

Daily/Positive Attendance Frequently Asked Questions

What is positive attendance?

Positive Attendance requires the day-by-day accounting of the actual hours of attendance for each student enrolled in specific courses. Actual hours of attendance are taken irrespective of the grade earned.

What qualifies a class for positive attendance vs daily attendance?

Daily attendance courses are face-to-face and synchronous online courses. For example, the course needs to meet every Monday and Wednesday at 3pm -4pm on a weekly basis, consistently. Synchronous online courses need to meet on zoom on a weekly basis to mark attendance.

If your course does not meet on a scheduled day and time on a weekly basis, then your course is not a daily attendance course, it is a positive attendance course that needs to track attendance using the excel tracking sheet. If your online course is asynchronous then asynchronous courses are not daily attendance courses. Asynchronous courses run on a more relaxed schedule. They do not meet in zoom to track attendance.

How do I access my online positive attendance roster?

- Go to the Palomar College home page at <http://www.palomar.edu>
- Click on **MyPalomar** – white link at top of page.
- Enter your User ID, Password and Sign In.
- Select the term. (Please select the correct term)
- Click on the Positive Attendance course “icon” (your roster will display).
- **All daily and positive attendance hours need to be recorded by Primary Instructor**

How do I record my hours?

Positive Attendance hours must be submitted within five business days of **your** final class meeting.

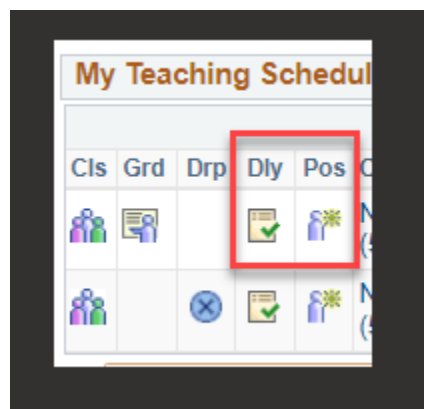
- Hours must be recorded for every student in the report even if a student drops or has no hours. Enter zero for a student who has no hours.
- Record whole hours and fractions up to the first decimal place. Example: 4.5 not 4.51.
- **Once you click on Submit, you will not be able to make changes to the online roster.**
- Re-check to be sure your submission was successful. If you log back in and the Submit button is not gray, then your submission was not successful.
- To make changes, print a hard copy of the roster and send your signed, handwritten changes to Eva Lauchmen in the Admissions Office at elauchmen@palomar.edu.

- Daily and positive attendance hours must be submitted within five business days of **your** final class meeting. Please take the steps below:

Lauchmen in the Admissions Office at elauchmen@palomar.edu.

Where can I find out my positive attendance hours for each course?

- When you click on your Daily (DLY) or Positive Attendance (PA) icon, your hours will be displayed.



Time: 08:30 11:20

Room: ESC-605

Dates:

Day(s): TTH

Description:

Instructor:

Maximum Instructor Contact
Hours is 45 hours.

Total Students:

27

Attendance Type: Positive Attendance

Personalize Find View All  		
<u>Student ID</u>	<u>Name</u>	<u>Grading Basis</u>
013907608	Calderon, Londy	NOG

- The hours are in the positive/daily attendance screen.
- Please reach out to your ADA if you cannot locate your PA hours for each course.

Who can access the daily/positive attendance?

- Only the primary instructor can access the daily/positive attendance.
- Not all classes will be able to use the daily attendance. If you have access, that means you can use the daily attendance tracker.

If I have questions about my positive/daily attendance course, who can I reach out to?

- Please reach out to your ADA first so they can assist you. If the ADA needs assistance, please reach out to Eva Lauchmen at elauchmen@palomar.edu to assist.
- If you are having technical issues where you can not view your PA/DLY Icon, please email businessanalyst@palomar.edu