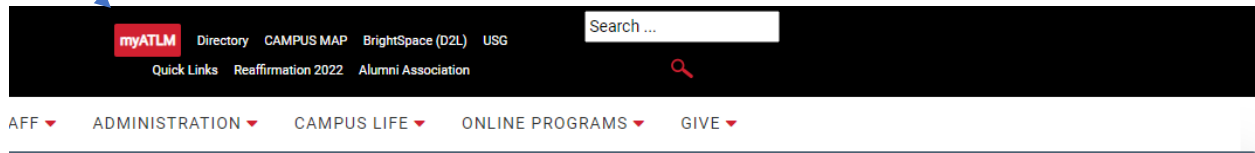
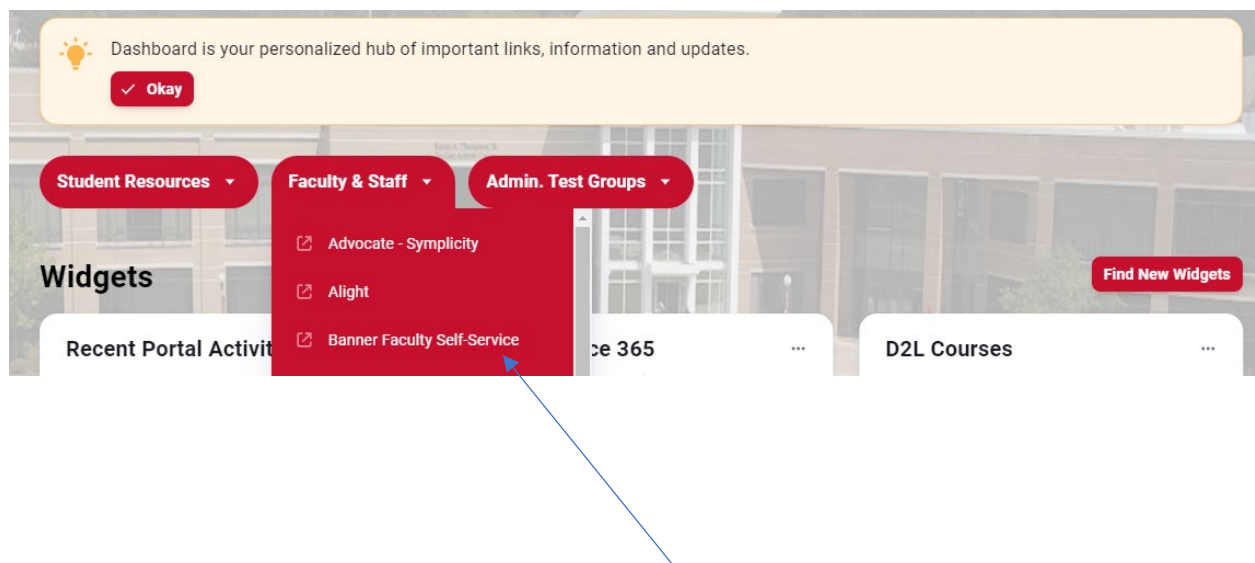


Instructions on How to Submit Attendance Verification

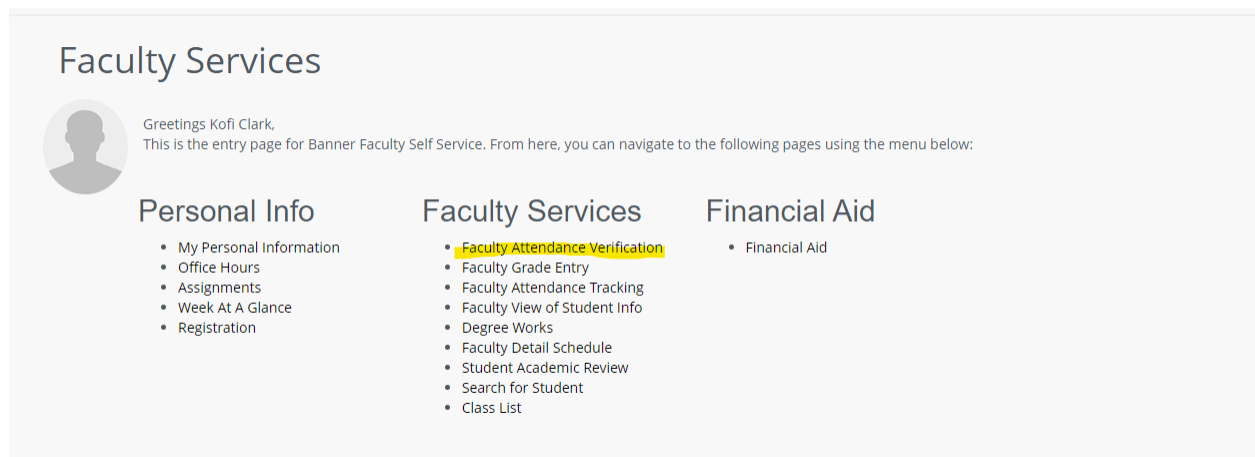
Log Into your MyATLM Portal. Your login is your complete email address and the password is the same password that you use to log into your email.



Click on the Faculty & Staff Drop Down Menu and select Banner Faculty Self Service.



Select Faculty Attendance Verification which can be found in the Faculty Services Column.



Select the Term (Summer 2024) and the CRN (Course)

Attendance Verification

Select a Term:

Select a CRN:

Course Information

Course Not Selected

Georgia Enhancements 9.23

Attendance Verification

Select a Term: Summer 2024

Select a CRN: ENGL 0999 101: Support of English Composition, 50564 (5)

Course Information

Your course information should auto populate. You will select the box in the Section Verification section. Then you will **ONLY** select the students that are **NOT** attending your course.

Course Information

Title:
CRN:
Duration: 13-MAY-2024 to 25-JUN-2024
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	30	11	19

Current Attendance Verification Counts

ATTENDING	NOT ATTENDING
11	0

Section Verification

Section is currently NOT VERIFIED

Currently Enrolled Students - Attending

Check if Not Attending	Student Name	ID	Registration Status	Level	Credits	Date Registered
☐			**Registered**	Semester System Undergraduate	3.000	2024-05-15T20:13:46Z
☐			**Registered**	Semester System Undergraduate	3.000	2024-05-15T20:17:47Z
☐			**Registered**	Semester System Undergraduate	3.000	2024-05-15T20:14:28Z

If you have a large class, please be sure to change the number of students per page to 50. Once you have indicated all students that are not currently attending the course, please submit changes.

Currently Enrolled Students - Attending

Check if Not Attending	Student Name	ID	Registration Status	Level	Credits	Date Registered
☒	EXAMPLE, REGISTRAR	[REDACTED]	**Registered**	Semester System Undergraduate	.000	2024-01-02T21:06:57Z
☐	FRESHMAN, COULDBEANY	[REDACTED]	**Registered**	Semester System Undergraduate	.000	2024-01-16T18:39:12Z

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Records Found: 2

Once you have completed selecting the students that are not attending your course, you will then submit changes. You will do this for each course you are teaching if you are teaching multiple classes.

Section Verification

Section is currently NOT VERIFIED

☒

Currently Enrolled Students - Attending

Check if Not Attending	Student Name	ID	Registration Status	Level	Credits	Date Registered
☒	EXAMPLE, REGISTRAR	[REDACTED]	**Registered**	Semester System Undergraduate	.000	2024-01-02T21:06:57Z
☐	FRESHMAN, COULDBEANY	[REDACTED]	**Registered**	Semester System Undergraduate	.000	2024-01-16T18:39:12Z

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SUBMIT CHANGES