

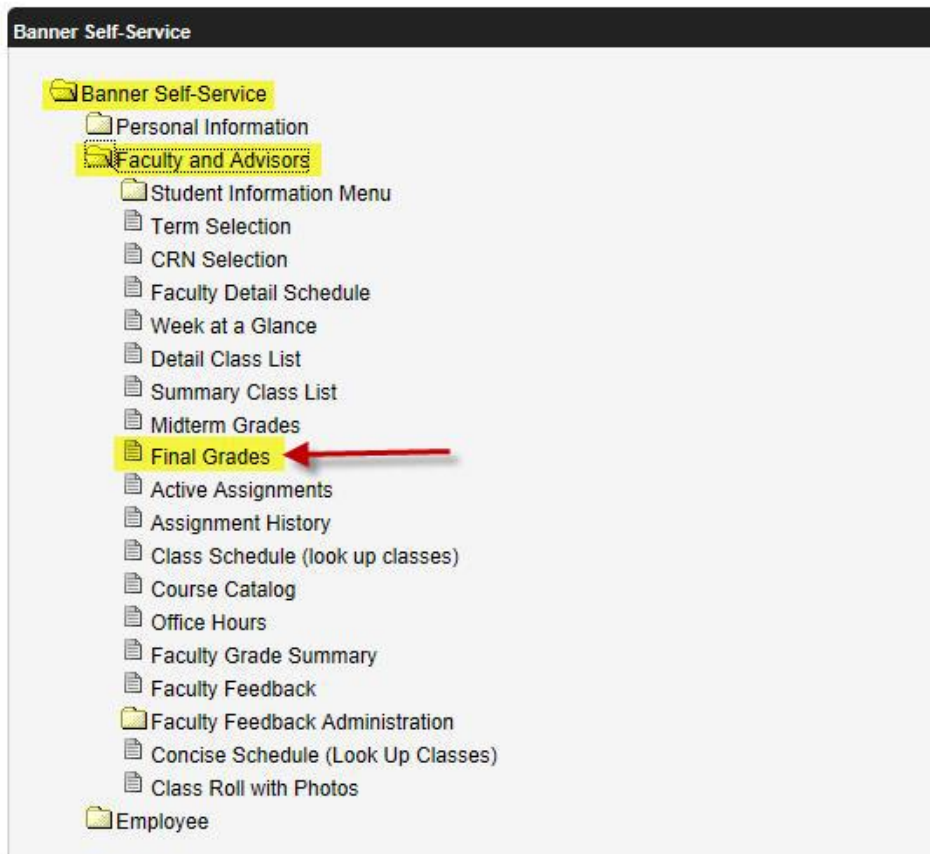
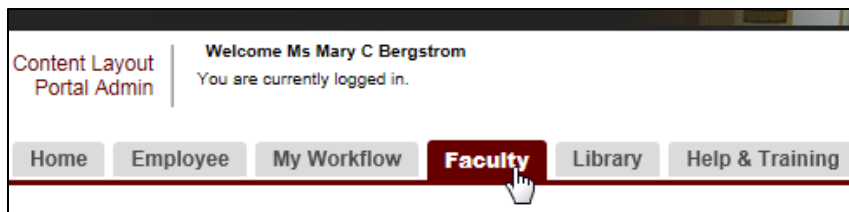
ATTENDANCE VERIFICATION INSTRUCTIONS

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									
Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Verify Attendance 1 = attending 0 = never attended	
1	Test, Paul	Confidential	3.000	**Registered** Aug 23, 2013	None	N		1	

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

Final Grades									
Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Verify Attendance 1 = attending 0 = never attended	
1	Test, Paul	Confidential	3.000	**Registered** Aug 23, 2013	None	N		1	

- A confirmation will appear at the top of the page

The changes you made were saved successfully.

To Select Another Course

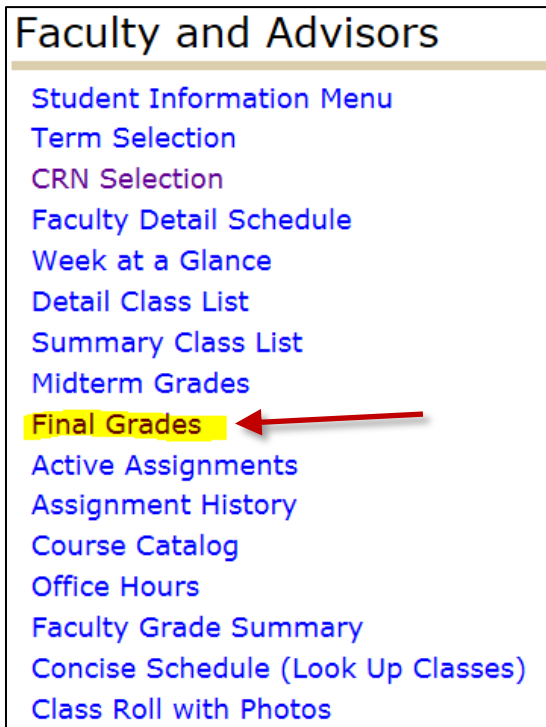
- Scroll to the bottom of the page
- Click **CRN Selection**

[[Term Selection](#) | [CRN Selection](#) | [Class List](#) | [Faculty Detail Schedule](#) | [Mid Term Grades](#) | [Student Menu](#) | [Summary Class List](#)]

- Select the appropriate CRN from the dropdown menu
- Click **Submit**

CRN:	ENGL 110 03: Intro to Academic Writing, 10531 (19) ▾ ENGL 110 03: Intro to Academic Writing, 10531 (19) ENGL 110 19: Intro to Academic Writing, 10542 (20) ENGL 110 26: Intro to Academic Writing, 10549 (20)
<input type="button" value="Submit"/>	
RELEASE: 8.3	

- Click **Final Grades**



- Verify attendance