



How Do I?

Track Weekly Absences

PeopleSoft version 9

Faculty with classes that meet on Tuesdays and/or Wednesdays are asked to report each week the number of absences in each of their classes on each of those two days. By collecting the number of absences for the same days each week, the deans and other appropriate administrators, along with Dr. Donnie Booth and the Health Center staff, will be able to determine if the student absenteeism rate is changing significantly from one week to the next and if any action is warranted as it relates to the H1N1 virus. Each week, faculty will have until **Friday at midnight** to enter the information for Tuesday and Wednesday of that week, but will not accept entries for prior weeks.

Instructions for entering the number of absences in LEONet:

1. Log into LEONet using your username that begins with a 'W.'
2. Click on the 'Self Service' link.
3. Click on 'Track Weekly Absences.'
4. You will be prompted to enter a class number.

For classes that meet on Tuesday:

Note: *You will complete this step for each of your classes that meet on Tuesday.*

- a. Enter the class number of your Tuesday class in the white box and click on 'Search.'
- b. In the box next to '**# of Tuesday Absences**' enter the number of students who missed class on Tuesday.
- c. Click on the '**Save**' button.
- d. If you have another Tuesday class, click on 'Return to Search' and repeat the process.

For classes that meet on Wednesday:

Note: *You will complete this step for each of your classes that meet on Wednesday.*

- a. Enter the class number of your Wednesday class in the white box and click on 'Search.'
- b. In the box next to '**# of Wednesday Absences**' enter the number of students who missed class on Wednesday.
- c. Click on the '**Save**' button.
- d. If you have another Wednesday class, click on 'Return to Search' and repeat the process.

For classes that meet on Tuesday and Wednesday:

Note: *You will complete this step for each of your classes that meet on Tuesday and Wednesday.*

- a. Enter the class number of your Tuesday and Wednesday class in the white box and click on 'Search.'
- b. In the box next to '**# of Tuesday Absences**' enter the number of students who missed class on Tuesday.
- c. In the box next to '**# of Wednesday Absences**' enter the number of students who missed class on Wednesday.
- d. Click on the '**Save**' button.
- e. If you have another Tuesday and Wednesday class, click on 'Return to Search' and repeat the process.

If you have any questions, please contact the Office of Records and Registration at 549-2066.