

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 course(s) 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.

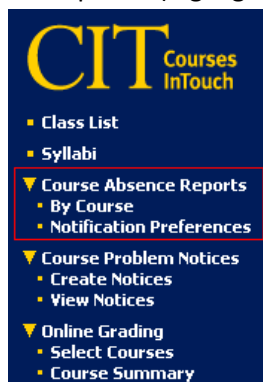
In addition to the email, instructors will be able to review all CAR's submitted for their courses using [Courses Intouch](#). They will have the option to view summary and detailed information for each course and have the option to download the information to Excel. If the instructor prefers to not 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.

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.

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

View Course Absence Reports By Course

Select a course:

Search Criteria

Term: **2012B (Summer)** From: **05/21/2012** To: **08/10/2012**

Courses:

HIST-081-920

Reset Continue

- Click [Continue] and the following list will be returned

View Course Absence Reports

Select	Course	Student Name	Penn Id	Reason	From Date	To Date	# Of Days	Date Created	Date Canceled
View Details	HIST-081-920	last, first	12345678	Medical reasons	07/25/2012	07/25/2012	1	07/25/2012 07:45:59	07/25/2012 07:45:59
View Details	HIST-081-920	last, first	12345678	Other	08/08/2012	08/10/2012	2	08/07/2012 07:15:30	
View Details	HIST-081-920	last, first	12345678	Medical reasons	07/26/2012	07/31/2012	1	07/24/2012 10:40:51	

New Search Download Absence Reports

Problems or questions? Refer to the [CIT User Guides](#) or contact your [CIT Administrator](#).

- Clicking each column will sort the list by that column


CIT - Course Absence Reports

Instructor Options

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 report²

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 altogether³. 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.

Notification Preferences

Enter your course absence report notification preference for the term and course selected below.

Term: **2012B (Summer)**
Course: **HIST-081-920**
Course Title: History of the Middle East Since 1800
Instructor(s): Mammes, Anome Francina
Tisot, Robert J

My email preference:

Email notifications sent to tisot@sfs.upenn.edu.  **default**

Email notifications sent to

No email notifications, I will be able to check for absence reports on CIT only.

[Save preference](#)

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.

CIT - Course Absence Reports

Instructor Options

3) Class List

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



Absence Report(s)
1

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

CIT - Course Absence Reports

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 office⁴



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]:

View Course Absence Reports By Course

Select a course:

Search Options

Term: 2012B (Summer) ▼

Subject Area: HIST History ▼

Course Number: 081 (Use % for wildcard)

Section Number: % (Use % for wildcard) [Help](#)

[Reset](#) [Continue](#)

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

View Course Absence Reports

Select	Course	Student Name	Penn Id	Reason	From Date	To Date	# Of Days	Date Created	Date Canceled
View Details	HIST-081-920	last, first	12345678	Medical reasons	07/25/2012	07/25/2012	1	07/25/2012 07:45:59	07/25/2012 07:45:59
View Details	HIST-081-92U	last, first	12345678	Other	08/08/2012	08/10/2012	2	08/07/2012 07:15:30	
View Details	HIST-081-920	last, first	12345678	Medical reasons	07/26/2012	07/31/2012	1	07/24/2012 10:40:51	

[New Search](#) [Download Absence Reports](#)

Problems or questions? Refer to the [CIT User Guides](#) or contact your [CIT Administrator](#).

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

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


CIT - Course Absence Reports

Advising Office Options

- 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 report⁵

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)
<input checked="" type="radio"/> Student Name	<input type="text"/> (Last name, First name) Help
<input type="radio"/> Penn Id	
<input type="radio"/> 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)
<input type="radio"/> Student Name	
<input checked="" type="radio"/> Penn Id	<input type="text"/>
<input type="radio"/> Advanced Search	

[Reset](#) [Continue](#)

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

CIT - Course Absence Reports

Advising Office Options

c) or using Advanced Search Criteria

View Course Absence Reports By Student

Select the term and one of the options below:

Option	Search Criteria
<input type="radio"/> Student Name <input type="radio"/> Penn Id <input checked="" type="radio"/> Advanced Search	Term: 2012B (Summer) # of Absence Reports for term and status has reached: <input type="text"/> Status: All Absence notice start date between: 05/21/2012 and 08/10/2012 Division: All Divisions

[Reset](#) [Continue](#)

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

View Course Absence Reports by Students

Click the button next to the desired student: # of Absence Reports in term has reached **1** days in date range **05/21/2012 - 08/10/2012**.

Select	Student Name	Penn Id	Div	Sec Div	Active Absence Reports			Canceled Absence Reports			Total
					# of Reports	# of Courses	# of Days	# of Reports	# of Courses	# of Days	
Select	Last, First MI	12345678	CGS		18	7	21	4	6	8	22
Select	Last, First MI	12345678	COL		3	2	4	3	2	7	6
Select	Last, First MI	12345678	WH	COL	1	1	1	1	1	2	2
Select	Last, First MI	12345678	WH		7	1	8	3	1	3	10
Select	Last, First MI	12345678	WH		2	4	4	0	0	0	2
Select	Last, First MI	12345678	NUR	WH	4	6	12	1	3	2	5
Select	Last, First MI	12345678	COL	WH	1	1	3	1	1	3	2
Select	Last, First MI	12345678	CGS		15	3	29	0	0	0	15

[New Search](#) [Download Student List](#) [Download Absence Reports](#)

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


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Advising Office Options

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

View Course Absence Reports

Details

	<p>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</p>	<p>Report Date:07/25/2012 09:56:23 Course:HIST-081-920 Term:2012B</p> <p>Reason: Other</p> <p>Dates: 07/24/2012 - 07/25/2012</p>
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Advisors:
[Advisor1](#) Academic Advisor
[Advisor2](#) College Contact
[Advisor3](#) Major Advisor

[Back](#)

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

CIT - Course Absence Reports

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

Create a new course absence report for Summer 2012

The Course Absence Report system facilitates communication between students and course instructors when extenuating circumstances necessitate short term class absence(s). Submission of a Course Absence Report does not excuse you from your course obligations. You are responsible for following up with each instructor directly and adhering to course policies and procedures as outlined in your course materials/syllabus. Any arrangements are made solely at your instructor's discretion.

If you are in crisis and need immediate medical attention or emergency assistance, please contact one of the following resources directly and immediately:

Public Safety Emergency Line
215-573-3333 or 511 from any campus phone.

Counseling and Psychological Services (CAPS)
9 AM - 5 PM: 215-898-7021 Ask for on-call clinician.
After hours/weekends: 215-349-5490 Operator will page on-call clinician.

[Continue](#)



b) Set-up CAR and submit

i) Step 1: Select a date or date range

Create a new course absence report for Summer 2012

Please consult your syllabus and class policies for each course before using the CAR system.

For which dates are/were you unable to attend class or classes?

Range start  Range end 

Note: a maximum range of 5 consecutive weekdays can be entered per Course Absence Report.

CIT - Course Absence Reports

Student Functions

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

Create a new course absence report for Summer 2012

Please consult your syllabus and class policies for each course before using the CAR system.

For which dates are/were you unable to attend class or classes?

Range start:

Range end:

Note: a maximum range of 5 consecutive weekdays can be entered per Course Absence Report.

For which course(s) are/were you unable to attend or fulfill your obligations?

All my classes

or

Course id	Title	Activity	Instructors	Meeting info
<input type="checkbox"/> AFR050401	World Musics & Cultures	LEC	Carol Ann Muller	TR 12:00 PM - 1:30 PM
<input type="checkbox"/> AFST225401	African Lang. & Culture	LEC	Audrey N. Mbeje	TR 1:30 PM - 3:00 PM
<input checked="" type="checkbox"/> PSCI335401	Healthy Schools	SEM	Mary E. Summers	T 3:00 PM - 6:00 PM

Why are/were you unable to fulfill your obligations?

Medical reasons
 Death in the family
 Family emergency
 Other

- c) Review and Confirm correspondence

Create a new course absence report for Summer 2012

You have requested that the following notifications be sent. This information will be shared with your school advising office. Please read them carefully to be certain that the information in them is accurate.

PSCI-335-401

08/22/2012

I, **Firstname Lastname** PennID# **87654321**, was not able to attend **PSCI-335-401** on **Monday, August 06, 2012 thru Tuesday, August 07, 2012 due to reasons other than medical issues or a family emergency.** I understand that I am expected to make arrangements to complete any missed homework, assignments or examinations and have been informed that these are made solely at your discretion.

Sincerely,
Firstname Lastname

Note from the Course Absence Report system:

If you have any questions or concerns about this student, please contact the **Nursing Undergraduate** advising office.

The Course Absence Report system facilitates communication between students and course instructors when extenuating circumstances necessitate short term class absences. If you have questions about the Course Absence Report system, please visit our website:
(website url)

Misrepresentation of your reason for missing class, or submitting untrue information or false documentation are offenses against the University's Code of Student Conduct and may be subject to investigation and sanctions by the Office of Student Conduct.

I verify that the information contained in this message or messages is true and accurate.

If any of the information is not correct, you may click on 'Revise' to go back to the previous page and re-enter your information.

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Student Functions

d) Confirmation page

Create a new course absence report for Summer 2012

Your Course Absence Report covering 08/06/2012 thru 08/07/2012 has been successfully submitted. The information in your report will also be available to the instructor(s) for the course(s) you selected and the advising office of your home school. You can review your reports by selecting 'Review submitted reports' from the Penn InTouch menu at any time.

It is your responsibility to follow up with your instructor(s) to ensure that you learn any class material covered during your absence, and to make arrangements regarding any missed course work. These arrangements are made solely at your instructor's discretion.

Your school may ask you for supporting documentation to verify the information submitted in your report.

Should you have any further questions or concerns, you may contact your school's advising office.

[Create new report](#) [Review reports](#)

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

Review submitted course absence reports for term

If a CAR can be cancelled, a cancel or cancel remaining days button will appear in this column.

From date	To date	Reason	Date created	Status	Courses	Action
08/06/2012	08/07/2012	Other	08/22/2012		show courses	
08/01/2012	08/03/2012	Medical reasons	08/01/2012	Cancelled	hide courses AFRC-050-401 AFST-225-401 FNCE-206-920	
07/29/2012	08/01/2012	Other	07/27/2012		show courses	
07/22/2012	07/26/2012	Medical reasons	07/27/2012		show courses	
07/02/2012	07/04/2012	Family emergency	07/27/2012		show courses	
06/04/2012	06/10/2012	Family emergency	07/27/2012		show courses	

hide/show for course detail

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.