K-State Office of the Registrar

Non-Attendance Reporting - Drop

Job Book

Updated: 1/18/2022

Contents

Dropping Due to Non-Attendance Reports

E-mail Subject Line: *Report Term/Year Students for Non-Attendance in SSC Navigate*

We are reaching out to remind you of the deadline for reporting a Drop for Non-Attendance Deadline for 16-week courses is **Friday, January 28, 2022**, and that you have a different way you can engage and report that information to the Office of the Registrar. **If you have already reported any non-attendance for your course(s) in spring 2022 you may ignore this email notification.** If you have not I encourage you to engage with the process below.

*The deadline for submission via the link below is **Friday, January 28, 2022**, by 5:00 pm, CDT*.

Please click on the link below to access your spring 2022 course roster and indicate if which/if any students have "Never Attended" or have "Never Accessed" your course (if online or engagement is via Canvas. The goal of this instructor notification and the deadline is to address any student now that has stopped attending instead of having to work through appeals or other processes later.

There is a place for you to list the last day of attendance/engagement and it is helpful if you fill that in if known. Additionally, for the remaining students on the roster just scroll to the bottom of your roster and choose to "Mark Remaining as Active" and the form will automatically update.

PLEASE NOTE:
1. The SSC-Navigate system relies on KSIS for ALL K-State information, including instructors of record and section details. **Please disregard this email if you are the "instructor of record," but do not have any in-class teaching responsibilities this fall.** If someone else is teaching the course to which you are assigned in KSIS, please forward this email to that instructor.
2. If **your class has not started yet** save this email and use the link to report to us within the first week of your course.

Tips on How to Submit Non-Attendance/Engagement Feedback
Refer to the Guideline for Working the Non-Attendance Report PDF document
OR
Follow the steps below:
- Please click on the "Begin to Submit Student Feedback" link near the bottom of this email.
- Once you click on that link, a secure page opens, which lists enrolled students.
- You may forward the email/link to any GAs, TAs, or GTAs who may have access to more complete feedback.
- Mark as Never Attended those students who appear on your roster, but have never attended or accessed Canvas for your course.
- List a Last Day of attendance for any student who started your course, but has stopped attending.
- Check the "Mark remaining as active" box at the bottom of the roster.
- Make Comments, if appropriate.
- Click "Submit."

Thank you for your assistance. If you have any questions about this request, please contact the Office of the Registrar at registrar@ksu.edu.

Sincerely,

Kelley Brundage, Ed.D.
University Registrar

Working the E-mail

The following email will be sent to your K-State email if you are listed as an Instructor of Record on a course for the semester in question.

Please check your Junk Mail folder as this email comes from the SSC Navigate system and may go into junk mail or spam.

Subject: FYI: Report SP22 Students for Non-Attendance in SSC Navigate

Student Feedback Request

Dear Professor _____,

We are reaching out to remind you of the deadline for reporting a Drop for Non-Attendance Deadline for 16-week courses is **Monday, _____ 2022**, and that you have a different way you can engage and report that information to the Office of the Registrar. **If you have already reported any non-attendance for your course(s) in spring 2022 you may ignore this email notification.** If you have not I encourage you to engage with the process below.

Effective Spring 2022 we are only utilizing the process via SSC-Navigate, which removes the prior process requiring an individual form for every student you wanted to report from your course(s). *The deadline for submission via the link below is Monday, _____ by 5:00 pm, CDT.*

Please click on the link below to access your spring 2022 course roster and indicate if which/if any students have "Never Attended" or have "Never Accessed" your course (if online or engagement is via Canvas. The goal of this instructor notification and the deadline is to address any student now that has stopped attending instead of having to work through appeals or other processes later.

There is a place for you to list the last day of attendance/engagement and it is helpful if you fill that in if known. Additionally, for the remaining students on the roster just scroll to the bottom of your roster and choose to "Mark Remaining as Active" and the form will automatically update.

PLEASE NOTE:

1. The SSC-Navigate system relies on KSIS for ALL K-State information, including instructors of record and section details. **Please disregard this email if you are the "instructor of record," but do not have any in-class teaching responsibilities this fall.** If someone else is teaching the course to which you are assigned in KSIS, please forward this email to that instructor.
2. If **your class has not started yet** save this email and use the link to report to us within the first week of your course.

To access your course rosters go to the bottom of the email and Click on the following link

The following page will pull up in a web browser:

Student Feedback

Your information is secure.
Security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy. Thank you!

Professor
You have been asked to fill out enrollment census evaluations for the students in the following classes. Update each student based on the best of your knowledge of their attendance at this point in the term.

PHYS-6

	Student name	Active	Last day	Never attended	Comments
1		○	27	○	
2		○	27	○	
3		○	27	○	

☐ **Mark remaining as active**

Legend Active Inactive

Review your course roster and for anyone that you want to report for a "drop" for non-attendance use the Never Attended radio button and add any comments you feel are necessary.

Student Feedback

Your information is secure.
Security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy. Thank you!

Professor:
You have been asked to fill out enrollment census evaluations for the students in the following classes. Update each student based on the best of your knowledge of their attendance at this point in the term.

PHYS-6

	Student name	Active	Last day	Never attended	Comments
1		○	27	●	never attended class
2		○	27	○	
3		○	27	○	

☑ **Mark remaining as active**

Legend Active Inactive

Submit

If you teach more than one course or section in the semester you will see them all on the page:

When you are done marking everyone who has not been in attendance choose the Mark Remaining as Active button at the end of your roster and then click on Submit:

Once submitted this will place the notification into the Office of the Registrar queue for processing. Starting on the deadline date (see the Academic Calendar for confirmation) it can take 7-14 business days (excluding weekends and holidays) to process the drop in KSIS.