

TACRAO Member Listserv Surveys

Return to Bobbye G. Fry at fry@uiwtx.edu.

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Original Author: Lana Wagner

Original Question: What policy or procedure is used to determine when a student begins attending an online class? Is there a specific action or date that is used? At what point are instructors required to report that students are not participating in class?

Respondent	Institution	Responses (adjust/add columns /rows as needed)
Carey Rose	Temple College	At Temple College, we use the 16 week term with 6, 8, and 11 in the summer. All classes have start and end dates. We drop all non-paid students on Census and ask professors to email us with no-shows 2 weeks into the beginning of the term. After Census – all students are dropped on the date we receive the drop.
Peggy Hendrickson	University of North Texas	Instructors are given the standard roll sheet that is done systematically for all classes given at UNT with the same due date after the 12 th class day. WebCT/Blackboard allows instructors to see if a student has logged in to the class, when the last login was, how much time was spent them, and how much time was spent total. If a student has never logged in once the class officially started, we say they have never attended. If your institution requires students to attend two classes (for example), that's something the WebCT/Blackboard would also allow you to see, since it shows dates, times, and length of login.
Diane Brice	Amarillo College	At Amarillo College if they log-in to the class they are considered attending. Then when they post grades at the end of the term, we only have them report last date of attendance if they receive an "F" for the class. Then they go back to the last day the student logged in, turned in a homework assignment or took a test.
Brenda Schumann	Texas Lutheran University	We require all students to check-in here in the Registrar's Office regardless of whether or not it is an on-line course. The students have to physically stop by (if the course is on-campus) or contact us via phone/e-mail (if the course is on-line) and let us know that they are still going to participate. It is more of a hassle for us, but doesn't "burden" the faculty with having to take roll, keep track, etc. For those students who don't check-in with us, we contact via phone, e-mail, etc. until receiving a response.
Tana Baker	Midland College	Students who attend the online courses are required to email their instructor prior to the first class day which normally runs the length of the semester. They are not allowed to sign in to there course on Blackboard until the first day of class for the semester. Our instructors are required to report students for non attendance on the census day roster.