

Faculty Directions for Responding to Enrollment Census Requests

The Navigate “Enrollment Census” process replaces the “taking attendance” feature we used in the past. At three points each semester, the Registrar will create an Enrollment Census campaign, and you (faculty) will receive an email and notification (with a link), very similar to what you receive for Academic Progress Reports (APRs).

Below is the form you see (with your class roster) once you have selected “Click to Begin Entering Student Feedback” from the email link OR the notification on the platform.

STUDENT FEEDBACK

Your information is secure.
GradesFirst security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy.
Thank you for using GradesFirst.

Professor McLaughlin:
You have been asked to fill out enrollment census evaluations for the students in the following classes. Update each student based on the best of your knowledge of their attendance at this point in the term.

ACCT2254 INTRO TO FINANCIAL ACCT

| Student name | Active | Last day | Never attended | Comments |
|------------------------------|----------------------------------|----------------------|-----------------------|---------------------------|
| 1 Brock, Charles | <input checked="" type="radio"/> | <input type="text"/> | <input type="radio"/> | <input type="text"/> |
| 2 Davis, Summer | <input type="radio"/> | 08/12/2014 | <input type="radio"/> | Summer's last day is 8/12 |
| 3 Gibson-Serrano, Treashelle | <input type="radio"/> | <input type="text"/> | <input type="radio"/> | <input type="text"/> |
| 4 Gukwon, Cary | <input type="radio"/> | <input type="text"/> | <input type="radio"/> | <input type="text"/> |
| 5 Harvey, Joseph | <input type="radio"/> | <input type="text"/> | <input type="radio"/> | <input type="text"/> |
| 6 Hill, Donald | <input type="radio"/> | <input type="text"/> | <input type="radio"/> | <input type="text"/> |
| 7 Kelley, Chris | <input type="radio"/> | <input type="text"/> | <input type="radio"/> | <input type="text"/> |

Mark remaining as active

Legend Active Inactive

Fall 2023 Enrollment Census Dates

First day of class: Enrollment Census campaign will be sent on Wednesday, August 30. Please mark all students as “active” or “never attended” for the first day of class. **Due Friday, September 1.** Include comments if you know why the student missed the first day of class.

Tenth day of class: Enrollment Census campaign will be sent on Wednesday, September 6. Please mark all students as “active” or “never attended” for the first ten days of class. If they came to some, but not all, classes – use the drop down to indicate last day of attendance. **Due Friday, September 8.**

Tenth week of class: Enrollment Census campaign will be sent on Wednesday, November 1. Please mark students as “Active” or (if they have not been attending) indicate their last day of attendance. **Due Monday, November 6.**

Note that you can mark those who have not been attending/never attended – and then, at the bottom of the list, select the option to “Mark Remaining as Active.” By selecting this option, the form automatically fills in any unmarked students as “Active” for you. Once you are finished, click the “**Submit**” button. You will receive a pop-up message letting you know that you have successfully completed your feedback.