Dear Faculty & Staff,

In Tuesday's email, we notified you that all instructors of record need to select a method of determining that students began attending their courses in the first fifteen class days. One of the six options, Faculty Attendance Tracking in CyberBear (also referred to as Banner attendance module) is brand new. As such, we are finding quirks and fixing problems as they are reported to our office.

Earlier today, we were notified by an instructor that they were unable to view their course in the new attendance tracking tool. We have discovered that only courses that have a scheduled meeting time will appear in the tool.

Those who teach asynchronous online courses or other courses without a scheduled meeting time (e.g. internships, independent studies, open labs, etc.) should choose a different attendance collection method for those courses this semester.

Options for courses without a scheduled meeting time include:

- Moodle attendance module
- Moodle logs (see Finding Last Date of Attendance from Moodle document)
- EAB Navigate early alert (overview, definitions, and more info)
- Weekly quiz or assignment

We will notify campus if we can expand the CyberBear Faculty Attendance Tracking tool to more courses in future semesters.

Thank you for your patience and please do not hesitate to contact us with questions.

Maria Mangold
University Registrar

Need help? Email us or give us a call Monday-Friday from 8 a.m. to 5 p.m. (MST).

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