

Attendance Verification Instructions

Step 1. Log into the faculty portal and click Faculty Services.

Welcome, Curtis O. Bailey, to the WWW Information System! Last web access on Aug 06, 2014 at 04:31 pm

 **Student Services & Financial Aid**
Apply for Admission, Register, View your academic records and Financial Aid

 **Faculty Services** ←
Enter Grades and Registration Overrides, View Class Lists and Student Information

 View or update your address(es), phone number(s), e-mail address(es), emergency contact information, and marital status; View name change & social security number change information; Change your PIN; Customize your directory profile .

 **WebCT.com, The e-Learning Hub**
Find online help, research tools, discussions, and more!
[Transfer Articulation](#)

Step 2. Click Attendance Verification.

Faculty Services

- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Faculty Schedule by Day and Time](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Detail Wait List](#)
- [Summary Wait List](#)
- [Mid Term Grades](#)
- [Final Grades](#)
- [Registration Overrides](#)
- [Registration Add/Drop](#)
- [Electronic Gradebook by Component](#)
- [Faculty and Advisor Security Information](#)
- [Student Menu](#)
Display student information; View a student's schedule; Process registration overrides; Process a student's registration; Change a student's class options.
- [Advisor Menu](#)
View a student's transcript; View a student's grades; Display your security setup.
- [Create/Edit Web Course](#)
- [Connect/Edit Web Course Section](#)
- [Learning Suite Reports](#)
- [Administer Discussion](#)
- [View/Release Holds](#)
Release holds from students/advises assigned to you.
- [Role Selection](#)
Choose Faculty or Advisor role. Only affects View/Release Holds.
- [Attendance Verification](#) ←

Step 3. Select the appropriate Term.

Atlanta Metropolitan State College

Student Portal

Personal Information Student Services & Financial Aid **Faculty Services** Old WebTailor Administration

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select Term Aug 06, 2014 04:11 pm

Select the Term for processing then press the Submit Term button.

Select a Term:

RELEASE: 8.5.4.3

Step 4. Choose the course for attendance verification from the dropdown menu.



Select CRN

Summer 2014
Aug 06, 2014 04:11 pm

Please enter the CRN you wish to access, or select a different term from the menu.

CRN: MATH 0099 139: Introductory Algebra II-QEP, 50668 (8)

Submit

Step 5. Check each student who has not attended the course. Also check the box to verify completion of attendance verification. Lastly, click save to complete the process.

Note: You must click the verification button even if all students have attended your course.

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 checked="" type="checkbox"/>	1	Freeman, Quintavius		**Registered**	Semester System Undergraduate	4.000	29-APR-14	
<input type="checkbox"/>	2	Hart, Bobby L.		**Registered**	Semester System Undergraduate	4.000	24-APR-14	
<input type="checkbox"/>	3	Ingram, Sherman E.		**Registered**	Semester System Undergraduate	4.000	19-MAY-14	
<input checked="" type="checkbox"/>	4	Johnson, Allen		**Web Registered**	Semester System Undergraduate	4.000	23-MAY-14	
<input type="checkbox"/>	5	Stearns, Julius S.		**Registered**	Semester System Undergraduate	4.000	02-APR-14	

SAVE

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Step 6. The following screen will appear and your attendance verifications for this course are complete.

Attendance Verification - Updates Completed

Summer 2014
Aug 06, 2014 04:16 pm

Course Information
Introductory Algebra II-QEP - MATH 0099 139
CRN: 50668

Section verification entered: - 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.

Students Reported as Not Attending

Student Name	ID	Reg Status	Level
Freeman, Quintavius		**Registered**	Semester System Undergraduate
Johnson, Allen		**Web Registered**	Semester System Undergraduate

Additional Information

If all students attended, you must still check the box to verify the completion of attendance verification.



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	Aberhart, Taylor A.		**Registered**	Semester System Undergraduate	1.000	29-MAY-14	
<input type="checkbox"/>	2	Banks, Johnathan		**Registered**	Semester System Undergraduate	1.000	29-MAY-14	
<input type="checkbox"/>	3	Johnson, Travis A.		**Registered**	Semester System Undergraduate	1.000	28-MAY-14	
<input type="checkbox"/>	4	McZick, Keisha M.		**Registered**	Semester System Undergraduate	1.000	28-MAY-14	
<input type="checkbox"/>	5	Porter, Lakita		**Registered**	Semester System Undergraduate	1.000	29-MAY-14	
<input type="checkbox"/>	6	Terrell, Michael A.		**Registered**	Semester System Undergraduate	1.000	19-MAY-14	
<input type="checkbox"/>	7	Wimbush, Jeremiah J.		**Registered**	Semester System Undergraduate	1.000	29-MAY-14	

SAVE

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If you fail to check the verify completion box, the following screen will appear and your attendance verification will NOT be verified.

Attendance Verification - Updates Completed

Summer 2014
Aug 06, 2014 04:20 pm

Course Information
College Algebra - MATH 1111 0
CRN: 50709

Section verification remains as: - 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.

Students Reported as Not Attending

Student Name	ID	Reg Status	Level
Banks, Johnathan	932106603	**Registered**	Semester System Undergraduate

Main Menu

Please note: You must complete this process for each course that you teach and BEFORE the deadline.

The following screens are generated once the no show process is completed in the Registrar's Office. The top screenshot illustrates students who were processed correctly. The bottom screen lists all of the professors names who **failed** to turn in attendance verification(s).

```
07-Aug-14 at 01:40:48      B610 Database
                          Attendance Verification
```

ID	NAME	TERM	PTRM	CRN	MESSAGES
	Wilkerson, Brandon T	201405	4	50065	***Previously Processed*** Total Class Enrollment for 50065 : 23
	Paige, Ashley Shanel	201405	4	50269	***Previously Processed*** Total Class Enrollment for 50269 : 6
	Fife, Joy Tramaine	201405	4	50381	***Previously Processed***
	Sams, Frederick Brandon	201405	4	50381	***Previously Processed*** Total Class Enrollment for 50381 : 7
	Dia, Aminata Meemee	201405	4	50513	***Previously Processed***
	Glenn, BriAnna Alexandria	201405	4	50513	***Previously Processed*** Total Class Enrollment for 50513 : 16
	Boone, Bobbi Love	201405	4	50515	***Previously Processed***
	Brawner, Gabrielle Mignon	201405	4	50515	***Previously Processed***
	Craig, Ashley Jessica	201405	4	50515	***Previously Processed***
	Graves, Michael Eugene	201405	4	50515	***Previously Processed***
	Phinazee, Shakevia Arsheka	201405	4	50515	***Previously Processed***
	Reeves, Jasmine Monet	201405	4	50515	***Previously Processed*** Total Class Enrollment for 50515 : 9
	Burnett, Lamitchell Mallory	201405	4	50516	***Previously Processed*** Total Class Enrollment for 50516 : 4
	Blackwell, James T	201405	4	50519	***Previously Processed***
	Kaserebe, Kenyuna N	201405	4	50519	***Previously Processed***
	Mikell, Nakoshia	201405	4	50519	***Previously Processed***
	Young, Wesley Adrian	201405	4	50519	***Previously Processed*** Total Class Enrollment for 50519 : 22

```
201405      TOTAL SECTION COUNT: Verified      4
NOTE: Report only includes sections with current enrollment.
07-Aug-14 at 01:40:48      B610 Database      Page: 4
                          Attendance Verification      ZHRNOSH
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TERM: 201405 POT: 4

SECTIONS FOR WHICH ATTENDANCE IS Not Verified :

TERM	PTRM	CRN	COURSE SECTION	TITLE	# ABSENT	VER	VERIF DATE	INSTRUCTOR
201405	4	50064	BIOL-1102-10	General Biology II	0			
201405	4	50065	BLAB-1102-10	General Biology II Lab	0			
201405	4	50243	CSCI-1146-24	Intro to Java Programming	0			
201405	4	50269	SPAN-2002-10	Intermediate Spanish II	0			
201405	4	50306	ACCT-2102-24	Principles of Accounting II	0			
201405	4	50381	ECON-2105-24	Principles of Macroeconomics	0			
201405	4	50382	ECON-2106-24	Principles of Macroeconomics	0			
201405	4	50455	ACCT-2101-24	Principles of Accounting I	0			
201405	4	50511	AMIR-1001-24	Thinking, Learning & Communica	0			
201405	4	50515	HIST-2112-24	United States History II	0			
201405	4	50519	PHED-2105-24	Concepts of Health and Safety	0			
201405	4	50521	POLS-1101-24	American Government	0			
201405	4	50525	PSYC-1101-24	Intro to General Psychology	0			
201405	4	50602	SOCI-1160-24	Intro to Social Problems	0			
201405	4	50605	ECON-1105-24	Introduction to Economics	0			
201405	4	50615	AMIR-1001-24	Thinking, Learning & Communica	0			
201405	4	50616	ORNT-1100-14	Seminar in Personal & Academic	0			
201405	4	50630	BIOL-4001-0	Undergraduate Research I	0			
201405	4	50632	PHED-2105-14	Concepts of Health and Safety	0			
201405	4	50638	POLS-1101-14	American Government	0			
201405	4	50640	AMIR-1001-14	Thinking, Learning & Communica	0			
201405	4	50644	HIST-2112-14	United States History II	1			
201405	4	50738	BUSA-2105-24	Communicat in the Bus Environ	0			
201405	4	50745	CSCI-1142-21	Intro to C++ Programming-direct	0			
201405	4		PTRM SECTION COUNT:	Not Verified	24			

201405 TOTAL SECTION COUNT: Not Verified 24
NOTE: Report only includes sections with current enrollment.
07-Aug-14 at 01:40:48 B610 Database Page: 5
 Attendance Verification ZHRNOSH

*** REPORT CONTROL INFORMATION - ZHRNOSH - GAMOD 8.34 ***

Instructors who fail to report attendance verifications will be listed here.