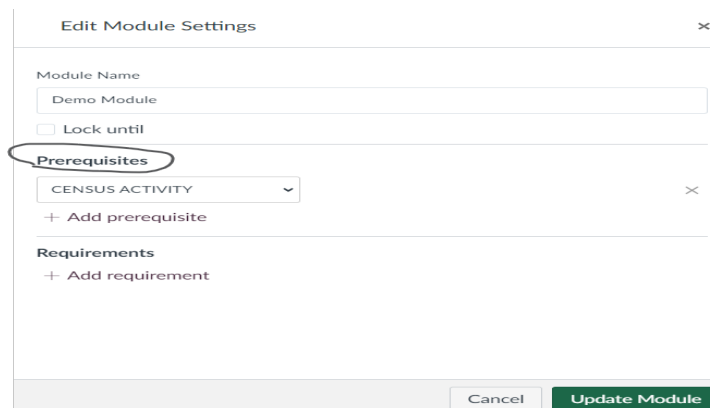In the Fall of 2024, GTCC Faculty will no longer use Intelliboard for Census reporting. The Intelliboard icon will be removed from Canvas.

**What does this mean?**

It is imperative to use the designated Census Activity, (Academic Integrity Quiz-2024) as the first assignment in each course to document student attendance during the course Census period. This activity is already posted in every course shell for Fall 2024.

To ensure students complete the Census Activity the following steps should be taken:

1) **Do not relocate** the Census Activity Module or the Academic Integrity Quiz.
2) **Do not change the preset** requirement on the Census Activity Module. Maintain the Academic Integrity Quiz as the module requirement.
3) **Add** your census due date and availability date.
4) **Add** prerequisites to all subsequent modules in the course that contain content for students, such as links to third party assignments, canvas assignments, quizzes, or discussions. Select the Census Activity. This will ensure the students complete the Census Activity **as the first assignment** in the course and that they meet the Census deadline. You can also <u>Lock</u> the module until a specific date at this step.



5) Be sure to submit your course attendance to **Self-Service** by the deadline.

<mark>You do not need to run a separate report to send to Auditing.</mark> A custom report will be sent directly to them.

Brought to you by eLearning and Auditing. Special thanks goes to: Matt Apple, Dr. Kristen Corbell, Andrea Allmond, and Durham Tech.

It wasn't magic; it's the result of collaboration combined with talent.

Make amazing happen,

Nicholle and Arnessa