Asynchronous Attendance Recording Policy

Career City College		#4071
Name of Institution		Institution Number
Asynchronous Attendance Recording Policy	**January, 17ᵗʰ, 2024**	**January, 17ᵗʰ, 2024**
Name of Policy	Effective Date	Revision Date

RESPONSIBILITY: Campus Director, Senior Educational Administrator, Onsite Administrator

CEO: Jag Basran, jbasran@careercitycollege.ca Ph: 250-410-3056

DIRECTOR: Gaurav Sharma, gaurav@careercitycollege.ca Ph: 236-259-4217

SENIOR EDUCATIONAL ADMINISTRATOR: Jenny Koropatnicki, jenny@careercitycollege.ca

or Ph: 250-410-3061

ONSITE ADMINISTRATOR CONTACT: Mayu Tanaka, studentservices@careercitycollege.ca

or 250-410-4393

Asynchronous Attendance Recording Policy

1. Introduction The Asynchronous Attendance Recording Policy at Career City College provides a framework for recording, managing, and reporting attendance for students enrolled in the Distance Learning Asynchronous mode. This policy ensures accurate documentation of student engagement with the curriculum as provided through the Blackboard Learning Management System (LMS) integrated with Classtrack College Management System for attendance and grades capturing and reporting.

2. Student Onboarding and Access

- **Orientation and Onboarding**: During the orientation phase, students receive their login credentials along with comprehensive training on how to navigate and use the Blackboard LMS effectively.

- **Access to Courses**: Students use their login information to access the Blackboard LMS, where they can begin their coursework in accordance with the curriculum schedule provided.

3. Attendance Calculation Attendance is calculated based on the engagement and completion of three core activities:

- **Study Hours**: This includes the time students spend engaged with the online content within the LMS for learning purposes. Engagement is tracked automatically by the system, which logs the active time spent on learning materials.

- **Assessment Hours**: These hours are pre-defined for all online assignments, quizzes, and exams. Each assessment has preset hours that contribute to the total attendance. Completion and passing of these assessments are mandatory for the hours to count towards attendance.

- **Instructor Session Hours**: These are optional hours where students can book time with instructors to clarify doubts or seek further explanation on any topic. These hours are added to the total attendance only if utilized by the student.

4. Attendance Reporting Example Consider a student enrolled in the Accounting and Bookkeeping Certificate Program:

- **Total Course Hours**: 40 hours

    o **Study Hours Requirement**: At least 60% of total course hours, equating to 24 hours.

    o **Assessment Hours**: 30% of total course hours, equating to 12 hours, credited only if the student achieves a passing grade (usually 60% or above).

    o **Instructor Session Hours**: Up to 10% of total course hours, equating to 4 hours, utilized at the student's discretion. Attending Program Relevant Seminars also adds instructor hours.

Total Attendance Calculation: The minimum required attendance is the sum of study hours (24 hours) plus assessment hours (12 hours, contingent on passing grades), plus any instructor session hours used (up to 4 hours). This totals a maximum of 40 hours if all components are fully utilized.

5. Grading Grading is intrinsically linked to the attendance policy, as completion of assessment hours with passing grades directly impacts the attendance credits received by the student.

6. Monitoring and Verification

- **System Tracking**: The Blackboard LMS automatically tracks and logs all student activities, including time spent on learning materials and completion of assessments and sends the data into Classtrack which is used by the instructors and administration for reporting and monitoring.

- **Manual Verification**: Instructors and administrative staff periodically review the system logs to verify the accuracy of the recorded times and ensure compliance with the attendance policy.

Monitoring Weekly Study Hours

- **Minimum Weekly Study Hours**: Students are expected to complete at least 60% of 20 hours per week (12 hours) in study activities.

- **Warning Issuance**: If a student's weekly study hours fall below the 12-hour minimum, they will receive a warning. The warning will explain the requirement to make up the deficit in subsequent weeks to maintain compliance with the course's pacing requirements.

- **Excused Absence**: Students facing extenuating circumstances preventing them from meeting the weekly hours can apply for an Excused Absence. Approval of such absences, which do not count against the student's overall attendance requirement, rests with the Senior Education Administrator (SEA).

7. Reporting

- **Daily/Weekly/Monthly Reports**: Attendance records are compiled weekly and reviewed to ensure students meet their program requirements.

- **End-of-Course Reports**: At the end of each course, a final attendance and grade report is generated for each student, indicating their total attended hours and final grades. This report is crucial for determining the student's progression and success in the program.

8. Policy Compliance Students and instructors are required to adhere to the guidelines set forth in this policy. Failure to comply may affect the student's grades and progression within their program. Regular audits are conducted to ensure policy adherence and to address any discrepancies in attendance recording.

This policy ensures that attendance tracking for students in asynchronous distance learning modes is rigorous, fair, and transparent, reflecting their true engagement and achievement in their coursework.