

## How to Run the Student Entry Date Report in Sakai

For online classes – and for the online portion of hybrid/blended classes – each student’s exact entry date (or first date of attendance) is the date the student submits their first activity in Sakai (in Forums, Tests & Quizzes, or Assignments) or attends their first online meeting in Sakai.

**In the Sakai site for all online and hybrid/blended classes, the instructor must provide one or more activities in Forums, Tests & Quizzes, or Assignments in Sakai** for students to submit between the start date and census date of the class. (This is in addition to any scheduled online meetings.) Note that student submissions or meeting attendance before the start date cannot count for attendance or course entry.

After the course census date, instructors will run the *Student Entry Date for Online/Hybrid/Blended Courses* report in Sakai to determine each student’s exact entry date.

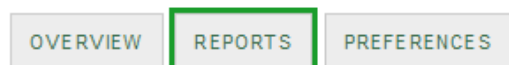
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### TO RUN THE REPORT AND DETERMINE STUDENT ENTRY DATES:

1. In your class Sakai site, click **Statistics** in the course menu on the left.



2. Click the **Reports** tab along the top.

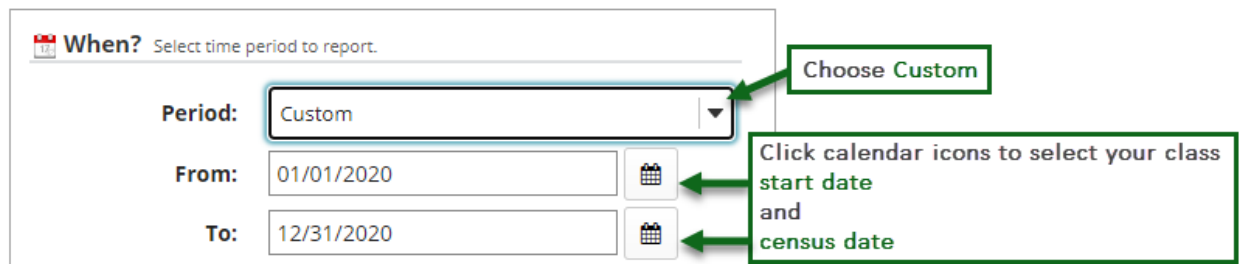


3. Click **Edit** under the report titled *Student Entry Date for Online/Hybrid/Blended Courses*.



4. Under **When?** click the drop-down beside **Period** and choose **Custom**.

- Beside **FROM:** click the calendar icon to select the class **start date**.
- Beside **TO:** click the calendar icon to select the class **census date**.

A screenshot of the "When?" report configuration form. The form has a title "When? Select time period to report." and three rows: "Period:" with a dropdown menu set to "Custom", "From:" with a text box containing "01/01/2020" and a calendar icon, and "To:" with a text box containing "12/31/2020" and a calendar icon. Green arrows point from text boxes to the "Custom" dropdown and the two calendar icons. The text boxes contain the instructions: "Choose Custom", "Click calendar icons to select your class start date and census date".

**HOW DO I FIND MY CENSUS DATE?** For Summer 2021, instructors will be sent an email specifying their class census date. A separate email will be sent for each section you are teaching.

**Note for instructors with a “combined” site** (multiple sections in one Sakai site):

To make it easier to record attendance in Self-Service, run a separate report for each section:

- Under **Who?** Click the drop-down beside **Users** and choose **Group**.
- Then click the drop-down beside **Group** to choose a section.

**IMPORTANT:** Do not make any changes under the **WHAT?** section of the report. Edit only the **When?** section (and the **Who?** section, if you have multiple sections in one Sakai site).

5. Scroll to the bottom and click **Generate report**. The lower part of the screen displays the report, which lists activities for each student (20 records displayed per page).
6. To identify each student's entry date, sort the report by DATE and then by NAME. To do this: (1) Click the **DATE** column heading, and then (2) click the **NAME** column heading.

To sort the report, first click DATE, then click NAME

User ID	Name <span style="border: 1px solid green; padding: 2px;">2</span>	Tool	Event	Date <span style="border: 1px solid green; padding: 2px;">1</span>	Total
anna	Bean, Anna	Forums	New thread	1/23/17	6
anna	Bean, Anna	Tests & Quizzes	T&Q Assessment submit	1/24/17	2
emma	Grayson, Emma	Forums	New thread	1/25/17	13

The report is now sorted alphabetically by student, with the earliest activity displayed first for each student.

7. On screen, the report shows only 20 records per page. To easily display all records, scroll to the bottom and click **EXPORT**, then click **EXPORT PDF**. This will download a printable PDF version of the report that lists all entries for all students (sorted by name and date).
8. **Each student's earliest activity as listed in the report is his/her exact entry date for attendance purposes.** Mark this date with a "P" (Present) for the student in Self-Service Attendance.

For example: In the sample report pictured above, student Anna Bean's earliest activity was on 1/23/17. In Self-Service Attendance, the instructor would mark "P" (Present) in the column representing 1/23/17 for student Anna Bean.

For instructions on entering attendance in Self-Service, see [Self-Service Web Attendance Guide](https://go.durhamtech.edu/selfservice-attendance) [https://go.durhamtech.edu/selfservice-attendance]

9. **No shows:** Check the report to see if any students are NOT listed. Students not listed in the report did not submit an online activity or attend an online meeting by the census date.
  - **For online classes**, students who do not appear in the report are "no shows".
  - **For hybrid classes**, students who do not appear in the report are "no shows" **only** if they also did not attend the seated portion of the class by the census date.

**Note:** The report will include any students who submitted an online activity or attended a meeting but subsequently dropped the course (and are no longer in the Sakai site).

For each "no show", check the "**never attended**" box in the Grading area of Self-Service.

For more info, see [Self-Service Web Attendance Guide](https://go.durhamtech.edu/selfservice-attendance) [https://go.durhamtech.edu/selfservice-attendance]

For detailed information on recording attendance, see [Self-Service Web Attendance Guide](https://go.durhamtech.edu/selfservice-attendance) [https://go.durhamtech.edu/selfservice-attendance]

For additional guidance, see [Attendance Rules for Online, Hybrid, and Blended Classes](https://go.durhamtech.edu/attendance-rules) [https://go.durhamtech.edu/attendance-rules]