

Entering Attendance

accessSPoint News

This is your portal for academic information. We will be transitioning myPoint to accessSPoint throughout the Spring 2017 term.

- The Summer and Fall 2017 [Schedule of Classes](#) are now available on accessSPoint.
- View your list of advisees in Advisor Center
- Use the Help link in the Helpful Links Tile for steps on how to do your tasks.

[more](#)

Faculty Center



Click on Faculty Center to view "My Schedule"

Advisor Center



Manage Advising Holds



Search for Classes



Helpful Links

- [What is accessSPoint?](#)
- [Contacts](#)
- [Faculty Help](#)
- [Advisor Help](#)

Faculty Center

My Schedule

2017 Fall | UW-Stevens Point

Change Term

[My Exam Schedule](#)

Select display option

Show All Classes Show Enrolled Classes Only

My Teaching Schedule > 2017 Fall > UW-Stevens Point

		Class	Section	Section Times	Room	Class Dates	
		PHYS 220-0 (81009)		1:00PM - 1:50PM	Science Building (SCI) A109	Sep 5, 2017- Dec 15, 2017	
		PHYS 240-01 (81010)	University Physics I (Lecture)	39	MoWeFr 11:00AM - 11:50AM	Science Building (SCI) A109	Sep 5, 2017- Dec 15, 2017
		PHYS 240-01D1 (81011)	University Physics I (Discussion)	15	Mo 9:00AM - 9:50AM	Science Building (SCI) A106	Sep 5, 2017- Dec 15, 2017
		PHYS 240-01D2 (81013)	University Physics I (Discussion)	24	Mo 3:00PM - 3:50PM		
		PHYS 240-01L1 (81012)	University Physics I (Lab)	15	We 8:00AM - 10:50AM		
		PHYS 240-01L2 (81014)	University Physics I (Lab)	24	Tu 11:00AM - 1:50PM	Science Building (SCI) B104	Sep 5, 2017- Dec 15, 2017
		PHYS 388-01 (82570)	Research Participation (Independent Study)	1	TBA	TBA	Sep 5, 2017- Dec 15, 2017

Attendance will be entered in the Grade Roster.

Note that for classes with multiple components (LEC/LAB/DIS), attendance is taken on the primary component only.

View Weekly Teaching Schedule

Go to top

Entering Attendance

Faculty Center Search

My Schedule | Class Roster | **Grade Roster**

Grade Roster

 [View FERPA Statement](#)

2017 Fall | Regular Academic Session | UW-Stevens Point | Undergraduate

▼ **PHYS 240 - 01 (81010)** Change Class

University Physics I (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 11:00AM-11:50AM	Science Building (SCI) A109	Palash Banerjee	09/05/2017 - 12/15/2017

Ensure that the Grade Roster Type displays the correct option.



Display Options

Display Unassigned Roster Grade Only


*Grade Roster Type **First Week Attendance**

Grade Roster Action

*Approval Status **Not Reviewed** Save

Personalize | Find |  |  | First 1-20 of 39 Last


Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 11339822	Domino, Bob	▼		GRD	Undergraduate Degree-Seeking - Pre-Engineering	Freshman
<input type="checkbox"/>	2 11337197	Love, Eleanor	▼		GRD	Undergraduate Degree-Seeking - Chemical Engineering (BS)/Paper Sci and Engineering (BS)	Sophomore
<input type="checkbox"/>	3 11335260	Riggs, Charlie	▼		GRD	Undergraduate Degree-Seeking - Mathematics (BS)/Physics (BS)	Sophomore

 You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.

Enable Tabs & Links

This cryptic message just lets you know you haven't saved yet.

2017 Fall | Regular Academic Session | UW-Stevens Point | Undergraduate

 PHYS 240 - 01 (81010)

Change Class

University Physics I (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 11:00AM-11:50AM	Science Building (SCI) A109	Palash Banerjee	09/05/2017 - 12/15/2017

Display Options





*Grade Roster Type

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status

Save

Personalize | Find |   First  1-20 of 39  Last

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan
<input type="checkbox"/>	1 11339822	Domino, Bob	<input type="text"/>		GRD	Undergraduate Degree-Seeking - Pre-Engineering
<input type="checkbox"/>	2 11337197	Love, Eleanor	F0			Undergraduate Degree-Seeking
<input type="checkbox"/>	3 11335260	Riggs, Charlie	<input type="text"/>			

Use these arrows to get to the rest of your class list, if needed.

If a student did not attend the class, select "F0" from the grade drop-down to mark them "never attended." If a student is attending class, leave it blank.

Entering Attendance

Faculty Center Search

My Schedule | Class Roster | **Grade Roster**

Grade Roster

 View FERPA Statement

2017 Fall | Regular Academic Session | UW-Stevens Point | Undergraduate

▼ **PHYS 240 - 01 (81010)** Change Class

University Physics I (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 11:00AM-11:50AM	Science Building (SCI) A109	Palash Banerjee	09/05/2017 - 12/15/2017

After entering all non-attending students, change the Approval Status and click Save.



Display Options

*Grade Roster Type First Week Attendan ▼

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Attendance Completed ▼ Save

Personalize | Find |   First 1-20 of 39 Last

Student Grade	ID	Name	Roster Grade	Converted Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 11339822	Domino, Bob				GRD	Undergraduate Degree-Seeking - Pre-Engineering	Freshman
<input type="checkbox"/>	2 11337197	Love, Eleanor	F0	F			Undergraduate Degree-Seeking - Chemical Engineering	
<input type="checkbox"/>	3 11335260	Riggs, Charlie						

Once you mark as Attendance Completed and Save, the drop-downs disappear. If you need to make a change, you can switch the Approval Status back to "Not Reviewed" to make the change.

Entering Attendance

Notes:

- Only students who are *not* attending need to be reported on. There is no value or grade to enter for students who are attending.
- F0 represents Never Attended and is the only “grade” you need to use during the first week. The other “F” grades represent the week of the class that the student stopped attending and will be used later in the semester. “F3” would mean that the student stopped attending during the third week, and so on. You no longer need to record the exact date a student stopped attending, just identify the week.
- In the past, you were asked to update your attendance throughout the semester, but now this effort will be reduced to collecting attendance just three times.
 - **First Week** (Commenced Attendance) – “never attended” info only.
 - **Mid-semester** – a separate mid-semester attendance roster will be created at about week 7 of the fall and spring terms so you can identify any students who have stopped attending up to that point.
 - during **Final Grade submission** – when you submit final grades for the semester, use of the F1/F2/F3 grades will replace entering an actual date of last attendance. The F1/F2/F3 will be converted into a regular “F” grade on grade reports and transcripts.