



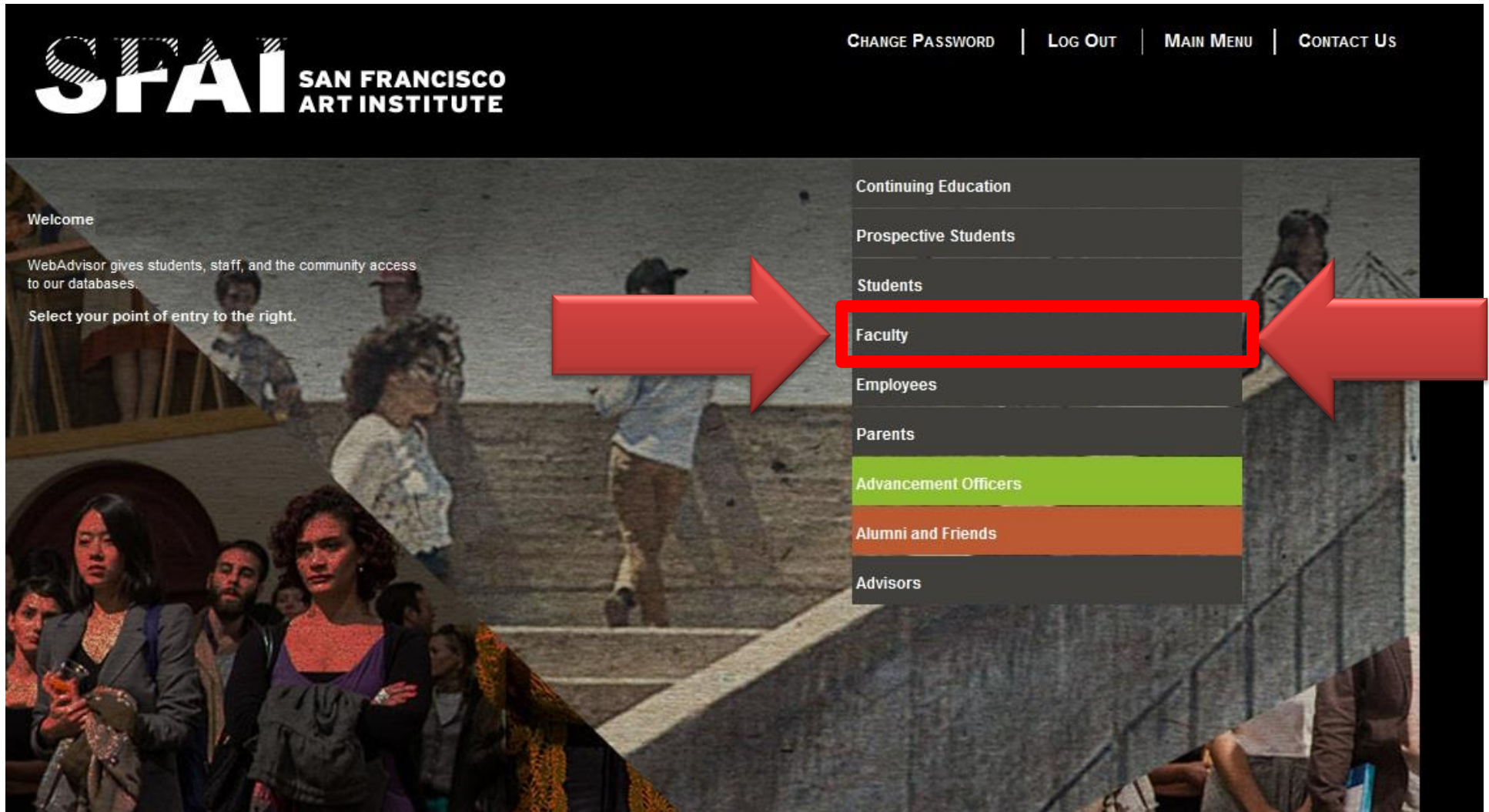
How to Submit Attendance via WebAdvisor

Faculty are required to submit weekly attendance reports for each course they teach throughout the semester. Attendance is submitted via [WebAdvisor \(https://webadvisor.sfai.edu\)](https://webadvisor.sfai.edu). For each class session, attendance must be submitted no later than the end of the day on the Monday following the course meeting.

The following pages are a guide to submitting attendance through WebAdvisor.

If you have any questions about the information on the following pages, please contact the Registrar's Office at registrar@sfai.edu or 415-749-4535.

1. Log into [WebAdvisor \(https://webadvisor.sfai.edu\)](https://webadvisor.sfai.edu).
2. Select the “Faculty” tab.



3. Click "Attendance Tracking" under "Faculty Information".

The screenshot shows the SFAI San Francisco Art Institute WebAdvisor interface. At the top, there is a navigation bar with links for 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'FACULTY MENU', and 'CONTACT US'. Below this is a header area with the SFAI logo and the text 'FACULTY - WEBADVISOR FOR FACULTY MENU' and 'Welcome'. The main content area is divided into several sections:

- NOTE FROM THE REGISTRAR'S OFFICE:** A message from the Registrar's Office regarding attendance tracking.
- User Account:** A section containing links for 'What's my User ID?', 'What's my password', 'Change Password', 'Address Change', 'Reset my password', 'Employee W2 Access', and 'Emergency Notification Portal'.
- Communication:** A section containing a link for 'My Documents'.
- Faculty Information:** A section containing a list of links: 'My Advisees', 'Advisees', 'Class Roster', 'Grading', 'Search for Sections', 'My Teaching Schedule', 'Student educational planning', 'Student profile', 'My To Do List', 'Maintain Books', 'Section Textbook Report', 'Degree Works', 'Attendance Tracking' (highlighted with a red box and a red arrow), 'Attendance Tracking Report', and 'Email Records'.
- Financial Information:** A section containing links for 'Bank Information (U.S.)' and 'Bank Information (Canadian)'.
- Work Orders:** A section with no visible links.
- Budgeting:** A section with no visible links.
- Requisitions:** A section with no visible links.
- Purchase Orders:** A section with no visible links.
- Academic Forms:** A section containing links for 'Change of Grade Form', 'Incomplete Grade Petition', 'Incomplete Change of Grade Form', 'FERPA Policy Overview for SFAI Faculty & Staff', 'Student Attendance Tracking Workflow', 'Granting Parent Access to WebAdvisor', and 'Course Planning Instructions'.

4. Select the term you are submitting attendance for and click “submit”.

The screenshot shows the SFPAI (San Francisco Art Institute) website interface. At the top, there is a navigation bar with links for CHANGE PASSWORD, LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US. The main content area is titled "Attendance Tracking" and includes a "Term" dropdown menu, a "Start Date" field, and a "SUBMIT" button. A red bracket on the left points to the dropdown menu, and a red bracket on the right points to the "SUBMIT" button. The dropdown menu is open, showing options for Spring 2014, Summer 2014, Fall 2014, Spring 2015, Summer 2015, and Fall 2015. The "Fall 2015" option is highlighted. The text "1. Select the term" is written in red next to the first bracket, and "2. Click Submit" is written in red next to the second bracket.

1. Select the term

2. Click Submit

5. Select the course you are submitting grades for and then click “submit”.

The screenshot shows the SPFAI (San Francisco Art Institute) Faculty Attendance Tracking page. The page has a black header with the SPFAI logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US. Below the header, the word "FACULTY" is on the left and "Welcome" is on the right. The main content area is titled "Attendance Tracking" and contains a table with the following columns: Choose One, Class Name and Title, Start Date, End Date, Bldg, Room, Meeting Times, Days of Week, Loc, and Term. A single row of data is visible, with a radio button in the "Choose One" column. A red arrow points to this radio button with the text "1. Select the course". Below the table is a "SUBMIT" button, with a red arrow pointing to it and the text "3. Click Submit". The same navigation links are repeated at the bottom of the page.

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	HTCA-102-01 Art Since 1945	08/31/15	12/11/15	B001	LH	01:00PM - 03:45PM	TH	MAIN	FA2015

6. Select the meeting date you are entering attendance for and click “submit” . You will not see any future dated meeting dates.

Class Name HTCA-102-01
Title Art Since 1945
Location Main Campus
Term Summer 2015

Instructor

Choose One	Meeting Dates
<input type="radio"/>	06/16/2015
<input type="radio"/>	06/18/2015
<input type="radio"/>	06/23/2015
<input type="radio"/>	06/25/2015
<input type="radio"/>	06/30/2015
<input type="radio"/>	07/02/2015
<input type="radio"/>	07/07/2015
<input type="radio"/>	07/09/2015
<input type="radio"/>	07/14/2015
<input type="radio"/>	07/16/2015
<input type="radio"/>	07/21/2015
<input type="radio"/>	07/23/2015
<input type="radio"/>	07/28/2015
<input type="radio"/>	07/30/2015
<input type="radio"/>	08/04/2015
<input type="radio"/>	08/06/2015

SUBMIT

1. Select your meeting date.

2. Click Submit.

7. Make any necessary adjustments to your course attendance and click “submit”.

Students that are currently enrolled in your section will be displayed on this screen. “Present” attendance will be defaulted for all of the students, and the status can be changed for those that are “Absent, excused”, “Absent, no excuse”, or “Late”.

SFAI SAN FRANCISCO ART INSTITUTE

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

FACULTY Welcome

Attendance Tracking

[Click here to return to the section selection form.](#)

Class Name: HTCA-102-01
Title: Art Since 1945
Location: Main Campus
Term: Summer 2015
Date: 08/04/2015

Instructor
Faculty Name:

Student	ID	Status	Class	Attendance Type
Student Name	ID #	N	SR1	Present
Student Name	ID #	N	JR1	Present
Student Name	ID #	N	SO1	Present
Student Name	ID #	N	SR1	Present
Student Name	ID #	N	SR1	Late
Student Name	ID #	N	PB1	Present
Student Name	ID #	N	SR1	Absent, excused
Student Name	ID #	N	JR2	Present
Student Name	ID #	N	SR1	Absent, no excuse
Student Name	ID #	N	SR1	Present

1. Adjust the attendance of any student that was not present for the meeting date.

2. When you are done making changes, scroll to the bottom and click Submit.

8. After you click “Submit” you will be returned to the section selection page (Step 5).

After you submit your attendance for a meeting date, you will not be able to make changes via WebAdvisor; if you need to change any part of your attendance, please contact the Registrar’s Office.

If you have any questions or problems with submitting your attendance, please contact the Registrar’s Office via email to registrar@sfai.edu or call 415-749-4535. The Registrar’s Office is open Monday through Friday from 9am-5pm.