CIT - Course Absence Reports

Introduction

The Course Absence Report (CAR) system has been designed to provide a consistent way for students to notify course instructors of short term absences for one or more courses. It also provides a method for advising offices to track absences and coordinate support for students who miss classes. The submission of a CAR does not excuse you from your course obligations, students are still responsible for following up with each instructor directly and adhering to course policies and procedures as outlined in your course materials/syllabus.

> *During the Fall 2012 term, the system will be piloted in a select number of classes in the undergraduate schools and will be expanded to all undergraduate courses in the Spring 2013.*

Questions about absence policy or participation in the pilot should be addressed to your school, the following websites have been set up to assist you.

Technical issues can be sent to coursesintouch@lists.upenn.edu.

Process Overview

All students enrolled in a class can submit a CAR during the current term using Penn Intouch. The application will request a date range (up to 5 working days), then the student will be presented with a list of all courses that meet on those days and will be asked to select the course or cours(es) that will be missed and the reason.[1] They will then be presented with a sample of the email that will be sent to all instructors, and the messages will be sent after they confirm that the report is correct and accept the terms and conditions.

In addition to the email, instructors will be able to review all CAR's submitted for their courses using Courses Intouch. They will have the option to view summary and detailed information for each course and have the option to download the information to Excel. If the instructor prefers to not receive an email for each CAR or would like the CAR emails routed to someone else, there is also an option to set notification preferences. Finally, the Class List has been enhanced to include a column to indicate if a CAR has been submitted by a student or students in the course.

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[1] Reasons are limited to: 1) Medical, 2) Family emergency, 3) Death in the family, 4) Other

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Instructor Options

As noted above, the reports will be accessed from Courses Intouch. The menu will include the following new options (highlighted in red):
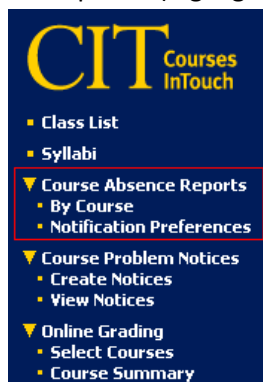
1) **Course Absence Reports -> By Course**

This screen will allow the instructor to list by course the reports submitted for the term.

a) You will be prompted to enter the term , an optional date range and select the course(s) to be reported on

b) Click [Continue] and the following list will be returned

i) Clicking each column will sort the list by that column

ii) Clicking [View Details] will return the following detail page

iii) Clicking [Download Absence Reports] button will allow you to download the list into Excel.

iv) [New Search] will return you to the previous page

v) Date Cancelled column will be populated, if the student cancels the report[2]

2) Course Absence Reports -> Notification Preferences

This screen will allow an instructor to change the email address that received his/her CAR emails or opt out of receiving them altogether[3]. Email preferences are defined at the course level and must be set for all courses being taught for the term. In addition, the preferences changes only apply to a single term, each term when the courses are set-up they will default to the instructor email on Penn Directory.

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[2] Reports can only be cancelled before the start date of the report.

[3] NOTE: If an instructor opts out of the emails, they are still available on Courses Intouch.

3) Class List

   a)   Will include a column at the end with a count of the number of CAR's submitted by that student.

   b)   Clicking the link will display the details in a pop-up window.

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Advising Office Options

Advising office staff will have the option to view the course absence reports by course or by student

1) **Menu for advising office**[4]

2) **Course Absence Reports -> By Course**

The user will be asked to select a term and the course (Subject + Course# + Section#) and then click [Continue]:

a) Click [Continue] and the following list will be returned

   i) Clicking each column will sort the list by that column

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[4] This role is for the School Advising Office staff only. It is not available to faculty advisors using Advisor Intouch.

ii) Clicking [View Details] will return the following detail page

View Course Absence Reports

Details

Name: **Lastname, Firstname**
Penn Id: **12345678**
Classification: **SR**
Primary Division: **COL**
Primary Degree:
Primary Major: **ARCH**
Secondary Division:
Secondary Degree:
Secondary Major:
Email: **pennkey@upenn.edu**

Report Date:**07/25/2012 09:56:23**
Course:**HIST-081-920**
Term:**2012B**

Reason:
Other

Dates:
07/24/2012 - 07/25/2012

Advisors:
Advisor1 Academic Advisor
Advisor2 College Contact
Advisor3   Major Advisor

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Problems or questions? Refer to the CIT User Guides **or contact your** CIT Administrator.

iii) Clicking [Download Absence Reports] button will allow you to download the list into Excel.
iv) [New Search] will return you to the previous page
v) Date Cancelled column will be populated, if the student cancels the report[5]

3) Course Absence Reports -> by Student

This option allows the user to search

a) by Name

View Course Absence Reports By Student

Select the term and one of the options below:

Option	Search Criteria

Term [2012B (Summer) ▾]
○ Student Name [   ] (Last name, First name) [Help]
○ Penn Id
○ Advanced Search

[Reset] [Continue]

b) by Penn-ID

View Course Absence Reports By Student

Select the term and one of the options below:

Option	Search Criteria

Term [2012B (Summer) ▾]
○ Student Name
⦿ Penn Id [   ]
○ Advanced Search

[Reset] [Continue]

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[5] Reports can only be cancelled before the start date of the report.

c) **or using Advanced Search Criteria**

Where:

i) '**# of absence reports**' is the minimum number of reports for the term, if at least one was created for the dates selected. Generally, this is used to look for students with multiple absences for the term.

ii) '**Status**' allows the user to select All (active + closed) CAR's or just active or just cancelled.

iii) '**Date Range**' allows the user to select a subset of the term to examine.

iv) '**Division**' allows the user to focus on students from a single division.

d) The detail for this view contains the following columns (# of days absent, #of courses missed and # of reports), which can be downloaded to excel for further analysis

i) Clicking each column will sort the list by that column

ii) Clicking [View Details] will return the following detail page

View Course Absence Reports

Details

Name: **Lastname, Firstname**
Penn Id: **12345678**
Classification: **SR**
Primary Division: **COL**
Primary Degree:
Primary Major: **ARCH**
Secondary Division:
Secondary Degree:
Secondary Major:
Email: **pennkey@upenn.edu**

Advisors:
Advisor1 Academic Advisor
Advisor2 College Contact
Advisor3 Major Advisor

Report Date:**07/25/2012 09:56:23**
Course:**HIST-081-920**
Term:**2012B**

Reason:
Other

Dates:
07/24/2012 – 07/25/2012

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Problems or questions? **Refer to the** CIT User Guides **or contact your** CIT Administrator.

iii) Clicking [Download Student List] button will allow you to download the list into Excel.

iv) Clicking [Download Absence Reports] button will allow you to download the detail into Excel.

v) [New Search] will return you to the previous page

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Student Functions

This is a brief overview of the student functions that were mentioned in the overview and has been included in the event that students ask you questions about how to submit a CAR. Note: technical problems should be sent to coursesintouch@lists.upenn.edu.

1) Menu

2) Course absence reports -> Create new report

This application allows a student to post a CAR for the current term only

a) Introduction page

b) Set-up CAR and submit

i) Step 1: Select a date or date range

ii) **Select the courses that are scheduled for the dates entered and select a reason for the absence.**

c) **Review and Confirm correspondence**

d) **Confirmation page**

3) Course absence reports -> Review submitted reports

This application allows the student to review the CAR's submitted for a term (current or prior) and gives them the option to cancel a CAR, if and only if the date of the CAR has not passed.[6]

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[6] In the case of a multi-day CAR, if some of the days have already occurred they will be presented with the option to cancel the remaining days.