

Attendance Certification Information

All classes must be certified by the class certification date. Please check the XROP screen for certification dates for flex term classes

Step-by-Step Instructions to Assist with Attendance Certification

Please make sure you have activated your eConnect account before attempting to certify your class.

1. Establish internet connection at <http://econnect.dcccd.edu/econnect/fc/fcmenu.html>
2. Click on "Employee Menu".
3. Under "My Account Information", click on "Activate My Account". Complete the required fields. Links are provided if you need assistance. After activating your account log on to eConnect and complete the steps to certify student attendance for you class(es).

Certifying attendance on eConnect consists of two separate processes:

1. **Security and Privacy Agreement: Step 1-5 (If you have previously submitted the security and privacy agreement, proceed to the XROP screen.)**
2. **Certifying Attendance on XROP screen: Steps 6– 14**

Security and Privacy Statement

1. Establish internet connection at <http://econnect.dcccd.edu/econnect/fc/fcmenu.html>
2. Click on "Faculty Menu".
3. Under Class Information, click on Security/Privacy Agreement
4. Log on to eConnect by using you employee ID (seven digits) and your date of birth in the MMDDYY format, you will automatically be directed to the "Change My Password" screen and will be required to change your password. After logging on, the Security/Privacy Agreement page will appear.
5. After you have read the statement and agreed to the terms, click on the box "I agree to the above security statement" and click on the submit button.

Certify Attendance on XROP Screen

6. On the Faculty Menu screen click on "My Class Roster (XROP)".
7. In the "Select a Term" field, select the term for the class roster – 2005 May Term, Summer I or Summer II. You do **not** need to enter a "start on" or "end on" date in the next two fields. Click on submit.
8. Select one class by clicking the box to the left of the selected course and click on submit.
9. Scroll down this screen to see the roster. For students **who have not attended class** at least once by the census date click on the box under "**Never Attended**". **Please verify attendance by name and not by the number on the temporary class roll or the XROP screen.** Each class must be certified by the class census date. **Do not certify any class until the last class day prior to the census date.** Once a class has been certified, attendance cannot be updated. If there is an error, contact your division office with the course name and student ID that has the incorrect information.
10. If one or more students never attended the class, check the **second** box below the class roster. This will act as a signature verifying the names that have been checked.
11. **If all students have attended at least once**, mark the first box below the roll. This will certify with your electronic signature that everyone has attended at least once.
12. Click on submit at the bottom of the screen to save the certification.
13. **You will receive a certification confirmation message after you certify each class. If you do not receive a confirmation message, return to the class and repeat the process.**
14. Log out or select another class roster to certify.

If you need any assistance, please contact Donna Walker at 972-761-6880 or drw8309@dcccd.edu or Andy Tubbs at 972-238-6142 or ajt8309@dcccd.edu.