

Section Attendance Verification

Accessing Section Attendance Verification

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

Faculty Services



Hello Jennifer Savage,
Welcome to Banner Faculty Services. From here, you can navigate to the following pages:

- Section Attendance Verification** (indicated by a red arrow)
Instructors are asked to perform class list verification for each and every one of their classes throughout 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 Student's 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.

Attendance Verification — Jennifer Savage

Terms:
Fall 2018 (indicated by a red arrow)

Your Courses:
40024 — ROBOTICS — CS07310-1 (indicated by a red arrow)

Class List:

Photo	Banner Id	First Name	Last Name	Attended	Never Attended
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>

Recording Attendance

- 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.

Class List:

Photo	Banner Id	First Name	Last Name	Attended	Never Attended
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> (indicated by a red arrow)	<input type="radio"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>

All Attended (indicated by a red arrow) **None Attended**

- 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.

Class List:

Photo	Banner Id	First Name	Last Name	Attended	Never Attended
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input checked="" type="radio"/> (indicated by a red arrow)
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>

All Attended **None Attended** (indicated by a red arrow)

Recording Attendance (Continued)

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

Class List:

Photo	Banner Id	First Name	Last Name	Attended	Never Attended
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>

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**.

Are you sure you want to confirm attendance for this class?

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

From: Registrar <Registrar@rowan.edu>
 Sent: Thursday, August 9, 2018 3:59 PM
 To: savagej[at]rowan.edu@pprd-test.rowan.edu
 Subject: Attendance Verification for 40024 CS-07310-1, ROBOTICS

This is to confirm that on Thursday August 9, 2018 at 03:58 PM you verified attendance for the following class: **40024—CS-07310-1, ROBOTICS** for Fall 2018

ID	Name	Attended	Never Attended
<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

IMPORTANT NOTE

Once you have submitted the attendance for that section, no changes can be made. You will need to contact registrar@rowan.edu to make any changes.

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.
- 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.

Attendance Verification — Jennifer Savage

Terms:

Fall 2018

Your Courses:

40024 — ROBOTICS — CS07310-1 (Verified ✓)

Class List:

Photo	Banner Id	First Name	Last Name	Attended	Never Attended
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>

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.