DeVry University - Houston

Faculty Orientation Manual

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ATTENDANCE POLICY & REQUIREMENTS

Attendance Policy for Undergraduate Students

Students who do not attend an onsite course during any given week will be sent an attendance warning notice that informs students that they must attend/participate in the next week of class or they will be withdrawn from their course(s).

Students who miss week-1 and week-2 (consecutive) will not be allowed to continue the course and will not have any attendance appeal process.

Students who violate the attendance policy in week 3 or later for any 2 weeks (consecutive or non-consecutive) will receive dismissal notice and will have the opportunity to appeal. Students will receive the information on the appeal process with their notification. At that time student will have one week grace period (from the date of the dismissal notice) to appeal before they are withdrawn from a course. A withdrawal does not relieve the student of his/her financial responsibilities.

Dismissal appeal should be approved by instructors and should be signed by both instructor and student.

Attendance Policy for Graduate Students

Attendance is not recorded in DSAMS and no hard copy should be used to record attendance. Instead, it is a faculty responsibility to use the Faculty Alert feature of DSAMS to report students who are absent for both Weeks 1 and 2 (no-shows). For those students who are no-shows, professors must submit their faculty alerts by Wednesday of Week 3.

Also, please implement the following policy that applies to Weeks 2 through 7 for graduate students:

For students registered for your class who are not attending, you should contact the student. If the student requests to be withdrawn, you should create a Faculty Alert in DSAMS indicating "Student drop/withdrawal inquiry follow-up (graduate only)."

Important: Professors should let the student know that the student will be contacted by a Student Success Coach to obtain the student's official withdrawal request in order for it to be processed. Student should contact their Student Finance Coach for financial obligations towards withdraw course/s.

Please note that Faculty Alerts are the only feature of DSAMS that you should use for graduate courses. You should not use it to record attendance.

DSAMS Login

Log on to: https://login.salesforce.com/
      Username: DSI@dsams.devry.com (example: D99999999@dsams.devry.com)
      Password: Active Directory Password - same password you use to log into the DVUADMIN domain and
   my.devry.edu

- For most campuses, to access the Campus Attendance System, logon to: sams.hou.acad.dvuadmin.net
- Check with your local IT administrator how to access if this does not work for your campus.
- From the logon screen, type in:
- **User Name:** your D#
- **Password:** same as your system login.
- Click the **Sign-In** button.

- Once logged into the system, the **Home Page** will appear.
- In the left column, select the **Course Attendance** link

- The **Course Attendance** screen will appear.
- Select the **Professor** and **Date** from the drop down menu.
- All Courses for that Professor will appear.
- **Check the box** next to the course that you want to view.
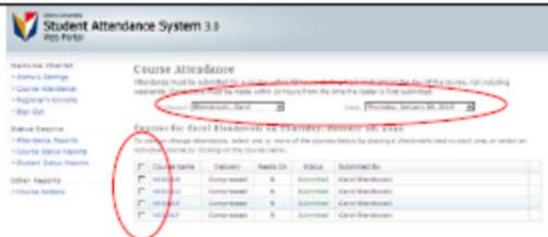
- If you are taking attendance for another Instructor, select the **Professor** and **Date** from the drop down menus:
- The other Instructor is now listed in the Instructor box, and the class listed will be new Instructor's class. The list will only show professors that are actively teaching.

- A roster list of all students attending that course will appear.
- Multiple courses can be selected and all students attending those courses will appear.
- **Check the box** next to each student who was present in class.
- If a student was tardy, mark the student present, but enter a comment in the comment box that the student was tardy. If student advises instructor in advance of class meeting that he or she will not attend - Enter this information in the **Comments** field.

- When you are done, click the **Save Changes** link located at the top or bottom of the student list.

- When the roster has been Saved, the display will change to a Read Only version, and there will be a notice that the attendance has been submitted
- Select the **Save Changes** or **Undo Changes** link located at the top or bottom of the student roster to submit any changes.
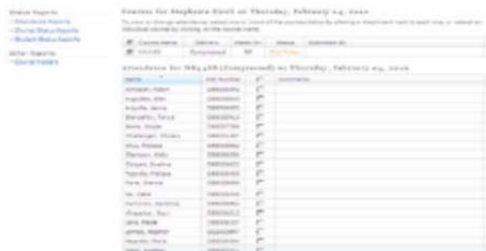
- To print a blank roster:
- From the Course Attendance page, select Print Roster.
- A blank roster page will appear.
- Faculty can now print out their own blank rosters for students to sign for both Week 1 and Week 2.
- Signed forms should be returned to the Registrar for both weeks.

- From the **Course Attendance** page, select **View History**.
- If multiple courses are check, all students will appear with their attendance history.
- At the end of each session - Print a copy of "view history" and turn in with end of course material.
- View history screen shows only 10 meetings. To view/print entire semester, use "available options" at bottom of screen to page left/right.
- Click the **sign out** link when you are done.
- This will return you to the login page. Close the Web browser.