

GRADING – Configuring Loss of Credit for Excessive Absence

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I. Introduction to Attendance Loss of Credit

It is possible to configure Genesis to automatically enforce credit loss for excessive absences. With this mechanism, schools specify how many absences will cause a student to be denied credit for a course because they have been absent an excessive number of times.

Either Daily Attendance or Class Attendance can be used to enforce the credit loss. In addition, while total tardies are not included directly in the “excessive absence” count, the school can specify that a specific number of tardies (e.g. 4) will be converted to an absence. In this way the “calculated” total number of absences will reflect an excessive number of tardies as well as the total number of actual absences.

Teachers can be optionally allowed to directly post the absence totals during the Grade Posting process, and can also optionally be allowed to specify the reason for the credit loss.

Attendance Credit Loss is enabled by creating “**Credit Loss Rules**”. These rules are created on the bottom of the Grading→Setup→Att. Credit Loss screen. Rules are specified to **semester code** and **attendance cycle**:

- Each course section has a **semester code** that specifies when (during which Marking Periods/Semesters) the course is taught. E.g. FY = Full Year, S1 = Semester 1, Q4 = Quarter 4 (Marking Period 4).
- Rules specify the **semester code** of the courses the Rule applies to. A course with **semester code** of “Q4” applies only to course sections with the same **semester code**.
- Rules additionally specify the **attendance cycle** they apply to. Thus *different* Credit Loss Rules can apply to the *same* course during different **attendance cycles**. What does this mean? It means, for example, that a Full Year course (**semester code** = FY), can have one Credit Loss Rule apply to it for Semester 1 (**attendance cycle** = S1) and for Semester 2 (**attendance cycle** = S2). A five credit course can earn or lose 2.5 credits for Semester 1 and earn or lose 2.5 credits for Semester 2.
- Rules also specify the “Reason Code” for the credit loss.

II. Setup Attendance Loss of Credit Parameters

Grading → Setup → Att. Credit Loss

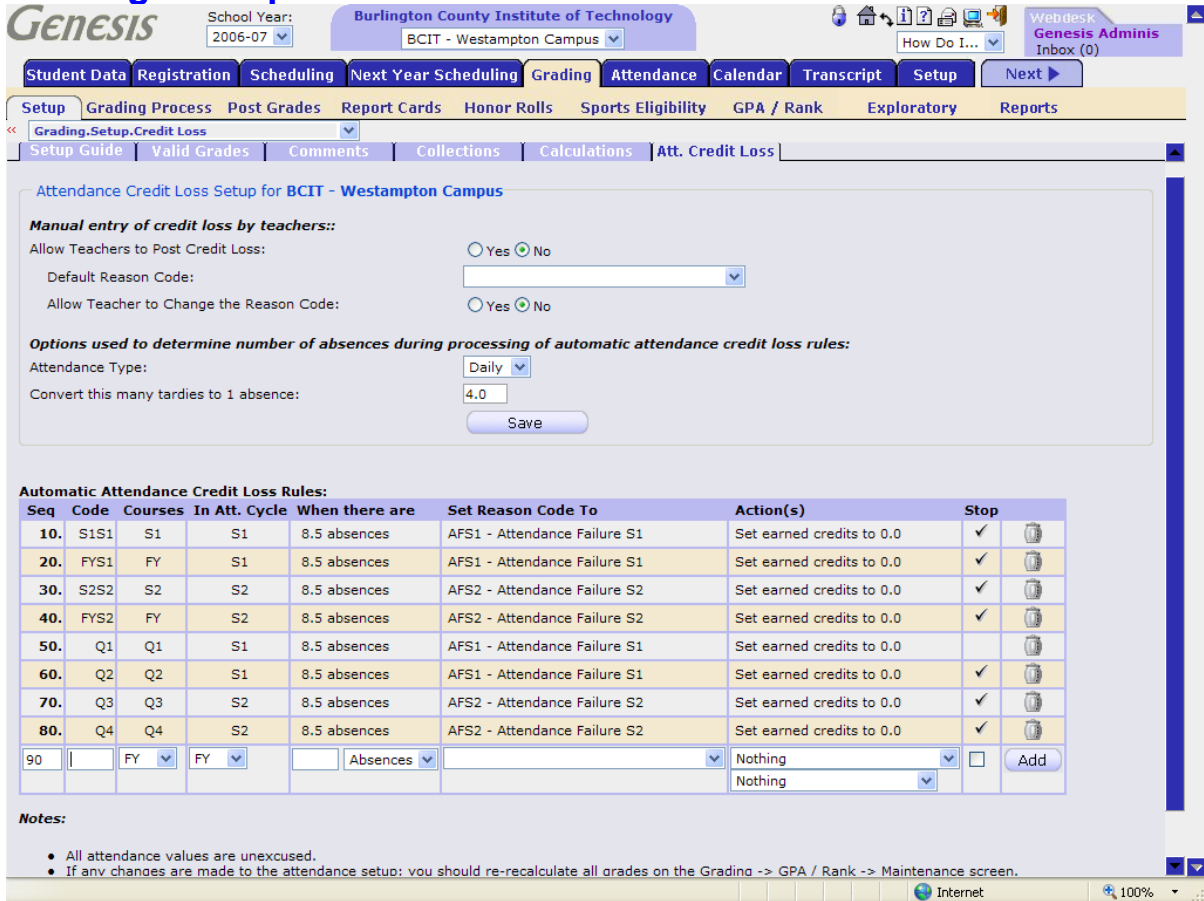


Figure 1 – The Grading → Setup → Att. Credit Loss screen provides Credit Loss parameters and Rules

Credit Loss Parameters

The top portion of this screen contains two set of parameters:

- Teacher entry of Attendance totals and credit loss reasons
- Type of Attendance (Daily vs. Class) to use and Tardy conversion count

Specify Class or Daily Attendance

The 2nd option on this screen allows the administrator to specify:

- Whether to use Daily Attendance or Class Attendance to determine credit loss.
- Whether or not to convert multiple tardies to a single absence.

Specify Teacher Responsibility for Attendance Credit Loss Posting

The 1st option on this screen allows the administrator to specify:

- Whether teachers are allowed to post attendance totals during Grade Posting
- What reason to supply for Attendance Credit Loss and whether teachers are allowed to update this reason (i.e. change it) or whether the reason code is fixed.

III. Attendance Credit Loss Rules

Grading→Setup→Att. Credit Loss

Attendance Credit Loss Setup for BCIT - Westampton Campus

Manual entry of credit loss by teachers::

Allow Teachers to Post Credit Loss: Yes No

Default Reason Code:

Allow Teacher to Change the Reason Code: Yes No

Options used to determine number of absences during processing of automatic attendance credit loss rules:

Attendance Type:

Convert this many tardies to 1 absence:

Automatic Attendance Credit Loss Rules:

| Seq | Code | Courses | In Att. Cycle | When there are | Set Reason Code To | Action(s) | Stop |
|-----|------|---------------------------------|---------------------------------|---------------------------------------|-------------------------------|--------------------------------------|---|
| 10. | S1S1 | S1 | S1 | 8.5 absences | AFS1 - Attendance Failure S1 | Set earned credits to 0.0 | ✓ <input type="checkbox"/> |
| 20. | FYS1 | FY | S1 | 8.5 absences | AFS1 - Attendance Failure S1 | Set earned credits to 0.0 | ✓ <input type="checkbox"/> |
| 30. | S2S2 | S2 | S2 | 8.5 absences | AFS2 - Attendance Failure S2 | Set earned credits to 0.0 | ✓ <input type="checkbox"/> |
| 40. | FYS2 | FY | S2 | 8.5 absences | AFS2 - Attendance Failure S2 | Set earned credits to 0.0 | ✓ <input type="checkbox"/> |
| 50. | Q1 | Q1 | S1 | 8.5 absences | AFS1 - Attendance Failure S1 | Set earned credits to 0.0 | <input type="checkbox"/> |
| 60. | Q2 | Q2 | S1 | 8.5 absences | AFS1 - Attendance Failure S1 | Set earned credits to 0.0 | ✓ <input type="checkbox"/> |
| 70. | Q3 | Q3 | S2 | 8.5 absences | AFS2 - Attendance Failure S2 | Set earned credits to 0.0 | ✓ <input type="checkbox"/> |
| 80. | Q4 | Q4 | S2 | 8.5 absences | AFS2 - Attendance Failure S2 | Set earned credits to 0.0 | ✓ <input type="checkbox"/> |
| 90 | | <input type="text" value="FY"/> | <input type="text" value="FY"/> | <input type="text" value="Absences"/> | <input type="text" value=""/> | <input type="text" value="Nothing"/> | <input type="checkbox"/> <input type="button" value="Add"/> |

Notes:

- All attendance values are unexcused.
- If any changes are made to the attendance setup: you should re-recalculate all grades on the Grading -> GPA / Rank -> Maintenance screen.

Figure 2 – The bottom section of the **Grading→Setup→Att. Credit Loss** screen lists the credit loss rules

Credit Loss Rules

The “Loss of Credit” Rules specify automatic calculations that cause students to lose credit for courses due to excessive absences.

Each rule specifies:

- A sequence number for the Rule – this controls the order in which the Rules will be applied.
- A code for the Rule. You make this up to indicate a “name” for the Rule.
- The semester code for the courses to which the Rule applies. E.g. A code of “FY” applies to ‘full year’ courses.
- The applicable Attendance Cycle.
- The number of **unexcused** absences or tardies that will trigger the Rule. You must specify the number of events and whether they are absences or tardies. You cannot specify both in the same Rule.
- The “Reason Code” that will be applied to the course. This will appear in the student’s record and possibly on the report card to indicate why the student lost credit.

- The action to take – separate actions can be specified for “attempted” credits and “earned” credits. When an action is selected a text field appears to allow you to enter the “set to” or “multiply by” values. You may specify an action for either or both “Attempted Credits” and “Earned Credits”.
 - Attempted Credits:
 - Set attempted credits to – You must also specify the number of “attempted credits”.
 - Multiply attempted credits by - You must also specify the multiplier for the original # of “attempted credits”.
 - Earned Credits:
 - Set earned credits to – You must also specify the number of “earned credits”.
 - Multiply earned credits by- You must also specify the multiplier for the original # of “earned credits”.
- “**Stop**” checkbox – If this checkbox is checked, then if the Rule is executed, no additional Rules are applied. If the checkbox is **not** checked, Rule processing continues even if the checked Rule is applied.

There are no limits to the number of Attendance Credit Loss Rules that you can create.

Sample Rules

10 FYS1 FY S1 10 Absences Attendance Failure S1 Multiply Earned Credits by .5

This Rule matches Full Year courses where students have 10 or more absences during Semester 1 (first half of year). The earned credits are divided in half. The student loses credit for half of the course and receives a ‘reason code’ of “Attendance Failure S1”.

20 FYFY FY FY 18 Absences Attendance Failure FY Set Earned Credits to 0

This Rule matches Full Year courses where students have 18 or more absences for the entire year. The earned credits are set to zero. The student loses credit for the entire course and receives a ‘reason code’ of “Attendance Failure FY”.