Introduction

The Course Absence Report (CAR) system has been designed to provide a consistent way for students to notify course instructors of short term absences for one or more courses. It also provides a method for advising offices to track absences and coordinate support for students who miss classes. The submission of a CAR does not excuse you from your course obligations, students are still responsible for following up with each instructor directly and adhering to course policies and procedures as outlined in your course materials/syllabus.

During the Fall 2012 term, the system will be piloted in a select number of classes in the undergraduate schools and will be expanded to all undergraduate courses in the Spring 2013.

Questions about absence policy or participation in the pilot should be addressed to your school, the following websites have been set up to assist you.

Technical issues can be sent to coursesintouch@lists.upenn.edu.

Process Overview

All students enrolled in a class can submit a CAR during the current term using Penn Intouch. The application will request a date range (up to 5 working days), then the student will be presented with a list of all courses that meet on those days and will be asked to select the course or courses that will be missed and the reason. They will then be presented with a sample of the email that will be sent to all instructors, and the messages will be sent after they confirm that the report is correct and accept the terms and conditions.

In addition to the email, instructors will be able to review all CAR’s submitted for their courses using Courses Intouch. They will have the option to view summary and detailed information for each course and have the option to download the information to Excel. If the instructor prefers to not receive an email for each CAR or would like the CAR emails routed to someone else, there is also an option to set notification preferences. Finally, the Class List has been enhanced to include a column to indicate if a CAR has been submitted by a student or students in the course.

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1 Reasons are limited to: 1) Medical, 2) Family emergency, 3) Death in the family, 4) Other
As noted above, the reports will be accessed from Courses Intouch. The menu will include the following new options (highlighted in red):

1) **Course Absence Reports -> By Course**
   
   This screen will allow the instructor to list by course the reports submitted for the term.
   
   a) You will be prompted to enter the term, an optional date range and select the course(s) to be reported on.

   ![View Course Absence Reports By Course](image)

   - **Select a course:**
   - Defaults to begin/end dates of term
   - Select one or more courses

   b) Click [Continue] and the following list will be returned.

   ![View Course Absence Reports](image)

   i) Clicking each column will sort the list by that column.
ii) Clicking [View Details] will return the following detail page

<table>
<thead>
<tr>
<th>View Course Absence Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details</td>
</tr>
<tr>
<td>Name: A. Smith, Firstname</td>
</tr>
<tr>
<td>Penn ID: 12345678</td>
</tr>
<tr>
<td>Classification: MA</td>
</tr>
<tr>
<td>Primary Degree: Econ</td>
</tr>
<tr>
<td>Primary Major: Econ</td>
</tr>
<tr>
<td>Email: <a href="mailto:pennmail@upenn.edu">pennmail@upenn.edu</a></td>
</tr>
<tr>
<td>Advisor: Academic Advisor</td>
</tr>
<tr>
<td>Instructor: College Contact</td>
</tr>
<tr>
<td>Student: Major Advisor</td>
</tr>
<tr>
<td>Report Date: 07/25/2012</td>
</tr>
<tr>
<td>Course: HIS 101-020</td>
</tr>
<tr>
<td>Term: 2012A</td>
</tr>
<tr>
<td>Reason: Other</td>
</tr>
<tr>
<td>Dates: 07/24/2012 - 07/25/2012</td>
</tr>
</tbody>
</table>

Problems or questions? Refer to the CIT User Guides or contact your CIT Administrator.

iii) Clicking [Download Absence Reports] button will allow you to download the list into Excel.

iv) [New Search] will return you to the previous page

v) Date Cancelled column will be populated, if the student cancels the report

2) Course Absence Reports -> Notification Preferences

This screen will allow an instructor to change the email address that received his/her CAR emails or opt out of receiving them altogether. Email preferences are defined at the course level and must be set for all courses being taught for the term. In addition, the preferences changes only apply to a single term, each term when the courses are set-up they will default to the instructor email on Penn Directory.

Notification Preferences

Enter your course absence report notification preference for the term and course selected below.

| Term: 2012A (Summer)       |
| Course: HIS 101-020        |
| Course Title: History of the Middle East Since 1800 |
| Instructors: James, Jane Smith |

My email preferences:

- Email notifications sent to instructor@upenn.edu
- Email notifications sent to
- No email notifications, I will be able to check for absence reports on CIT only

Save preferences

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2 Reports can only be cancelled before the start date of the report.

3 NOTE: If an instructor opts out of the emails, they are still available on Courses Intouch.
3) Class List

a) Will include a column at the end with a count of the number of CAR’s submitted by that student.

<table>
<thead>
<tr>
<th>Absence Report(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

b) Clicking the link will display the details in a pop-up window.
Advising office staff will have the option to view the course absence reports by course or by student.

1) **Menu for advising office**

   - **CIT Courses Intouch**
     - Class List
     - Course Absence Reports
       - By Course
       - By Student
     - Course Problem Notices
     - View Notices

2) **Course Absence Reports -> By Course**
   The user will be asked to select a term and the course (Subject + Course# + Section#) and then click [Continue]:

   ![View Course Absence Reports By Course](image)

   **Select a course:**

   ![Search Options](image)

   a) Click [Continue] and the following list will be returned

   ![View Course Absence Reports](image)

   i) Clicking each column will sort the list by that column

   Problems or questions? Refer to the CIT User Guides or contact your CIT Administrator.

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4 This role is for the School Advising Office staff only. It is not available to faculty advisors using Advisor Intouch.
ii) Clicking [View Details] will return the following detail page

**View Course Absence Reports**

- **Name:** Lastname, Firstname
- **Penn ID:** 12345678
- **Classification:** Sr
- **Primary Division:** COL
- **Primary Major:** ARCH
- **Secondary Division:**
- **Secondary Major:**
- **Email:** pennname@upenn.edu
- **Advisor:** Academic Advisor
- **Advisor:** College Contact
- **Advisor:** Major Advisor

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Date: 07/25/2012 09:56:23</td>
</tr>
<tr>
<td>Course: 001-020</td>
</tr>
<tr>
<td>Term: 2012B</td>
</tr>
<tr>
<td>Reason: Other</td>
</tr>
<tr>
<td>Dates: 07/24/2012 - 07/25/2012</td>
</tr>
</tbody>
</table>

iii) Clicking [Download Absence Reports] button will allow you to download the list into Excel.
iv) [New Search] will return you to the previous page.
v) Date Cancelled column will be populated, if the student cancels the report.

3) **Course Absence Reports - -> by Student**

This option allows the user to search

a) by Name

**View Course Absence Reports By Student**

Select the term and one of the options below:

<table>
<thead>
<tr>
<th>Option</th>
<th>Search Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>2012B (Summer)</td>
</tr>
</tbody>
</table>

- Student Name
- Penn ID
- Advanced Search

b) by Penn-ID

**View Course Absence Reports By Student**

Select the term and one of the options below:

<table>
<thead>
<tr>
<th>Option</th>
<th>Search Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>2012B (Summer)</td>
</tr>
</tbody>
</table>

- Student Name
- Penn ID
- Advanced Search

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5 Reports can only be cancelled before the start date of the report.
c) or using Advanced Search Criteria

**View Course Absence Reports By Student**

Select the term and one of the options below:

<table>
<thead>
<tr>
<th>Option</th>
<th>Search Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>2012S (Summer)</td>
</tr>
<tr>
<td></td>
<td>Student Name</td>
</tr>
<tr>
<td></td>
<td>Penn ID</td>
</tr>
<tr>
<td></td>
<td>Advanced Search</td>
</tr>
<tr>
<td></td>
<td># of absence reports' is the minimum number of reports for the term, if at least one was created for the dates selected. Generally, this is used to look for students with multiple absences for the term.</td>
</tr>
<tr>
<td></td>
<td>Status</td>
</tr>
<tr>
<td></td>
<td>Date Range</td>
</tr>
<tr>
<td></td>
<td>Division</td>
</tr>
</tbody>
</table>

Where:

i) ‘# of absence reports’ is the minimum number of reports for the term, if at least one was created for the dates selected. Generally, this is used to look for students with multiple absences for the term.

ii) ‘Status’ allows the user to select All (active + closed) CAR’s or just active or just cancelled.

iii) ‘Date Range’ allows the user to select a subset of the term to examine.

iv) ‘Division’ allows the user to focus on students from a single division.

d) The detail for this view contains the following columns (# of days absent, # of courses missed and # of reports), which can be downloaded to excel for further analysis.

**View Course Absence Reports by Student**

Click the button next to the desired student:

<table>
<thead>
<tr>
<th>Select</th>
<th>Student Name</th>
<th>Penn Id</th>
<th>Div</th>
<th>Sec Div</th>
<th># of Reports</th>
<th># of Courses</th>
<th># of Days</th>
<th># of Reports</th>
<th># of Courses</th>
<th># of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Last, First M</td>
<td>12345678</td>
<td>CSS</td>
<td></td>
<td>10</td>
<td>7</td>
<td>21</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>22</td>
</tr>
<tr>
<td>Select</td>
<td>Last, First M</td>
<td>12345678</td>
<td>COL</td>
<td></td>
<td>3</td>
<td>2</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>Select</td>
<td>Last, First M</td>
<td>12345678</td>
<td>WH</td>
<td>COLL</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Select</td>
<td>Last, First M</td>
<td>12345678</td>
<td>WH</td>
<td></td>
<td>7</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>Select</td>
<td>Last, First M</td>
<td>12345678</td>
<td>WH</td>
<td></td>
<td>2</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Select</td>
<td>Last, First M</td>
<td>12345678</td>
<td>NUR</td>
<td>WH</td>
<td>1</td>
<td>6</td>
<td>12</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Select</td>
<td>Last, First M</td>
<td>12345678</td>
<td>WH</td>
<td>COL</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Select</td>
<td>Last, First M</td>
<td>12345678</td>
<td>CSS</td>
<td></td>
<td>15</td>
<td>3</td>
<td>29</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>15</td>
</tr>
</tbody>
</table>

i) Clicking each column will sort the list by that column
ii) Clicking [View Details] will return the following detail page

![View Course Absence Reports](image)

- Name: [Redacted]
- Penn ID: [Redacted]
- Classification: [Redacted]
- Primary Division: [Redacted]
- Primary Major: [Redacted]
- Secondary Division: [Redacted]
- Secondary Major: [Redacted]
- Email: [Redacted]

- Report Date: 07/25/2012 09:56:23
- Course: [Redacted]
- Term: [Redacted]
- Reason: [Redacted]
- Dates: 07/24/2012 - 07/25/2012

Advisors:
- Advisor 1: [Redacted]
- Advisor 2: [Redacted]

[Back]

Problems or questions? Refer to the CIT User Guide or contact your CIT Administrator.

iii) Clicking [Download Student List] button will allow you to download the list into Excel.

iv) Clicking [Download Absence Reports] button will allow you to download the detail into Excel.

v) [New Search] will return you to the previous page
This is a brief overview of the student functions that were mentioned in the overview and has been included in the event that students ask you questions about how to submit a CAR. Note: technical problems should be sent to coursesintouch@lists.upenn.edu.

1) Menu

2) Course absence reports -> Create new report

This application allows a student to post a CAR for the current term only

   a) Introduction page

   Create a new course absence report for Summer 2012

   The Course Absence Report system facilitates communication between students and course instructors when extenuating circumstances necessitate short term class absences. Submission of a Course Absence Report does not excuse you from your course obligations. You are responsible for following up with each instructor directly and adhering to course add/drop and procedures as outlined in your course materials/syllabus. Any arrangements are made solely at your instructor’s discretion.

   If you are in crisis and need immediate medical attention or emergency assistance, please contact one of the following resources directly and immediately:

   Public Safety Emergency Line
   215-573-3333 or 911 from any campus phone.

   Counseling and Psychological Services (CAPS)
   9 AM - 5 PM: 215-898-7633
   After hours/weekends: 215-898-5400
   Operator will page on-call doctor.

   b) Set-up CAR and submit

   i) Step 1: Select a date or date range

   Create a new course absence report for Summer 2012

   Please consult your syllabus and class policies for each course before using the CAR system.

   For which dates are/were you unable to attend class or classes?

   Range start: [ ] Range end: [ ]

   Note: a maximum range of 5 consecutive weekdays can be entered per Course Absence Report.
ii) Select the courses that are scheduled for the dates entered and select a reason for the absence.

Create a new course absence report for Summer 2012

Please consult your syllabus and class policies for each course before using this CIT system.

For which dates are/were you unable to attend class or classes?

- Start Date: June 06, 2012
- End Date: June 07, 2012

Note: A maximum range of 5 consecutive weekdays can be entered per Course Absence Report.

For which course(s) are/were you unable to attend or fulfill your obligations?

- [ ] All my courses
- [ ] Others

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Activity</th>
<th>Instructors</th>
<th>Meeting Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>820451</td>
<td>World History &amp; Culture</td>
<td>LEC</td>
<td>Carol Ann Miller</td>
<td>TR 10:30 AM - 12:30 PM</td>
</tr>
<tr>
<td>816251</td>
<td>African Art &amp; Culture</td>
<td>LEC</td>
<td>Ashley R. Miller</td>
<td>TR 1:30 PM - 3:30 PM</td>
</tr>
<tr>
<td>820454</td>
<td>Healthy Schools</td>
<td>STEM</td>
<td>Mary E. Summers</td>
<td>TR 1:00 PM - 6:00 PM</td>
</tr>
</tbody>
</table>

Why are/were you unable to fulfill your obligations?

- [ ] Medical reason
- [ ] Death in the family
- [x] Family emergency
- [ ] Other

[ ] Continue

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c) Review and Confirm correspondence

Create a new course absence report for Summer 2012

You have requested that the following notifications be sent. The information will be shared with your school advising office. Please read them carefully to be certain that the information is accurate.

PAC1-335-401

06/12/2012

1) Firstname Lastname, Student ID: 875454521, was not able to attend PAC1-335-401 on Monday, August 06, 2012 due to reasons other than medical issues or a family emergency. I understood that I am expected to make arrangements to complete any missed homework assignments or examinations and have been informed that these are made solely at your discretion.

2) Shorty

Firstname Lastname

Note from the Course Absence Report system:

If you have any questions or concerns about this student, please contact the Nursing Undergraduate advising office.

The Course Absence Report system facilitates communication between students and course instructors. When enrolling in classes, it is necessary to complete short-term class absences. If you have questions about the Course Absence Report system, please visit our website (www.cit.edu).

I represent that your reason for missing class, or submitting late or incorrect information, or false documentation are errors due to the Minnesota Code of Student Conduct and I was subject to investigation and sanctions by the Office of Student Conduct.

I verify that the information contained in this message or messages is true and accurate.

[ ] I verify that the information contained in this message or messages is true and accurate.

If any of the information is not correct, you may click on 'New' to go back to the previous page and re-enter your information.

[ ] Submit

Cancel  Revise  Submit
d) **Confirmation page**

Create a new course absence report for Summer 2012

Your Course Absence Report covering 08/06/2012 thru 08/07/2012 has been successfully submitted. The information in your report will also be available to the instructor(s) for the course(s) you selected and the advising office of your home school. You can review your reports by selecting Review submitted reports from the Penn InTouch menu at any time.

It is your responsibility to follow up with your instructor(s) to ensure that you learn all class material covered during your absence, and to make arrangements regarding any missed course work. These arrangements are made solely at your instructor’s discretion.

Your school may ask you for supporting documentation to verify the information submitted in your report.

Should you have any further questions or concerns, you may contact your school’s advising office.

3) **Course absence reports -> Review submitted reports**

This application allows the student to review the CAR’s submitted for a term (current or prior) and gives them the option to cancel a CAR, if and only if the date of the CAR has not passed.\(^6\)

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\(^6\) In the case of a multi-day CAR, if some of the days have already occurred they will be presented with the option to cancel the remaining days.