

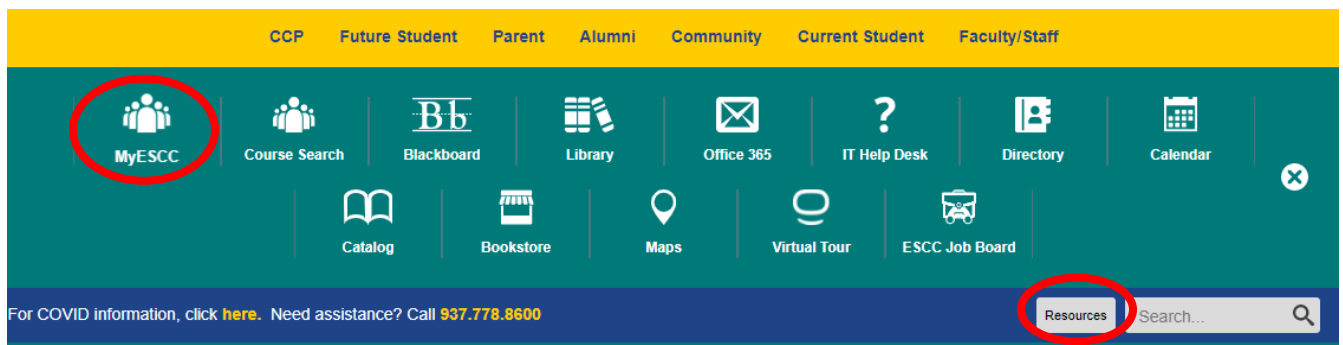
No-Show Reporting Instructions in MyESCC

Before you begin: What is a no-show student?

- A “no-show” is a student who is registered in the course, but has not attended. Attendance must be “**academic attendance**” which means **direct participation/interaction between the instructor and student regarding academic matters**.
- Students who have no academic attendance by the second meeting of the class are no-shows. In online sections, students who have no academic attendance by the second assignment/activity are no-shows.

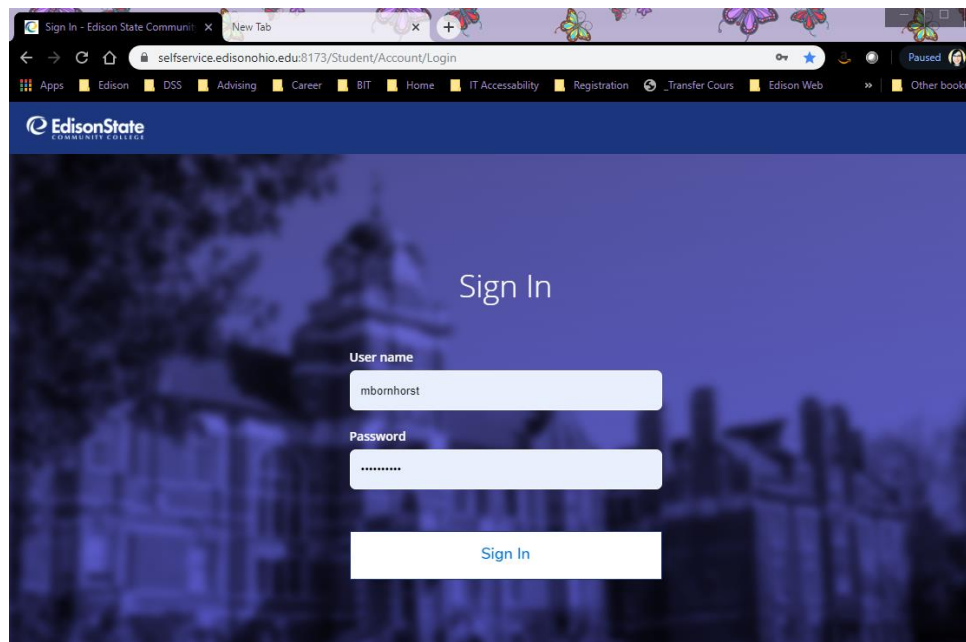
Begin reporting

1. Open **Resources** and select **MyESCC** <https://selfservice.edisonohio.edu:8173/Student/Account/Login>



Academic Programs Workforce Development Paying for College Admissions Student Life Campus Services About

2. Log in with your Edison State username and password.



3. Select the **Faculty** menu option.

The screenshot shows the Edison State Community College self-service portal. The user is logged in as 'mbornhorst'. The page displays a welcome message and a grid of service categories. The 'Faculty' category is circled in red. The categories include:

- Student Finance: Here you can view your latest statement and make a payment online.
- Employee: Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Student Planning: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Search: Here you can view and search in course catalog
- Grades: Here you can view your grades by term.
- Enrollment Verifications: Here you can view and request an enrollment verification.
- Transcript Requests: Here you can view and request a transcript.
- Academic Attendance: Here you can view your attendances by term.
- Advising: Here you can access your advisees and provide guidance & feedback on their academic planning.
- Faculty: Here you can view your active classes and submit grades and waivers for students.
- Finance Administration: Here you can view the Student Finance information as a student would so you can help the student with any questions.

4. Select the class section you want to report. Be sure you are selecting the course in the correct semester.

The screenshot shows the Edison State Community College self-service portal, specifically the Faculty Overview page. The user is logged in as 'mbornhorst'. The page displays a breadcrumb trail: [Daily Work](#) > [Faculty](#) > [Faculty Overview](#). The main heading is "Manage your courses by selecting a section below". Below this, there is a table for the "Fall 19/20 Semester".

Section	Times	Locations	Books
GEN-299S-001FS: EAGLE Life Skills	M/T/W 10:30 AM - 11:45 AM 8/26/2019 - 12/14/2019	West Hall, 228 Lecture	

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5. The roster will display. Select **Grading**.

The screenshot shows the EdisonState Community College Faculty Overview page for the course GEN-299S-001FS: EAGLE Life Skills. The page includes a navigation menu on the left, a header with the user's name (mbornhorst) and sign out options, and a main content area with course details and a tabbed interface. The 'Grading' tab is highlighted with a red circle. Below the tabs, there are options for Print, Email All, and Export. A table displays student information, including names, IDs, class levels, and preferred emails.

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mbornhorst Sign out Help

Daily Work Faculty Faculty Overview

Section Details
< Back to Courses

GEN-299S-001FS: EAGLE Life Skills

Fall 19/20 Semester
Piqua Campus

M/T/W 10:30 AM - 11:45 AM
8/26/2019 - 12/14/2019
West Hall, 228 Lecture

Seats Available 6 of 12

Waitlisted 0

Roster Attendance **Grading** Books Permissions Waitlist

Print Email All Export

Student Name	Student ID	Class Level	Preferred Email
[Redacted]	[Redacted]	Freshman	[Redacted]
[Redacted]	[Redacted]	Freshman	[Redacted]
[Redacted]	[Redacted]	Freshman	[Redacted]

6. The Grading Overview will display. Select **Final Grade**.

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mbornhorst Sign out

Daily Work Faculty Faculty Overview

Section Details

[Back to Courses](#)

GEN-299S-008SS: Internship I

Spring 19/20 Semester
Piqua Campus

TBD
1/13/2020 - 5/9/2020
TBD

Seats Available 9 of 10

[Deadline Dates](#)

Waitlisted 0

Roster Attendance **Grading** Books Permissions Waitlist

Overview **Final Grade** Midterm 1

Please enter missing final grade(s).

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Midterm 1	Class Level	Credits
[Redacted]	[Redacted]					1	Freshman	1

7. Here you will see the Never Attended, Last Date of Attendance “LDA”, and Final Grade columns. For each student how qualifies as a no-show, select the check box under Never Attended. For students who have participated, do nothing.

The screenshot shows the Edison State Community College LMS interface. The page title is "Section Details" for "MTH-221S-303FS: Calc/Anlyt Geo I". The page includes a navigation menu on the left and a top header with the college logo and user name "mbornhorst". The main content area shows the "Grading" tab selected, with a sub-tab "Final Grade". Below this is a table with columns: Student Name, Student ID, Never Attended, Last Date of Attendance, Final Grade, Expiration Date, Class Level, and Credits. The "Never Attended" column has three rows, each with a checkbox. The middle row's checkbox is checked and circled in red. A red callout box with a black border points to the "Never Attended" column header and the checked checkbox, containing the text "For students who HAVE attended/participated, do nothing." The table data is as follows:

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	Sophomore	5
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	Freshman	5
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	Freshman	5

8. There is no submit button.
 1. Go to the **Overview** tab.
 2. Review the Never Attended column to confirm that the grades you submitted for each student saved.
 3. When you are finished with this class section, select **Back to Courses** to select the next section. Repeat the process for every section you teach.

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Daily Work · Faculty · Faculty Overview

Section Details
[← Back to Courses](#)

MTH-221S-303FS: Calc/Anlyt Geo I
 Fall 19/20 Semester
 High School Students (CCPlus)
 TBD
 8/26/2019 - 5/9/2020
 NATIONAL TRAIL HS STUDENTS, NTHS CCP HS Instr/Campus
 Seats Available 26 of 30
 Deadline Dates
 Waitlisted 0

Roster Attendance **Grading** Books Permissions Waitlist

Overview Final Grade Midterm 1

Please enter missing final grade(s).

Student Name	Student ID	Never Attended	Date of Attendance	Final Grade	Expiration Date	Midterm 1	Class Level	Credits
[REDACTED]	[REDACTED]						Sophomore	5
[REDACTED]	[REDACTED]	✓					Freshman	5
[REDACTED]	[REDACTED]						Freshman	5

The Registrar's Office will remove the students you report as Never Attended.