

Positive Attendance Courses

Faculty Services - Submitting Grades and Attendance Hours

Faculty Services and Grade Entry supports plus/minus grading, as well as Pass (P), No Pass (NP), and Incomplete (I) and is used to record the total number of **attendance hours**.

Positive Attendance is the accounting method used for courses that require daily student attendance records. **Attend Hours** are required for all Positive Attendance Courses, including:

- **Short Term Credit Courses** - Credit courses scheduled to meet fewer than five days.
- **Irregularly Scheduled Credit Courses** - Credit courses scheduled irregularly with respect to the number of hours the course meets on each scheduled day of instruction.
- **Open Entry/Open Exit Courses** - All open entry/open exit courses, including distance education noncredit courses taught synchronously.
- **Noncredit Courses** - All noncredit courses, except those that meet asynchronously.

Tips!

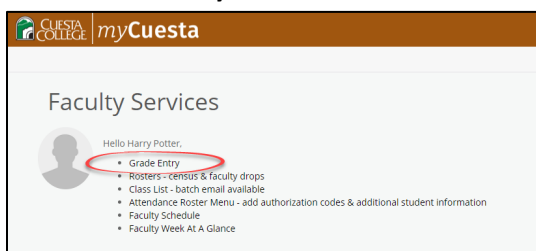
- Be sure to use the **Attend Hours column** to add attendance hours for all students, including dropped students (students that drop prior to or after census)
- Be sure to enter "0" in the **Attend Hours column** for all dropped students who never attended class
- Grading and Attendance Hours submission window = three working days after the last class
- Grades and hours can be repeatedly submitted (saved) in Faculty Services until the closing date issued from the Records department
- In addition to submitting grades and hours in Faculty Services, you must also send attendance rosters used to track daily student participation to the Office of Instruction, at the end of each term
- If you have any questions or need more information about the daily number of hours or total number of contact hours for your course(s), please **contact an Instructional Specialist at (805) 546-3122 or email instruction@uesta.edu**

Submitting Grades and Hours

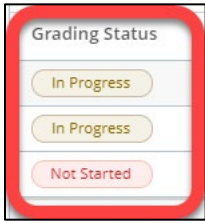
1. Log into [myCuesta](https://my.uesta.edu). Then, select the Faculty Self Service icon. Contact ITsupport@uesta.edu for assistance with logging in.



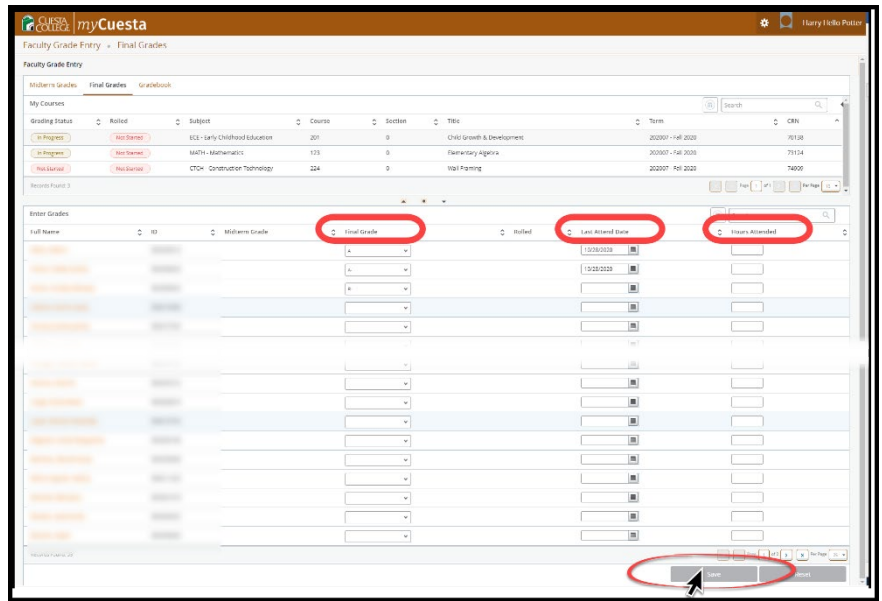
2. Select **Grade Entry**



3. Select **Not Started** or **In Progress** under Grading Status for each course and the list of students will display below.



4. Input the following fields, as appropriate, then select **Save**.
 - **Final Grade** – select a value from the list.
 - **Last Attend Date** – Enter the date a student stopped showing up for class during the semester. *(This is used by Financial Aid to track students receiving assistance and should be entered for those students who have withdrawn from the class.)*
 - **Attend Hours** – Enter the number of hours attended. Once you have entered a grade for all students



Once you have entered a grade and total hours for all students **Completed** will display under Grading Status for each complete course.

