Section Attendance Verification



Accessing Section Attendance Verification

- Access the Faculty Services page via https://banner9.rowan.edu/
 FacultySelfService.
- Select the Section Attendance Verification link.

Hello Jennifer Savage, Welcome to Banner Faculty Services. From here, you can navigate to the following pages: Section Attendance Verification Instructors are asked to perform class list verification for each and every one of their classes throughtout the term right after the regular Drop/Add period for each class. Summary and Detailed Class Lists In accordance with the university-wide policy on Preferred Names, faculty are expected to respect students' requests to be known by their preferred/affirming names and to use those names when interacting with them. Photo ID Class Lists View class lists including Students Rowan ID Card photo. Class Lists Export to Microsoft Excel Export requires Excel 2003 or later. Faculty Grade Entry Enter Final Grades. Missing Final Grades. Confirm your successful grade submission by checking here for any missing final grades. This page lists all sections taught. Faculty members can check "Missing Final Grades" page any time for validation/verification of grade submission. Final Grades After Changes Verify grade changes. If you have any questions, please contact the Registrar's Office at registrar@rowan.edu or 856-256-4350.

Selecting Terms and Courses

- Select the **Terms** drop down menu and select the current term.
- Select the Your Courses drop down menu and select the first section you are teaching during this term.
- The Class List will appear, including the students' photos, their Banner IDs and preferred names.

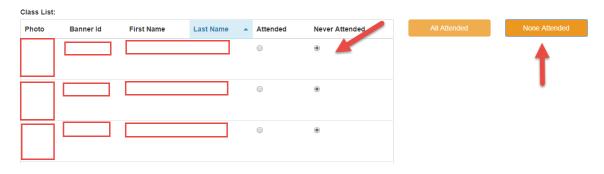


Recording Attendance

- 1. Select the All Attended button on the right side of the screen to mark all students Attended.
 - You can also use the radio button to change individual students to Never Attended, if needed.



- 2. Select the None Attended button on the right side of the screen to mark all students Never Attended.
 - You can also use the radio button to change individual students to **Attended**, if needed.



Recording Attendance (Continued)

3. Use the radio buttons to select either **Attended** or **Never Attended** for each student in the section.

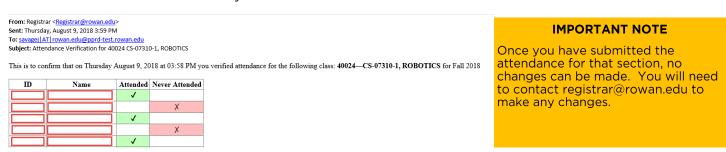


Confirming Attendance

- Once you have completed recording attendance for each student in the section, select the Confirm Attendance button.
- You will receive a message asking "Are you sure you want to confirm attendance for this class? Select
 Ok.



You will receive an email that you have submitted the attendance for that section.



Completing Remaining Section Attendance Verifications.

- Return to Faculty Services page via https://banner9.rowan.edu/FacultySelfService.
- Select the Section Attendance Verification link.
- Select the Your Courses drop down menu.



 Any sections that you completed will now have an indicator that they are **Verified** and the students will be greyed out if you select that section.

Cancel

- Select each of the each remaining sections you are teaching during this term.
- Follow the same directions as above to record and confirm attendance for each student.

IMPORTANT NOTE

If you are assigned additional students to a section after completing the **Section Attendance Verification**, you will need to verify that student's attendance using this form. The **Verified** indicator will no longer display for that course and that new student will not be greyed out. Follow the same directions as above.