

# Academic Activity Tracking Faculty Instructions

The *US Department of Education (ED)* requires institutions to document whether or not a student initiated attendance in enrolled courses for which the student receives Title IV aid by performing and documenting an academically-related activity. For more information on how the ED defines academic activity please click [here](#).

Please use the below instructions in the second week of semester coursework to indicate whether or not every student completed an academic activity in all of your course sections. It is important to be exacting in your tracking since **any student who is not marked as having completed an activity will not receive aid funding for that particular course**. You must record every student with a **Y** or **N** before the beginning of the third week of semester coursework. There is a way to record all the **Y** activities at once. Please see step 5 before beginning to save a lot of time.

If you must record a student in the third week of academic coursework or later, please be aware that the system will be unavailable on occasion while aid packages are disbursed to student accounts.

**IMPORTANT:** Students who late register, course transfer, and/or reinstate will need to have their academic activity tracked. Therefore, in some cases, an instructor who has already completed academic activity tracking for their course(s) will need to go back into the screen to complete tracking for the students who have had changes to their registration since the instructor first completed the process.

Questions or complications? Please contact the Office of Records and Registration at [records@unf.edu](mailto:records@unf.edu).

1. From the Faculty and Advisor's Menu in myWings Self Service, select **Academic Activity** from the list

## Faculty & Advisors Menu

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[Term Selection](#)

[CRN Selection](#)

[Faculty Detail Schedule](#)

Class list; Syllabus; Office hours.

[Faculty Schedule by Day and Time](#)

[Detail Class List](#)

[Summary Class List](#)

[Detail Wait List](#)

[Summary Wait List](#)

[Early Academic Alert System](#)

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[Missing Grade Report](#)

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[Incomplete Grade Summary](#)

[SOLO Status](#)

[Faculty & Advisors Student Menu](#)

Display student information; View a student's schedule.

[Advisors Menu](#)

View a student's transcript; View a student's grades; Display your security setup.

[Annual Faculty Ratings Report](#)

[ECATS for COEHS](#)

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[Recency of Experiences \(required for COEHS Faculty\)](#)

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[Academic Activity](#)

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2. Select the correct Term, Part of Term, and Course from the drop downs. Then select **Submit**.

### Academic Activity

The US Department of Education requires institutions to document whether or not a student initiated attendance in enrolled courses by performing an academically-related activity during any period of enrollment in which the student receives Title IV aid. Institutions that do not track initial activity risk financial penalty and could lose the ability to disperse Title IV federal aid.

Faculty must record whether a student participated in an academically-related activity. Select a 'Y' or 'N' from the drop-down box for each student.

Faculty may choose to only indicate students who did not participate by selecting the 'N'. When the 'Continue' button is selected, all students who do not have a selection will default to 'Y'. **The Faculty MUST select the 'Verify and Submit' button to save the selections.**

Term:  Part of Term:  Course:

3. Use the drop down button to select **Y** or **N** for each student in the course section. Faculty may choose to only indicate students who did not participate by selecting the **N** and then select **Continue** to populate all the **Y** students at once. See step 5 below.

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Name	UNF ID	Academic Activity
Taylor, Brian	201200011	<input type="text" value="Y"/>
Taylor, Brandon	201200012	<input type="text" value="Y"/>
Taylor, Christopher	201200013	<input type="text" value="Y"/>
Taylor, David	201200014	<input type="text" value="Y"/>
Taylor, James	201200015	<input type="text" value="Y"/>
Taylor, John	201200016	<input type="text" value="Y"/>
Taylor, Matthew	201200017	<input type="text" value="Y"/>
Taylor, Michael	201200018	<input type="text" value="Y"/>
Taylor, Robert	201200019	<input type="text" value="Y"/>
Taylor, Thomas	201200020	<input type="text" value="Y"/>
Taylor, William	201200021	<input type="text" value="Y"/>
Taylor, Zachary	201200022	<input type="text" value="Y"/>
Taylor, Adam	201200023	<input type="text" value="Y"/>
Taylor, Alexander	201200024	<input type="text" value="Y"/>
Taylor, Anthony	201200025	<input type="text" value="Y"/>
Taylor, Benjamin	201200026	<input type="text" value="Y"/>
Taylor, Charles	201200027	<input type="text" value="Y"/>
Taylor, Daniel	201200028	<input type="text" value="Y"/>
Taylor, Edward	201200029	<input type="text" value="Y"/>
Taylor, Eric	201200030	<input type="text" value="Y"/>
Taylor, Evan	201200031	<input type="text" value="Y"/>
Taylor, Frank	201200032	<input type="text" value="Y"/>
Taylor, George	201200033	<input type="text" value="Y"/>
Taylor, Gregory	201200034	<input type="text" value="Y"/>
Taylor, Henry	201200035	<input type="text" value="Y"/>
Taylor, Isaac	201200036	<input type="text" value="Y"/>
Taylor, Jacob	201200037	<input type="text" value="Y"/>
Taylor, Jonathan	201200038	<input type="text" value="Y"/>
Taylor, Joseph	201200039	<input type="text" value="Y"/>
Taylor, Justin	201200040	<input type="text" value="Y"/>
Taylor, Keith	201200041	<input type="text" value="Y"/>
Taylor, Kyle	201200042	<input type="text" value="Y"/>
Taylor, Larry	201200043	<input type="text" value="Y"/>
Taylor, Matthew	201200044	<input type="text" value="Y"/>
Taylor, Nicholas	201200045	<input type="text" value="Y"/>
Taylor, Noah	201200046	<input type="text" value="Y"/>
Taylor, Oliver	201200047	<input type="text" value="Y"/>
Taylor, Paul	201200048	<input type="text" value="Y"/>
Taylor, Quincy	201200049	<input type="text" value="Y"/>
Taylor, Robert	201200050	<input type="text" value="Y"/>
Taylor, Ryan	201200051	<input type="text" value="Y"/>
Taylor, Samuel	201200052	<input type="text" value="Y"/>
Taylor, Steven	201200053	<input type="text" value="Y"/>
Taylor, Timothy	201200054	<input type="text" value="Y"/>
Taylor, Tyler	201200055	<input type="text" value="Y"/>
Taylor, Vance	201200056	<input type="text" value="Y"/>
Taylor, Wade	201200057	<input type="text" value="Y"/>
Taylor, Walker	201200058	<input type="text" value="Y"/>
Taylor, Xavier	201200059	<input type="text" value="Y"/>
Taylor, Yusef	201200060	<input type="text" value="Y"/>
Taylor, Zachary	201200061	<input type="text" value="Y"/>
Taylor, Adam	201200062	<input type="text" value="Y"/>
Taylor, Alexander	201200063	<input type="text" value="Y"/>
Taylor, Anthony	201200064	<input type="text" value="Y"/>
Taylor, Benjamin	201200065	<input type="text" value="Y"/>
Taylor, Charles	201200066	<input type="text" value="Y"/>
Taylor, Daniel	201200067	<input type="text" value="Y"/>
Taylor, Edward	201200068	<input type="text" value="Y"/>
Taylor, Eric	201200069	<input type="text" value="Y"/>
Taylor, Evan	201200070	<input type="text" value="Y"/>
Taylor, Frank	201200071	<input type="text" value="Y"/>
Taylor, George	201200072	<input type="text" value="Y"/>
Taylor, Gregory	201200073	<input type="text" value="Y"/>
Taylor, Henry	201200074	<input type="text" value="Y"/>
Taylor, Isaac	201200075	<input type="text" value="Y"/>
Taylor, Jacob	201200076	<input type="text" value="Y"/>
Taylor, Jonathan	201200077	<input type="text" value="Y"/>
Taylor, Joseph	201200078	<input type="text" value="Y"/>
Taylor, Justin	201200079	<input type="text" value="Y"/>
Taylor, Keith	201200080	<input type="text" value="Y"/>
Taylor, Kyle	201200081	<input type="text" value="Y"/>
Taylor, Larry	201200082	<input type="text" value="Y"/>
Taylor, Matthew	201200083	<input type="text" value="Y"/>
Taylor, Nicholas	201200084	<input type="text" value="Y"/>
Taylor, Noah	201200085	<input type="text" value="Y"/>
Taylor, Oliver	201200086	<input type="text" value="Y"/>
Taylor, Paul	201200087	<input type="text" value="Y"/>
Taylor, Quincy	201200088	<input type="text" value="Y"/>
Taylor, Robert	201200089	<input type="text" value="Y"/>
Taylor, Ryan	201200090	<input type="text" value="Y"/>
Taylor, Samuel	201200091	<input type="text" value="Y"/>
Taylor, Steven	201200092	<input type="text" value="Y"/>
Taylor, Timothy	201200093	<input type="text" value="Y"/>
Taylor, Tyler	201200094	<input type="text" value="Y"/>
Taylor, Vance	201200095	<input type="text" value="Y"/>
Taylor, Wade	201200096	<input type="text" value="Y"/>
Taylor, Walker	201200097	<input type="text" value="Y"/>
Taylor, Xavier	201200098	<input type="text" value="Y"/>
Taylor, Yusef	201200099	<input type="text" value="Y"/>
Taylor, Zachary	201200100	<input type="text" value="Y"/>

4. Once Academic Activity has been recorded, scroll to the bottom and select **Continue**.

Taylor, Brian	201200011	<input type="text" value="Y"/>
Taylor, Brandon	201200012	<input type="text" value="Y"/>
Taylor, Christopher	201200013	<input type="text" value="Y"/>
Taylor, David	201200014	<input type="text" value="Y"/>
Taylor, James	201200015	<input type="text" value="Y"/>
Taylor, John	201200016	<input type="text" value="Y"/>
Taylor, Matthew	201200017	<input type="text" value="Y"/>
Taylor, Michael	201200018	<input type="text" value="Y"/>
Taylor, Robert	201200019	<input type="text" value="Y"/>
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Taylor, Zachary	201200022	<input type="text" value="Y"/>
Taylor, Adam	201200023	<input type="text" value="Y"/>
Taylor, Alexander	201200024	<input type="text" value="Y"/>
Taylor, Anthony	201200025	<input type="text" value="Y"/>
Taylor, Benjamin	201200026	<input type="text" value="Y"/>
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Taylor, Justin	201200040	<input type="text" value="Y"/>
Taylor, Keith	201200041	<input type="text" value="Y"/>
Taylor, Kyle	201200042	<input type="text" value="Y"/>
Taylor, Larry	201200043	<input type="text" value="Y"/>
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Taylor, Oliver	201200047	<input type="text" value="Y"/>
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Taylor, Quincy	201200049	<input type="text" value="Y"/>
Taylor, Robert	201200050	<input type="text" value="Y"/>
Taylor, Ryan	201200051	<input type="text" value="Y"/>
Taylor, Samuel	201200052	<input type="text" value="Y"/>
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Taylor, Vance	201200056	<input type="text" value="Y"/>
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Taylor, Anthony	201200064	<input type="text" value="Y"/>
Taylor, Benjamin	201200065	<input type="text" value="Y"/>
Taylor, Charles	201200066	<input type="text" value="Y"/>
Taylor, Daniel	201200067	<input type="text" value="Y"/>
Taylor, Edward	201200068	<input type="text" value="Y"/>
Taylor, Eric	201200069	<input type="text" value="Y"/>
Taylor, Evan	201200070	<input type="text" value="Y"/>
Taylor, Frank	201200071	<input type="text" value="Y"/>
Taylor, George	201200072	<input type="text" value="Y"/>
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Taylor, Isaac	201200075	<input type="text" value="Y"/>
Taylor, Jacob	201200076	<input type="text" value="Y"/>
Taylor, Jonathan	201200077	<input type="text" value="Y"/>
Taylor, Joseph	201200078	<input type="text" value="Y"/>
Taylor, Justin	201200079	<input type="text" value="Y"/>
Taylor, Keith	201200080	<input type="text" value="Y"/>
Taylor, Kyle	201200081	<input type="text" value="Y"/>
Taylor, Larry	201200082	<input type="text" value="Y"/>
Taylor, Matthew	201200083	<input type="text" value="Y"/>
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Taylor, Robert	201200089	<input type="text" value="Y"/>
Taylor, Ryan	201200090	<input type="text" value="Y"/>
Taylor, Samuel	201200091	<input type="text" value="Y"/>
Taylor, Steven	201200092	<input type="text" value="Y"/>
Taylor, Timothy	201200093	<input type="text" value="Y"/>
Taylor, Tyler	201200094	<input type="text" value="Y"/>
Taylor, Vance	201200095	<input type="text" value="Y"/>
Taylor, Wade	201200096	<input type="text" value="Y"/>
Taylor, Walker	201200097	<input type="text" value="Y"/>
Taylor, Xavier	201200098	<input type="text" value="Y"/>
Taylor, Yusef	201200099	<input type="text" value="Y"/>
Taylor, Zachary	201200100	<input type="text" value="Y"/>

✔ Total number of students: 35.

5. After selecting **Continue**, a message will appear “The selections have not been saved. Select the **Verify and Submit** button to save.” **All blank selections will change to Y.** Once the selections have been reviewed, scroll to the bottom and select **Verify and Submit**.

NAME	STATUS
[blurred]	Y
[blurred]	Y
[blurred]	Y
[blurred]	Y
[blurred]	Y
[blurred]	Y
[blurred]	N
[blurred]	Y
[blurred]	Y

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✔ Total number of students: 35.

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**Verify and Submit**

Notes:

- All **N** selections will continue to show in a drop down button until the deadline.
- **N** selections may be changed from **N** to **Y** until the deadline. **Y** selections may not be changed once submitted.
- If all selections are **Y**, then no buttons are displayed.