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.

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

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**Faculty & Advisors Menu**

- 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
- Midterm Grades
- Final Grades
- Missing Grade Report
- Change of Grade
- Incomplete Grade Summary
- SOLO Status
- Faculty & Advisors Student Menu
  - Display student information: View a student’s schedule.
- Advisers Menu
  - View a student's transcript (view a student’s grades); Display your security setup.
- Annual Faculty Ratings Report
- ECATS for COEHS
- ISQ Response Rates
- ISQ Results
- Recency of Experiences (required for COEHS Faculty)
- Request Classroom Clickers
- Technology Surveys
- Syllabi Repository: Faculty Upload
- Faculty Activity Reporting
- Student Petition of Academic Policy
- Athletic Academic Progress Report
- Academic Activity
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.

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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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.

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

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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.