WKCTC WEST KENTUCKY COMMUNITY & TECHNICAL COLLEGE

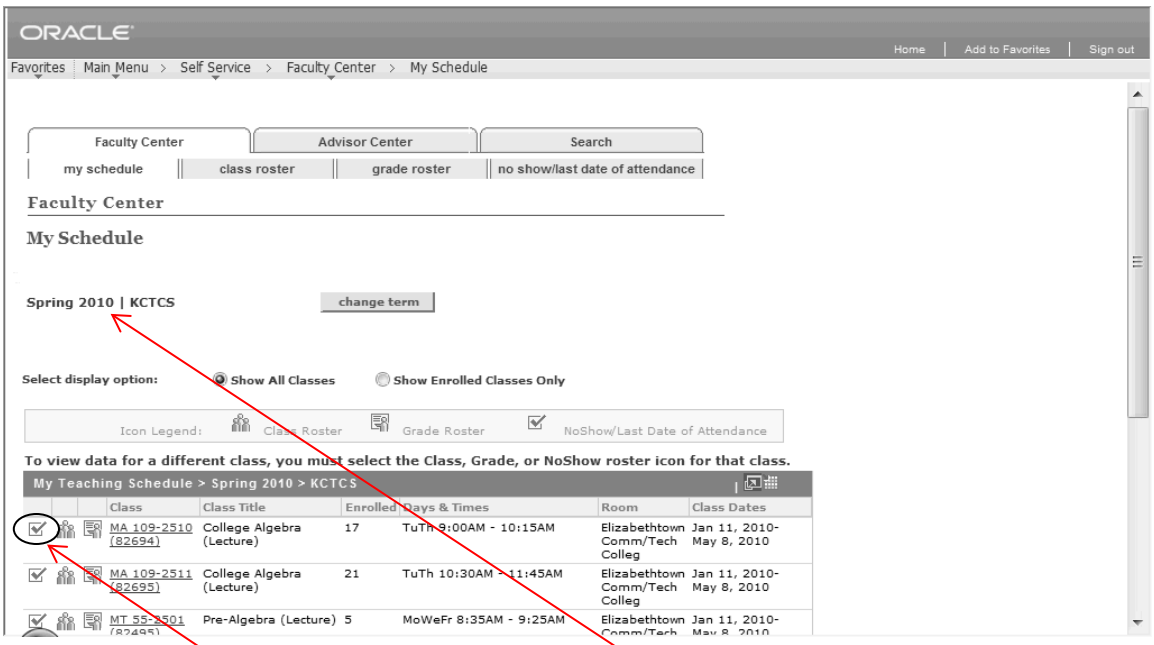
Recording No Shows in PeopleSoft

Faculty MUST GO INTO EACH CLASS ROSTER for courses included in a reporting cycle even if they do not have any students to report as a no show in a section. Only the faculty member assigned to teach a course has access to the class roster to report no shows. Please do not phone or e-mail names to enter for you as we do not have access to do so.

1. No show reporting is completed from the Faculty Center in PeopleSoft.

   - Go to the following Web address to access PeopleSoft: **https://kctcs.mycmsc.com**
   - Click on "STUDENT ADMIN PRD."
   - Type your KCTCS user ID (i.e., jdoe0001) & password, then click on SIGN IN.

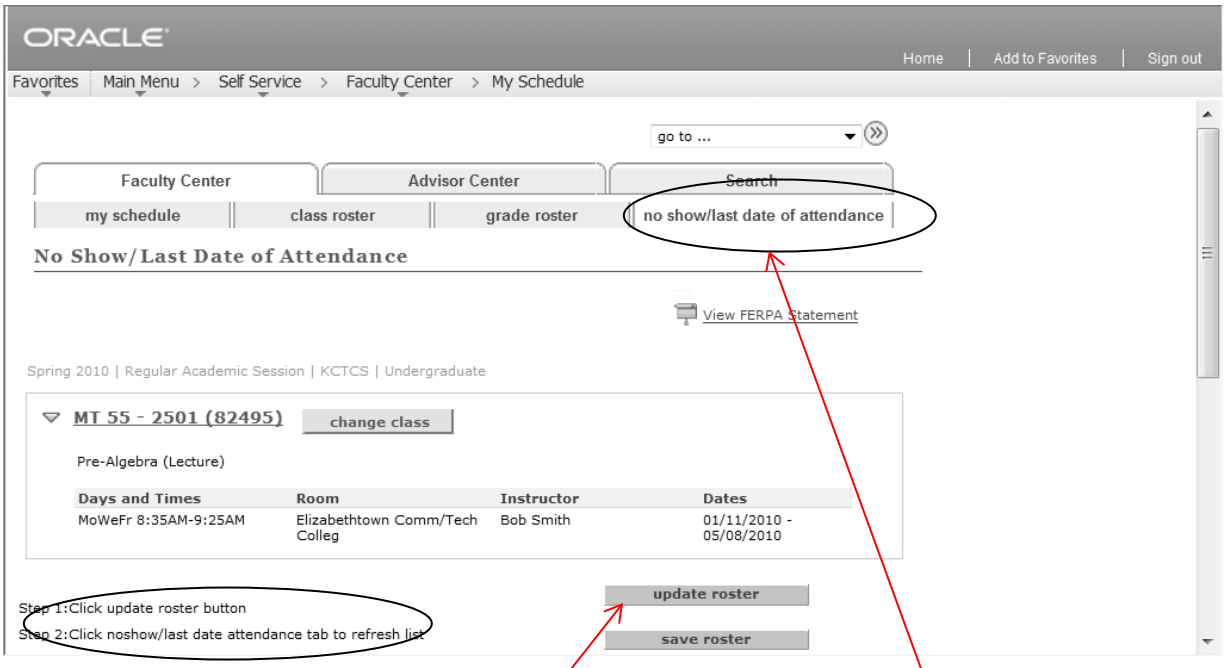
2. The **Faculty Center** should display the **My Schedule** page as soon as you login to PeopleSoft. *If it does not, you may navigate to it by selecting **Main Menu**, **Self Service**, **Faculty Center**, **My Schedule**.*



3. Verify that you are viewing classes from the correct term.

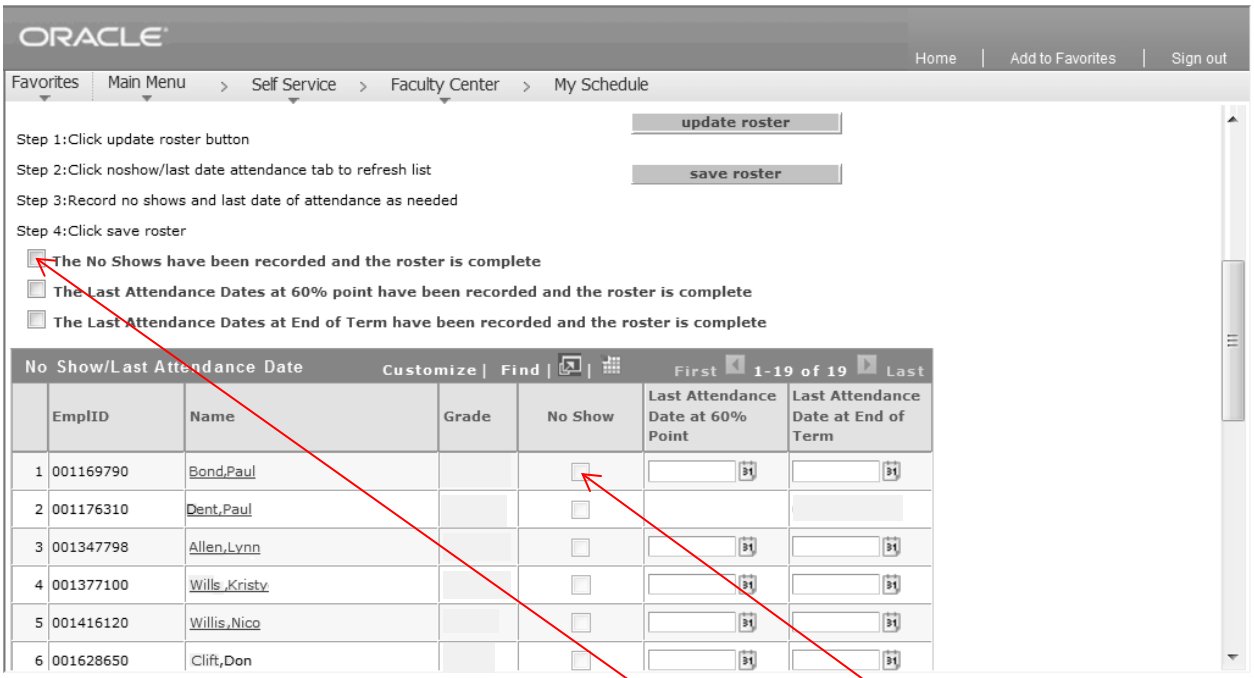
> ☞ *To change the term, click the **Change Term** button and select the preferred Term and click **Continue** to view classes for that term.*

4. To record students that have **never** attended class, click on the **No Show/Last Date of Attendance** roster icon for that class. You MUST click on the check box icon to get to the **No Show/Last Date of Attendance** roster.



5. To record information on the **No Show/Last Date of Attendance** roster, follow the instructions listed in steps on the page to populate the roster.

- Click the **Update Roster** button. *This will ensure that the roster has the most recent enrollment data.*
- Click on the **No Show/Last Date of Attendance** page tab to refresh the page and display the most recent roster data.



- Click the **No Show** button for any student that NEVER attended a face-to-face class or participated in an online class. If a student has only attended the first class meeting and has not contacted you as to why he/she is missing class, then the student should be reported as a no show. In online classes merely logging into a class does not constitute attendance. Completing a syllabus acknowledgement, participating in a discussion board, or completing an assignment are examples of attendance in an online class. (DO NOT ENTER a last date of attendance since the student has NEVER attended class.)
- Once all no shows for this class are entered, check **The No Shows have been recorded and the roster is complete** checkbox**.**
- **If there are not any students to report as no shows in this class, check The No Shows have been recorded and the roster is complete** checkbox.
- Click the **Save Roster** button **AFTER** you have checked the appropriate box under **Step 4 on the roster page**. *The data entered will be saved and will gray out. However, any students on the roster that do not have data entered will remain active for updates later.*
- Skipping any of the above steps will mean that no show reporting in this class is incomplete and your division dean will notify you of missing rosters.

6. To view a different attendance roster, click the **Change Class** button to return to the **My Schedule** page and click on the **No Show/Last Date of Attendance** roster icon for a different class to view that roster. **DO NOT** click on the people icon as doing so will take you to the incorrect roster to report no shows.

7. Click the **Home** link when finished.

☞ *If you enter data in error, send an e-mail to WKCTCRecords@kctcs.edu. The e-mail MUST include the student's name and complete course ID information (i.e., Mary Smith - 78290 ENG 101 B502). Omitting any of the required information will result in the Records Office returning the e-mail requesting the required information before the change can be processed.*