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 students have 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 for a section at once. Please see step 7 before beginning to save 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.

1. After logging into mywings.unf.edu, select the Faculty Resources “tile.”

![myWings screenshot]
2. Select **Faculty Self-Service** on the pop-up menu.

3. From the **Faculty & Advisors Menu** in myWings Self Service, select **Academic Activity**.
4. Select the correct Term, Part of Term, and Course from the drop downs. Then select Submit.

5. Use the drop down fields to select Y or N for each student in the course section. Note: 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.
6. Once Academic Activity has been selected, scroll to the bottom and select **Continue**.

   ![Academic Activity form with Ys selected](image)

   ✔ Total number of students: 27.

   ![Continue button](image)

7. If all students in a section should be marked as Y, leave all fields blank and select **Continue**. All blank fields will now read as Y selections.

   ![Academic Activity form with blank fields](image)

   ✔ Total number of students: 27.

   ![Continue button](image)

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8. After selecting **Continue**, a warning message will appear stating “The selections have not been saved. Select the Verify and Submit button to save.” Once the selections have been reviewed, scroll to the bottom and select **Verify and Submit**.

![Warning message](image)

**The selections have not been saved. Select the Verify and Submit button to save.**

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**Total number of students: 27.**

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**Verify and Submit**

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**Notes**

- All **N** selections will continue to show in the 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.

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