

Participation Census Reporting

Faculty User Guide

Introduction

Columbus State Community College is required by federal law to verify and monitor the enrollment of students who participate in Federal Title IV student aid programs. It is our responsibility to verify students are actively engaged in the course as demonstrated by meaningful efforts toward completion of the course.

Beginning Summer Semester 2022, all students currently registered for courses will be presented for review of participation by the faculty member each reporting window. Faculty will be presented with the full section roster to review and indicate the student's current participation up until that point in the semester.

The 'Participation Census Reporting' procedure, required to be completed by all faculty, allows the college to effectively track students who never begin participation, who fail to be actively engaged in their courses or stop participating during the term.

Active engagement may be further defined as: completion of graded section assignments (homework, quiz, essay, project, or lab); active participation in studio or practicum sessions; making content-related contributions to an online discussion forum (including responses both to prompts and to student/instructor posts).

During each semester, there will be a total of three reporting windows faculty may be asked to complete. Faculty will be required to review their class rosters and report the student's participation. Once each reporting window closes, reporting will trigger Financial Aid evaluations which may affect some students; however, all reported participation information will remain as part of the section record.

Process Overview

During each semester there will be a total of three reporting windows faculty may be asked to complete. Faculty will be required to review their class rosters and report the student's participation up until that point in the semester. All faculty members teaching sections during the particular reporting window will receive an email notification through their CSCC email account indicating when the reporting windows will open. This email will be sent approximately 2 to 4 days prior to each reporting window opening.

For each semester the timing of reporting will be at the same point – with some variation for summer term as it is shorter in length than the other two semesters. For semesters that are 16 weeks in length (Autumn and Spring) the following reporting time frames will be utilized:

- The first reporting window will open approximately 20 days after the semester begins – approximately week 3 - and be open for 7 days.
- The second reporting window will open approximately during week 9 of the semester and be open for 7 days (ending date of this reporting window will occur on the last day to drop full term courses – see Academic Calendar).
- The third reporting window will open during the 15th week and be open for 7 days.

Summer semester is 11 weeks in length and the following reporting time frame will be used for this term:

- The first reporting window will open approximately 20 days after the semester begins – approximately week 3 - and be open for 7 days.
- The second reporting window will open approximately during week 6 of the semester and be open for 7 days (ending date of this reporting window will occur on the last day to drop full term courses – see Academic Calendar).
- The third reporting window will open during the 10th week and be open for 7 days.

Upon the opening of the reporting window, the faculty member can log into their Self-Service account and complete the reporting for all their courses. By selecting the Faculty category from the Self-Service home menu, the faculty member will see all the sections they are teaching for that term. Upon choosing the sections and selecting the Participation Census tab, a listing of ALL students will be presented. **The listing is a full roster of ALL students in the section.**

Once the faculty member has entered the section roster there will be two options available to choose from in reporting the students: 'Never Participated' OR 'Last Date of Participation'. The faculty member updates each student accordingly and clicks the blue Certify button; this completes the required reporting for that particular section. **If the student is actively participating in the class, the faculty member will enter nothing for that particular student.**

During the reporting window the faculty member can update the information as many times as necessary; however, once the blue Certify button has been clicked information can no longer be updated. **It is important to make sure the most accurate and up-to-date information is submitted by the close of the reporting window as that information will be used to withdraw students from the course sections if they are marked as not participating.**

Once the reporting window is closed, a process will run to administratively withdraw some students who were reported as 'Never Participated ' or were reported with a 'Last Date of Participation.' Students will be notified via their CSCC email account when they are dropped from the course sections.

Reminder to Faculty: Do NOT use the grading screen in Self-Service to report students for the Participation Census Reporting process. Information placed in error on the grading screen may cause data integrity issues for those students.

Process to Readmit Student Erroneously Dropped from Course

In the event an error occurred, and the faculty member dropped a student by mistake, only the faculty member can authorize the student to be readmitted back into their section. There are currently two methods to complete this process.

The most efficient method to request the student be readmitted to the section they were dropped from is to send an email to the following email address: Attend_Readmit@cscce.edu. The faculty member must use their CSCC email account to make this request. It will be necessary to include the following information in the email. **If any of the following information is missing, the request will not be processed.**

- Student Name

- Student Cougar ID
- Section Number – Full course information is **REQUIRED**
 - Example: Math 1020-001-12345
- Faculty Name and Department

A bounce back notification will be sent to the faculty member indicating the request has been received.












The second method to readmit the student dropped in error from the section would be to have the faculty member complete a 'Blackboard Online Registration Instructor Permission Form (BORIPF).' Instructions are available online – [here](#).

System Instructions

Note: The reporting completed by faculty through the Participation Census Reporting process in Self-Service is not an attendance tracking system. Some students reported by faculty as 'Never Participated' or marked with a 'Last Date of Participation' will be DROPPED from the course section rosters at the end of the reporting period. Please read the instructions carefully.

To access the Participation Census Reporting link, go to selfservice.csc.edu to log in to Self-Service. Once logged in, click on the Faculty category:

Hello, Welcome to Columbus State Self-Service!
Choose a category to get started.

 Student Finance Here you can access your account information, make an online payment, and submit tuition vouchers and VA Certification.	 Financial Aid Here you can access financial aid data, forms, etc.
 Tax Information Here you can change your consent for e-delivery of tax information.	 Banking Information Here you can view and update your banking information.
 Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.	 Course Search Here you can view course descriptions and search for classes.
 Grades Here you can view your grades by term.	 Graduation Overview Here you can view and submit a graduation application.
 Faculty Here you can view your active classes, submit grades, and record attendance for students.	 Student Finance Admin Here you can view the Student Finance information as a student.
 Financial Aid Counseling Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions.	

Note: In the event you cannot log into your Self-Service account, please contact the IT Support Center at 614-287-5050 for assistance.

Once the Faculty category has been selected, a listing of ALL course sections available for reporting will be presented:

Manage your courses by selecting a section below

Spring Semester 2022					
Section	Times	Locations	Availability ⓘ	Books	Participation Census Dates
HIST-1111-012: European History to 1648	1/17/2022 - 5/14/2022	Online Technology	7 / 28 / 0		5/1/2022 Census
COLS-1100-041: First Year Exp Seminar	TBD 3/20/2022 - 5/14/2022	TBD Lecture	0 / 30 / 0		5/1/2022 Census
AMT-1103-630L: Aircraft Materials	M 8:00 AM - 1:00 PM 4/4/2022 - 5/8/2022 T/W/Th 8:00 AM - 1:50 PM 4/4/2022 - 5/8/2022	TBD Live Online Southwest Ctr At Bolton Field, 146 Lab	13 / 25 / 0		4/24/2022 Census

To complete the necessary reporting for each of the course sections shown on the screen, click on the hyperlinked section:

Manage your courses by selecting a section below

Spring Semester 2022		
Section	Times	Locations
HIST-1111-012: European History to 1648	1/17/2022 - 5/14/2022	Online Technology
COLS-1100-041: First Year Exp Seminar	TBD 3/20/2022 - 5/14/2022	TBD Lecture
AMT-1103-630L: Aircraft Materials	M 8:00 AM - 1:00 PM 4/4/2022 - 5/8/2022 T/W/Th 8:00 AM - 1:50 PM 4/4/2022 - 5/8/2022	TBD Live Online Southwest Ctr At Bolton Field, 146 Lab

Then click on the Participation Census tab:

Section Details

[Back to Courses](#)

HIST-1111-012: European History to 1648




Spring Semester 2022
Columbus Campus

1/17/2022 - 5/14/2022
Online Technology

Seats Available ⓘ 7 / 28 / 0

Deadline Dates

Roster Attendance **Participation Census** Grading

Student Name	Student ID	Class Level
 [Redacted]	[Redacted]	Graduated
 [Redacted]	[Redacted]	First Year Student
 She/Her/Hers	[Redacted]	First Year Student

Once the Participation Census tab is selected, the course roster will be presented that require you to update their participation.

Section Details

[Back to Courses](#)

HIST-1111-012: European History to 1648

Spring Semester 2022
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1/17/2022 - 5/14/2022
Online Technology






Seats Available ⓘ 7 / 28 / 0

Deadline Dates

Roster Attendance **Participation Census** Grading

5/1/2022 Census

ⓘ 5/1/2022 Census Certify

Student Name	Student ID	Never Participated	Last Date of Participation	Class Level	Credits
 [Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="MM/yyyy"/>	Graduated	3
 [Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="MM/yyyy"/>	First Year Student	3
 [Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="MM/yyyy"/>	First Year Student	3
 [Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="MM/yyyy"/>	First Year Student	3
 [Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="MM/yyyy"/>	First Year Student	3

Three options for reporting students

As indicated above, there are three possible statuses for each student presented on the roster. Only one status per student is allowed.

Actively Participating

You should take no action for students who are actively participating in the course.

Never Participated

If there are students in the course who have never participated, place a check in the box under the column 'Never Participated' for the particular student. Only one entry per student will be permitted:

HIST-1111-012: European History to 1648
Spring Semester 2022
Columbus Campus
1/17/2022 - 5/14/2022
Online Technology
Seats Available 7 / 28 / 0
Deadline Dates

Roster Attendance Participation Census Grading

5/1/2022 Census

5/1/2022 Census Certify

Student Name	Student ID	Never Participated	Last Date of Participation	Class Level	Credits
		<input checked="" type="checkbox"/>	<input type="text" value="MM/yyyy"/>	Graduated	3
		<input type="checkbox"/>	<input type="text" value="MM/yyyy"/>	First Year Student	3
		<input type="checkbox"/>	<input type="text" value="MM/yyyy"/>	First Year Student	3
		<input checked="" type="checkbox"/>	<input type="text" value="MM/yyyy"/>	First Year Student	3
		<input type="checkbox"/>	<input type="text" value="MM/yyyy"/>	First Year Student	3

Notice that when you place a check in the "Never Participated" box, the "Last Date of Participation" is greyed out. This is because only one reporting status per student is allowed.

Last Date of Participation

If there are students in the course who have **stopped** participating, you will be required to provide a last date of participation. To complete this reporting, a date **MUST** be entered in the column titled 'Last Date of Participation' for the particular student. Only one entry per student is permitted (see the enhanced definition of "Participation" at the beginning of this section for a detailed explanation in determining the date needed):

HIST-1111-012: European History to 1648

Spring Semester 2022
Columbus Campus
1/17/2022 - 5/14/2022
Online Technology

Seats Available 7 / 28 / 0

Deadline Dates

Roster Attendance Participation Census Grading

5/1/2022 Census

5/1/2022 Census Certify

Student Name	Student ID	Never Participated	Last Date of Participation	Class Level	Credits
		<input checked="" type="checkbox"/>	M/d/yyyy	Graduated	3
		<input type="checkbox"/>	02/27/2022	First Year Student	3
		<input type="checkbox"/>	M/d/yyyy	First Year Student	3
		<input checked="" type="checkbox"/>	M/d/yyyy	First Year Student	3
		<input type="checkbox"/>	03/16/2022	First Year Student	3

REMINDER: If the student is actively participating in the class, the faculty member will enter nothing for that particular student.

Certification of reporting

When Participation Census reporting information has been entered for each student appropriately, click the blue Certify button:

HIST-1111-012: European History to 1648

Spring Semester 2022
Columbus Campus
1/17/2022 - 5/14/2022
Online Technology

Seats Available 7 / 28 / 0

Deadline Dates

Roster Attendance Participation Census Grading

5/1/2022 Census

5/1/2022 Census Certify

Student Name	Student ID	Never Participated	Last Date of Participation	Class Level	Credits
		<input checked="" type="checkbox"/>	M/d/yyyy	Graduated	3
		<input type="checkbox"/>	02/27/2022	First Year Student	3
		<input type="checkbox"/>	M/d/yyyy	First Year Student	3
		<input checked="" type="checkbox"/>	M/d/yyyy	First Year Student	3
		<input type="checkbox"/>	03/16/2022	First Year Student	3

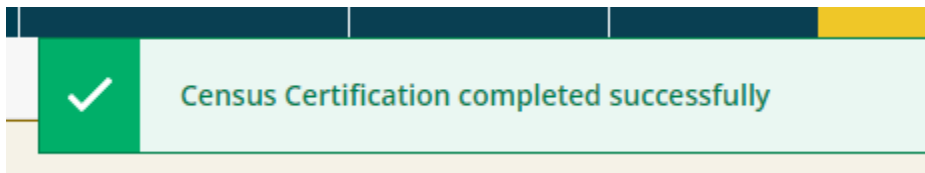
You will receive the following certification statement to review. If you are satisfied that all entered Participation Census information is accurate, choose "Submit"; if you would like to go back and amend what you have entered, click "Cancel":

Certify Participation Census

I certify that the students on this class roster are participating except for those marked as never participated or with a last date of participation.

Cancel
Submit

You will then receive a notification in Self-Service that the Participation Census data has been submitted:



Additionally, a confirmation message will appear in blue, the “Never Participated” and “Last Date of Participation” data will be confirmed on the screen, and the blue “Certify” button will disappear:

HIST-1111-012: European History to 1648
 Spring Semester 2022
 Columbus Campus
 1/17/2022 - 5/14/2022
 Online Technology

Seats Available ⓘ 7 / 28 / 0

[Deadline Dates](#)

Roster Attendance **Participation Census** Grading

5/1/2022 Census Participation Census Certified On 5/20/2022 10:16 AM

Student Name	Student ID	Never Participated	Last Date of Participation	Class Level	Credits
Amna K. Aldakhl	1315603	✓		Graduated	3
Rebecca L. Atkinson	1389758		02/27/2022	First Year Student	3
Nia Baez Carreno	1403883			First Year Student	3
Cassidy P. Barnes	1196943	✓		First Year Student	3
Evan C. Castaneda	1370134		03/16/2022	First Year Student	3
Isabela M. Castrillo	1382762			First Year Student	3
Aaron Chambers	1430931			First Year Student	3

Please Note: once you have clicked “Submit” to the certification statement, you will no longer be able to enter Participation Census information for that reporting window.

Possible error messages

An error message will be received when entering a 'Last Date of Participation' for a student when the date entered is *before* the first day of the section or *after* the last day of the section. The system will not allow a date to be entered that is earlier than the start date of the section or after the last date of the section:

The screenshot shows the 'Section Details' page for 'COLS-1100-041: First Year Exp Seminar'. The page includes a 'Participation Census' tab and a table with columns for Student Name, Student ID, Never Participated, Last Date of Participation, Class Level, and Credits. A red box highlights the 'Last Date of Participation' field for a student, which contains the date '12/22/2021'. A red error message box below the table states: 'Last date of attendance should be within section start and end date'. A 'Certify' button is visible in the top right corner of the table area.

Student Name	Student ID	Never Participated	Last Date of Participation	Class Level	Credits
[Redacted]	[Redacted]	<input type="checkbox"/>	12/22/2021	First Year Student	1
[Redacted]	[Redacted]	<input type="checkbox"/>	MM/yyyy	First Year Student	1

To correct, enter the appropriate "Last Date of Participation" that falls within the start and end dates of the section.

If you have multiple sections listed you will need to access each course section, review the roster, and check the "Certify" button for all reporting to be completed and sent for processing.