

WEBSMART Positive Attendance Worksheet For Faculty

Please use this worksheet as a resource to calculate total hours of attendance for each student. For each CRN (Course Reference Number) you will need to do one of the following:

1) If your class meets regularly at a specified time (A1, A2, etc.,) you must calculate Positive Attendance hours for each student as follows:

$$\begin{array}{ccccc}
 \boxed{} & \times & \boxed{} & = & \boxed{} \\
 \text{\# of Lecture/Meetings} & & \text{Daily Contact} & & \text{Total Attended} \\
 \text{attended by the student} & & \text{Hour} & & \text{Hours}^*
 \end{array}$$

OR

2) If your class is designated as By Arrangement (B1, etc.,) you must report the total Number of Hours each student has attended:

$$\begin{array}{ccccc}
 \boxed{} & \times & \boxed{1.0} & = & \boxed{} \\
 \text{\# of Lab Hours} & & \text{1.0 Contact Hour} & & \text{Total Attended} \\
 \text{attended by the student} & & & & \text{Hours}^*
 \end{array}$$

OR

3) If your class meets regularly at a specified time (A1, etc.,) AND also requires By Arrangement (B1) hours, do the following for each student:

$$\begin{array}{ccccccc}
 \boxed{} & \times & \boxed{} & = & \boxed{} & + & \boxed{} \times \boxed{1.0} = \boxed{} \\
 \text{\# of Lecture/} & & \text{Daily Contact} & & \text{Total Attended} & & \text{\# of Lab Hours} & & \text{1.0 Contact} & & \text{Total Attended} \\
 \text{Meetings attended} & & \text{Hour} & & \text{Hours} & & \text{attended by} & & \text{Hour} & & \text{Combined Hours}^* \\
 \text{by the student} & & & & & & \text{the student} & & & &
 \end{array}$$

*Enter these hours in the appropriate column on your Final Grade Class List in Websmart.