ATTENDANCE VERIFICATION INSTRUCTIONS

Attendance verification is entered on the Final Grades page.

In essence this process cleans up your official grade roll. Every student in every course (undergraduate, graduate, individual enrollments such as independent studies, tutorials, internships, bachelor’s essays) must be verified.

Accessing the Final Grades page

- Login to MyCharleston (my.cofc.edu)
- Click on the Faculty tab
- Look for the Banner Self-Service channel and click on the Banner Self-Service folder
- Click on the Faculty and Advisors folder
- Click on the Final Grades link
Verifying Attendance

In the Verify Attendance column:

- **Enter ‘1’** if the student is attending or has at least attended one class
- **Enter a 0** for any student who has never once attended the class. All students with a 0 entered will be automatically deleted from your class roll so please double check your entries.
- Do not enter information in any other column. See example below.
- There are no short-cuts currently available (a default of attending button, for example).

![Final Grades Table]

- To process your entries, click **Submit**.

![Final Grades Table]

- A confirmation will appear at the top of the page

![Confirmation]

To Select Another Course

- Scroll to the bottom of the page
- Click **CRN Selection**
- Select the appropriate CRN from the dropdown menu
- Click **Submit**

![CRN Selection]

**RELEASE: 8.3**
• Click **Final Grades**

![](Faculty_and_Advisors.png)

• Verify attendance