

## **GUIDELINES FOR REPORTING ATTENDANCE FOR ZOOM AND OFF-SITE CLASSES**

Class Managers for Zoom and Off-Site classes are expected to take attendance at the start of **EVERY** class. Take a head count of those who are present and record that number to remember it. Make a note of any class members who are absent.

At the conclusion of the class, Class Managers will need to log on to the Vassar LLI website as soon as possible that same day to enter the attendance information for their class.

Once on the website, click on the tab on the left side that is labeled **“Information for Presenters and Class Managers.”**

Once that page opens, scroll all the way down towards the bottom of the page to the section that reads in RED letters: **“TO REPORT WEEKLY ATTENDANCE FOR COURSES NOT ON CAMPUS (ZOOM AND OFF-SITE): CLICK THIS LINK”**

**Click that Link.** When the link opens,

1. Enter the Course Name from the drop down menu
2. Enter the Date of the Class for which you are reporting attendance
3. Enter the number of those present at that week’s class.
4. If any members were absent, enter their names in the next section.
5. When all information has been entered, click “SUBMIT”
6. You are finished reporting the attendance for your class for that week.