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Baruch’s Student Attendance, powered by Scholarchip is an application with a centralized data center where school administrators and faculty can access all relevant attendance reporting on classes in rooms 3150 and 5150 in the Vertical Campus from a single point.

Definitions of Automated Attendance

To automatically capture student attendance, students “tap” their card to the reader to register their arrival in the class. The reader will beep, indicating confirmation of their check-in.

**Present:** attendance is counted as “present” up to 10 minutes prior to the start of class and 15 minutes after the class start time.

**Tardy:** a student will be reported as tardy when they tap in 15 minutes after the start of class and until 10 minutes after the end of the class.

**Absent:** No tap for a registered student for or during the aforementioned time frames.

**N/A:** No data is available for this student; you would see this for students who have dropped the course or have added the course late.
The figure below illustrates the attendance definitions.

![Timeline and Definitions of Automated Attendance](image)

**Figure 1:** Illustrates the Timeline and Definitions of Automated Attendance

**Usernames/Passwords & Resets**

Baruch will provide the faculty with all Usernames and Passwords. If you need a reset of your sign in credentials, you will need to contact the Baruch Administrators. ScholarChip CANNOT reset credentials.

**Baruch Administrators**

- Edwin Melendez 646-312-1030  [Edwin.Melendez@baruch.cuny.edu](mailto:Edwin.Melendez@baruch.cuny.edu)
- Joe Albanese 646-312-1032  [Joe.Albanese@baruch.cuny.edu](mailto:Joe.Albanese@baruch.cuny.edu)

**Student Attendance/eClassHE – Sign-In URL**

Faculty will access ScholarChip’s student attendance application, “eClassHE,” through any web browser by using the following URL.

[https://eclassehe.scholarchip.com](https://eclassehe.scholarchip.com)

**Note 1:** `https://` must be added to the URL in the address

**Note 2:** If you are prompted for confirmation to run Java, please select allow in your web browser.

**Signing In**

Below [Figure 2] is a screenshot of the eClassHE sign in page. Please provide the Username and Password that has been given to you by the Baruch Administrators. **NOTE:** After signing in, you may get a prompt to run Java. If this occurs, see the next section on the “Java Prompt;” if the prompt is not received, proceed to the “Using the eClassHE Site Navigation” section.
Java Prompt: Okay to RUN

If, after you log in, you see a prompt to run Java (see figure below), please go ahead and RUN THIS APPLICATION. This Java prompt may not appear, but if it does, run it. Be sure to select Do not show this again for apps from the publisher and location above.

Using the eClassHE Site Navigation

Once signed in, you will arrive at the site navigation page.

Select Course Navigation

In the upper left corner of the screen, you’ll see, “Select Course Navigation.” “Select Course” will prompt your selections by pulsing when you land on the page. Click on “Select Course” to access the drop down menu and select the course to be reviewed.
Calendar Function

Once the course is selected, click on the calendar hyperlink to the immediate right of the “Select Course” drop down menu. Select the calendar date for that particular course, at the specified date to be reviewed [see Figure 3].

If you “hover” over the date hyperlink and the class did not meet on the date displayed, the system will display the message, “change previous attendance” [see Figure 4] and you’ll have to re-select your course and date. Please consider holidays and rotation days in choosing your course/calendar dates.

![Figure 3: Calendar hyperlink](image1.png)  ![Figure 4: “Change Previous Selection”](image2.png)

Once the desired course and date are selected, the system will display the attendance alphabetically, by last name (left to right). In the upper right corner of the page the total present, absent and late will be tallied for that course date.

![Figure 5: Display of Attendance Data](image3.png)
**Present / Absent / Late Filters**

To the right of the “Find Student” lookup are the “Present/Absent/ Late” filters [see Figure 6]. These filters allow you to review students who are present, absent or late for a particular class by clicking on the hyperlink next to the attendance tallies displayed. Once those results are retuned, you can further narrow the search for a particular student by typing their name in the “find student” field.

![Figure 6: Navigation - Find Student and the Present, Absent & Late Filters](image)

**The “Find Student” Look-Up Function**

Once the attendance data for the course/date is loaded, you can quickly navigate to a specific student’s attendance by using the “Find Student” look-up search tool (right side of page) by typing in the name of the student in the search box. As the name is typed in, all iterations of names containing the same alpha combinations will be listed [see Figure 6].

![Figure 7: “Find Student” look-up search function](image)

The list will continue to eliminate names as the student’s name is typed in. From the names displayed, click on the correct student. Once selected, the system will automatically navigate to the chosen student’s name and will pulse.

**Modifying Attendance**

As a complement to the automated attendance system, you can choose to modify a student’s attendance. Navigate and click on the correct student icon a pop-up will display will appear below the student’s name. The reported status of the student’s attendance will be displayed in color and the remaining will be grayed out.

In the example shown below [see Figure 8], ‘Jamier Baker’ has been reported as “present”—the reporting icon is listed as “P” in green for “present.” In this illustration, the student’s attendance can be
modified here by clicking on “Absent” or “Late.” Once the modification is made, the main reporting icon will change to reflect the attendance status [see Figure 9].

![Figure 8: Main Reporting Icon & Modification Drop-Down Box BEFORE attendance is modified by Instructor](image)

![Figure 9: Main Reporting Icon Results AFTER attendance is modified by Instructor](image)

**Calendar Timeline for Modifying Attendance**

The system will allow attendance to be modified for the 14 days after each class meets.

**CC35 Reporting**

At the top right of the sign-in page is a reporting feature. Click on “Reports” to access the CC35 Report.

![Figure 10: Accessing Attendance Reports](image)
Teacher Attendance Book (CC35)

The report, “Teacher Attendance Book (CC35)” is the main report you will be using for the review of your classroom attendance. This Excel report will provide you with an aggregated view of your full classroom attendance for a specified date range. To access it, simply click on the report [see Figure 11].

Figure 11: Teacher Attendance Book CC35

CC35 Report Date Range Selection

The CC35 Report start date will default to the first day of classes for the semester. The default end date will be today’s date. You can change the date ranges by clicking on the start or end date fields, which will bring up a calendar [see Figure 12] from which you will choose the date ranges of the report you want to generate.

Figure 12: CC35 Report Selection of Date Ranges
**CC35 Version Selection: “Detail” or “Summary”**

Once the date ranges are selected, the Version of the report needs to be selected; either “DETAIL,” or “SUMMARY.” [See Section: “CC35 Viewing/Accessing Detail and Summary Reports” for more information.]

The **DETAIL** report will provide you with each student’s attendance detail for each day of the range of dates selected.

The **SUMMARY** report will provide you with each student’s attendance detail for each day of the range of dates selected.

Once the reports are generated, a hyperlink will appear below the “Retrieve Report” button will appear: “Reports finished. Click to view in new window” [see Figure 13]. Click on the hyperlink. The Excel report automatically downloads and appears in the lower left corner of the page. Click on the Excel window and open it for review.

![Figure 13: CC35 Report Download Completed Hyperlink](image)

**CC35 Report Key**

When you first open the Excel report, the report “Key” which defines attendance will be displayed on the *first “How To” tab* of the report [see Figure 14]. The *second tab* displays the attendance reports for the date range and class section you requested.
CC35 Viewing/Accessing Detail and Summary Reports

Once the Excel Report is generated and opened, you will land on the “How To” report key. To access your reports, click on the tab with your class section at the bottom of the page [see Figure 15].
The DETAIL report will provide you with each student’s attendance detail for each day of the range of dates selected [see Figure 16].

The SUMMARY report will provide you with each student’s attendance detail for each day of the range of dates selected [see Figure 17].