term from a drop-down menu and a course from the drop-down menu. **The format of the date must be MM/DD/YYYY (08/22/2024 or 08222024)**. You can enter the date with or without forward slashes but must enter the year with **all four digits**. Not using the correct format will result in the dates not being saved on the roster. (When you hit submit everything will look okay, but they actually were not saved)

It is recommended you double check the dates were saved successfully by exiting the grade sheet and then reviewing the grade sheet again. If you enter the dates in the wrong format they will disappear after you exit the roster, but you will not realize this unless you access the roster again and see that they are not there. Unfortunately, there is no error message to alert you the dates were not entered in the corre

Students Being Added to Classes Late

Students are able to add or drop classes during the scheduled drop/add period in each semester or term as designated on the academic calendar. In addition, we allow students to register late and after classes for a semester or term has started. Either scenario may result in a student not being in attendance until the second week of classes. You will need to make sure you

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