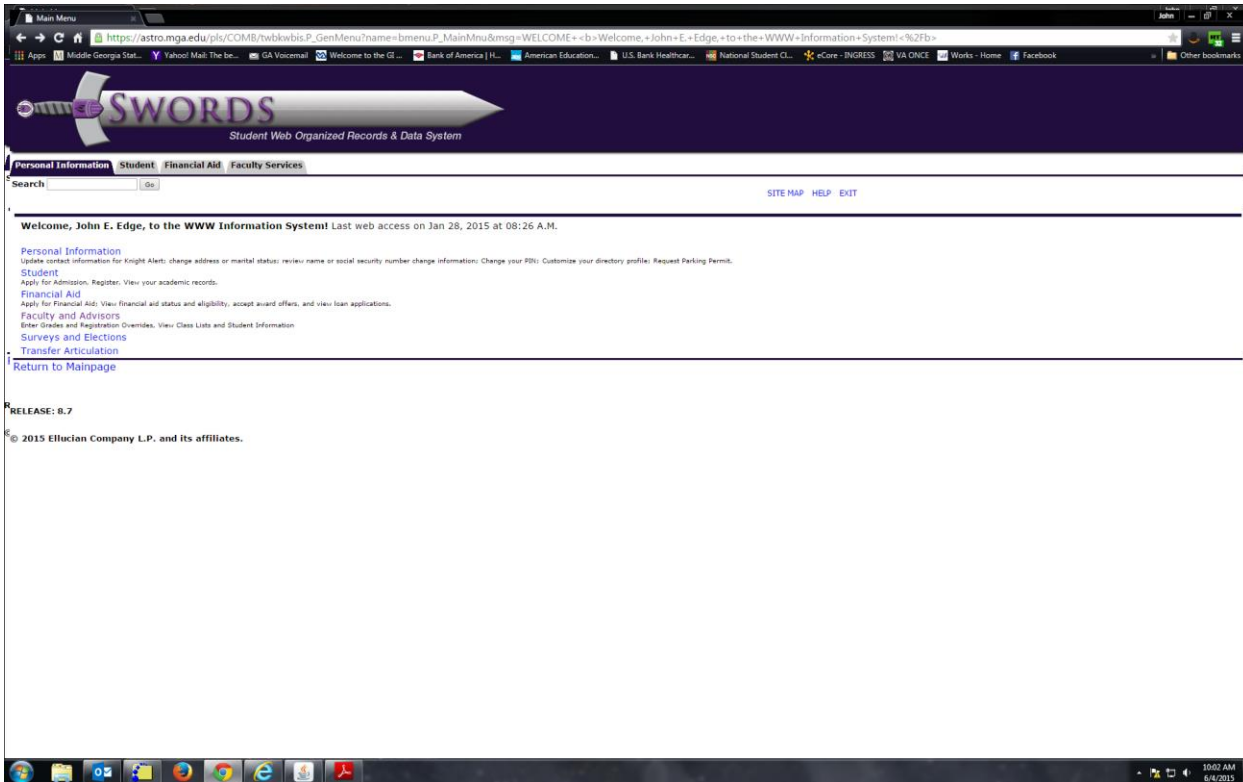


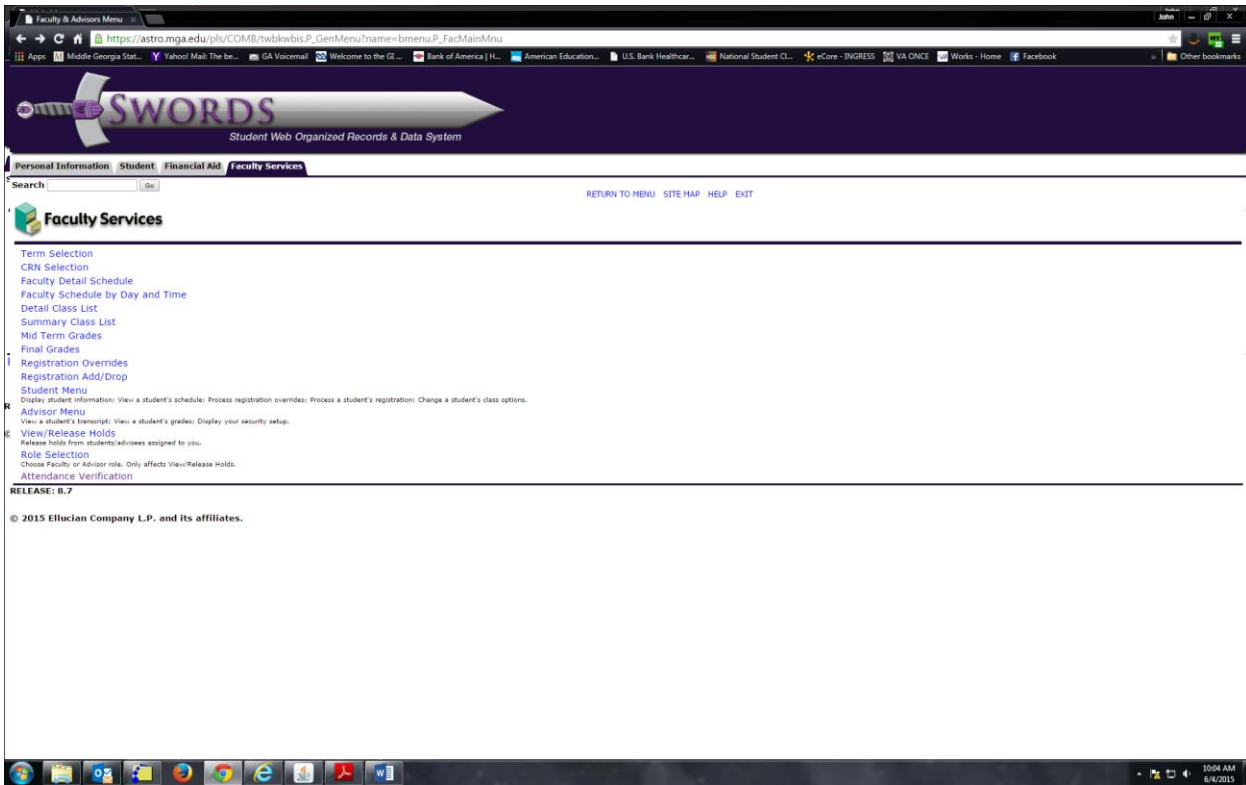
ATTENDANCE VERIFICATION INSTRUCTIONS – No Show Reporting

When reporting attendance verification, all CRNs for that session need to be report. The only courses that don't need to be reported are those with zero credit hours, e.g. labs.

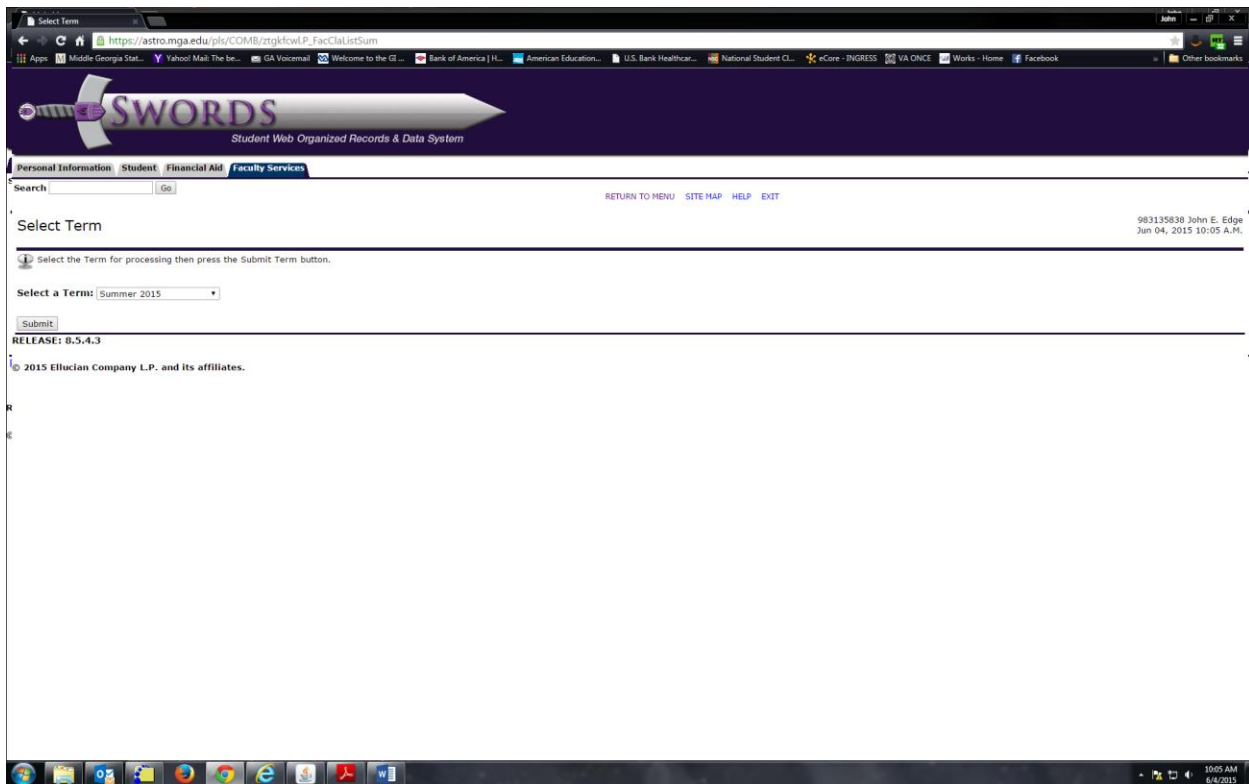
- 1) Log into SWORDS
- 2) Select Faculty and Advisors from the Main Menu



- 3) Select Attendance Verification from the Faculty Services Menu



4) Select the specific term from the drop down menu and then click Submit



5) Select the course CRN from the drop down menu and then click Submit

Attendance Verification

Summer 2015
Jun 04, 2015 02:32 P.M.

Course Information
Anatomy and Physiology II - BIOL 1124K 03
CRN: 54879
Duration: Jun 02, 2015 Jul 23, 2015
Status: Active

Enrollment Counts

| | Maximum | Actual | Remaining |
|--------------------|---------|--------|-----------|
| Enrollment: | 24 | 23 | 1 |
| Cross List: | 0 | 0 | 0 |

Current Attendance Verification Counts

| Attending | Not Attending |
|-----------|---------------|
| 22 | 1 |

Check Here to Verify Completion of Attendance Verification Data Entry ==> Section is currently - NOT VERIFIED -

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a students name, the personal information is to be kept confidential.

Currently Enrolled Students - Attending

| Check If Not Attending | Record Number | Student Name | ID | Reg Status | Level | Credits | Date Registered | Grade Status |
|--------------------------|---------------|--------------|-----|--------------------|------------------------|---------|-----------------|--------------|
| <input type="checkbox"/> | 1 | B | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 21-MAY-15 | |
| <input type="checkbox"/> | 2 | B | 983 | **Registered** | Undergraduate Semester | 4.000 | 07-APR-15 | |
| <input type="checkbox"/> | 3 | B | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 26-MAR-15 | |
| <input type="checkbox"/> | 4 | B | 983 | **Registered** | Undergraduate Semester | 4.000 | 26-MAY-15 | |
| <input type="checkbox"/> | 5 | C | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 25-MAR-15 | |
| <input type="checkbox"/> | 6 | C | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 25-MAR-15 | |
| <input type="checkbox"/> | 7 | C | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 25-MAR-15 | |
| <input type="checkbox"/> | 8 | D | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 22-APR-15 | |
| <input type="checkbox"/> | 9 | E | 983 | **Registered** | Undergraduate Semester | 4.000 | 19-MAY-15 | |
| <input type="checkbox"/> | 10 | H | 983 | **Registered** | Undergraduate Semester | 4.000 | 15-APR-15 | |
| <input type="checkbox"/> | 11 | J | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 15-APR-15 | |

- a) Reporting Students that haven't attended
 - i) Add a check to the box next to every student that has **NOT** been in attendance in the column marked 'Check If Not Attending'
 - ii) Save

Attendance Verification

https://astro.mga.edu/pls/COMB/ztgkfwlp_FacClaListSum

Self Service Portal MGA DOL Banner McGraw-Hill Connect

22 1

Check Here to Verify Completion of Attendance Verification Data Entry ==> Section is currently - NOT VERIFIED -

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a students name, the personal information is to be kept confidential.

Currently Enrolled Students - Attending

| Check if Not Attending | Record Number | Student Name | ID | Reg Status | Level | Credits | Date Registered | Grade Status |
|--------------------------|---------------|--------------|-----|--------------------|------------------------|---------|-----------------|--------------|
| <input type="checkbox"/> | 1 | B | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 21-MAY-15 | |
| <input type="checkbox"/> | 2 | B | 983 | **Registered** | Undergraduate Semester | 4.000 | 07-APR-15 | |
| <input type="checkbox"/> | 3 | B | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 26-MAR-15 | |
| <input type="checkbox"/> | 4 | B | 983 | **Registered** | Undergraduate Semester | 4.000 | 26-MAY-15 | |
| <input type="checkbox"/> | 5 | C | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 25-MAR-15 | |
| <input type="checkbox"/> | 6 | C | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 25-MAR-15 | |
| <input type="checkbox"/> | 7 | C | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 25-MAR-15 | |
| <input type="checkbox"/> | 8 | D | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 22-APR-15 | |
| <input type="checkbox"/> | 9 | E | 983 | **Registered** | Undergraduate Semester | 4.000 | 19-MAY-15 | |
| <input type="checkbox"/> | 10 | H | 983 | **Registered** | Undergraduate Semester | 4.000 | 15-APR-15 | |
| <input type="checkbox"/> | 11 | J | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 15-APR-15 | |
| <input type="checkbox"/> | 12 | J | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 25-MAR-15 | |
| <input type="checkbox"/> | 13 | K | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 25-MAR-15 | |
| <input type="checkbox"/> | 14 | K | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 15-APR-15 | |
| <input type="checkbox"/> | 15 | M | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 23-MAR-15 | |
| <input type="checkbox"/> | 16 | P | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 14-APR-15 | |
| <input type="checkbox"/> | 17 | P | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 23-MAR-15 | |
| <input type="checkbox"/> | 18 | R | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 24-MAR-15 | |
| <input type="checkbox"/> | 19 | S | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 09-MAY-15 | |
| <input type="checkbox"/> | 20 | S | 983 | **Registered** | Undergraduate Semester | 4.000 | 26-MAR-15 | |
| <input type="checkbox"/> | 21 | S | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 26-MAR-15 | |
| <input type="checkbox"/> | 22 | W | 983 | **Web Registered** | Undergraduate Semester | 4.000 | 26-MAR-15 | |

Currently Enrolled Students - Previously Marked as Not Attending

| Check if Attending | Record Number | Student Name | ID | Reg Status | Level | Credits | Date Reported Not Attending | Grade Status |
|--------------------------|---------------|--------------|-----|----------------|------------------------|---------|-----------------------------|--------------|
| <input type="checkbox"/> | 23 | W | 983 | **Registered** | Undergraduate Semester | 4.000 | 04-JUN-15 | |

2:36 PM 6/4/2015

iii) Review the Students Reported as Not Attending Section and make sure all selections are correct.

(1) Once the reported students are confirmed, select Main Menu

(a) ****IMPORTANT** Attendance Verification has not been completed yet. The courses must be officially verified. Instructions below.**

(i) From the Main Menu, select Faculty Services

(ii) From Faculty Services Menu, select Attendance Verification

(iii) Select the specific term from the drop down menu and then click Submit

(iv) Select the course CRN from the drop down menu and then click Submit the course selected

(v) From this screen you will see a box **'Check Here to Verify Completion of Attendance Verification Data Entry'**. Check this box once Attendance Verification has been completed and verified.

(vi) Save

(b) ****IMPORTANT** Attendance Verification has not been completed until this box has been checked and information saved. Failure to complete this step will result in your class being reported as not reporting no shows.**

Attendance Verification

Summer 2015
Jun 04, 2015 02:32 P.M.

Course Information
Anatomy and Physiology II - BIOL 1124K 03
 CRN: 54879
 Duration: Jun 02, 2015 Jul 23, 2015
 Status: Active

Enrollment Counts

| | Maximum | Actual | Remaining |
|-------------|---------|--------|-----------|
| Enrollment: | 24 | 23 | 1 |
| Cross List: | 0 | 0 | 0 |

Current Attendance Verification Counts

| Attending | Not Attending |
|-----------|---------------|
| 22 | 1 |

Check Here to Verify Completion of Attendance Verification Data Entry ==> Section is currently - NOT VERIFIED -

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Currently Enrolled Students - Attending

| Check if Not Attending | Record Number | Student Name | ID | Reg Status | Level | Credits | Date Registered | Grade Status |
|--------------------------|---------------|--------------|----|--------------------|------------------------|---------|-----------------|--------------|
| <input type="checkbox"/> | 1 | B | | **Web Registered** | Undergraduate Semester | 4.000 | 21-MAY-15 | |

- (c) **If you have No students to report, just check the Verify Completion of Attendance Verification Data Entry box and save.**

Once you have verified your CRN you should see a message indicating that the course has been verified. If it shows 'Not Verified', as in the above image, then you have not completed the reporting process. Please be aware that until you see the course is 'Verified', your no show reporting will not be completed. You must check the box and save to complete the verification.

Faculty will be able to make adjustments to their Attendance Verification in SWORDS until the deadline for reporting. After the deadline, any corrections will need to be completed through the Registrar's Office.