

ATTENDANCE PROCESS VOLUNTEER JOB DESCRIPTION

In accordance with policies established by UNLV, and approved by OLLI staff and Steering Council, class attendance of members is taken three times each semester. Class rosters are updated each time attendance is taken.

The principal responsibility of the Attendance Process Volunteer is to help the staff record attendance records and update class rosters, including:

- Creating a drop/add list
- Sending list to information desk
- Copying attendance checkmarks from old roster to new roster

Steps for creating drop/add list:

- Open Excel
- Title with Course Name and Course Number
- Set up columns
 - First: names of students highlighted on attendance sheet
 - Second: names of students on sign-in sheet
- Fill in columns
- Print a copy of the list
- Paper clip the list to the top of the roster
- Turn in to Veronica, office 504

Steps for updating roster:

- An updated list is returned from the information desk
- Copy attendance checkmarks from old roster to the newly printed copy
- Attached blank sign-in sheet to back of new roster
- Add the sticker at the bottom of the attendance roster
- Turn in new completed roster to Veronica, office 504