



# Faculty Guide to Attendance/Roster Verification

Updated September 2021

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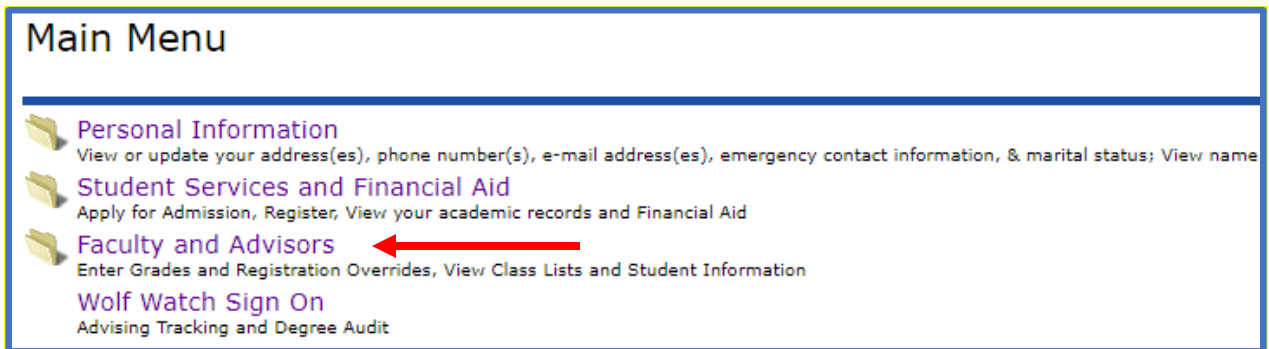
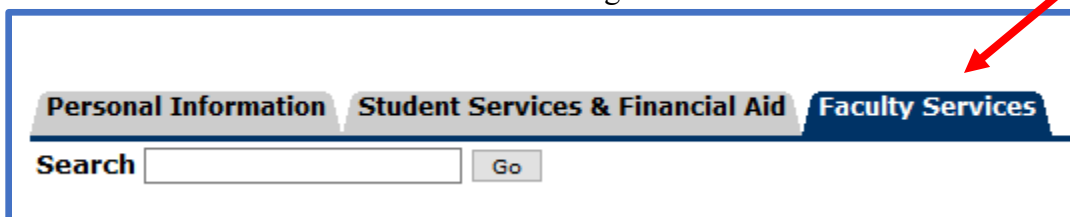
# Procedures for Instructors

## Things to Remember

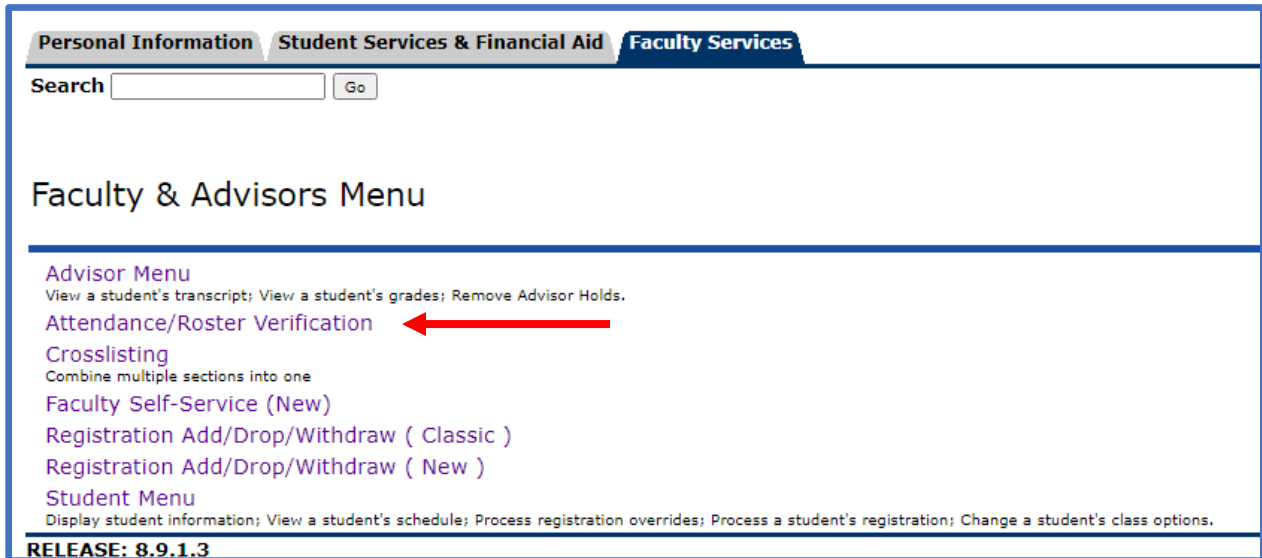
- Federal regulations require Financial Aid Offices to verify that financial aid recipients who receive ‘F’ grades in a course actually "earned" the F, as opposed to receiving a grade of ‘F’ because they never attended. It is important that students are marked as “not attending” only if the student did not attend any class days. See the last page of this document for information from UWG’s Financial Aid Office regarding what constitutes attendance per the Department of Education.
- The Financial Aid office will contact each professor who assigned a grade of ‘F’ to a student, if that professor did not confirm attendance through the Roster Verification process or during final grade submission.
- The Registrar’s Office is unable to verify rosters for faculty. All must be verified in BanWeb by the faculty member assigned as instructor of the course.

## Step 1: Logging in

- Login to Banweb from the [Banner Resources](#) webpage by selecting Banner Web under the ‘Production Environment’ heading, using your UWG credentials.
- Click on the ‘Faculty Services’ tab shown in the first image or the “Faculty and Advisors” link as shown in the second image.



## Step 2: Click on the Attendance/Roster Verification Link

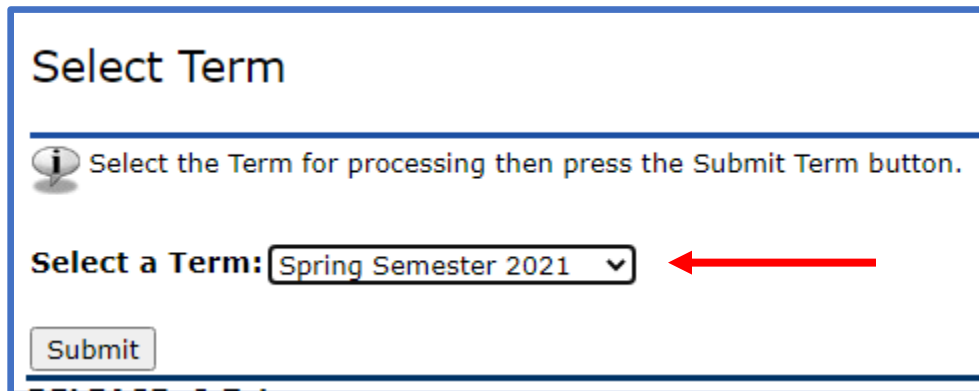


The screenshot shows a web interface with three tabs: "Personal Information", "Student Services & Financial Aid", and "Faculty Services". Below the tabs is a search bar with a "Go" button. The main content area is titled "Faculty & Advisors Menu" and contains several menu items:

- Advisor Menu  
View a student's transcript; View a student's grades; Remove Advisor Holds.
- Attendance/Roster Verification ← (indicated by a red arrow)
- Crosslisting  
Combine multiple sections into one
- Faculty Self-Service (New)
- Registration Add/Drop/Withdraw ( Classic )
- Registration Add/Drop/Withdraw ( New )
- Student Menu  
Display student information; View a student's schedule; Process registration overrides; Process a student's registration; Change a student's class options.

RELEASE: 8.9.1.3

## Step 3: Select the Appropriate Term




The screenshot shows a form titled "Select Term". Below the title is an information icon and the text: "Select the Term for processing then press the Submit Term button." Below this is a label "Select a Term:" followed by a dropdown menu showing "Spring Semester 2021" with a downward arrow. A red arrow points to the dropdown menu. Below the dropdown is a "Submit" button.

## Step 4: Select the Appropriate CRN

Please note all sections for the term will appear and not just sections within the current part of term. Only submit roster verification for parts of term that are currently being requested and for which the section has already started meeting. Please refer to the [SCOOP](#) for all Roster Verification dates.

## Select CRN

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

CRN:



### Step 5: Review your Course Details

The Course Information, Enrollment Counts, Wait List Counts, and Current Attendance Verification Counts will appear at the top of page as shown below.

## Attendance Verification

### *Course Information*

**Art Appreciation - ARTS 1100 1AG**

**CRN:** 11563

**Duration:** Jan 11, 2021 Apr 29, 2021

**Status:** Active

### *Enrollment Counts*

	Maximum	Actual	Remaining
<b>Enrollment:</b>	6	4	2
<b>Wait List:</b>	5	1	4
<b>Cross List:</b>	0	0	0

### *Current Attendance Verification Counts*


Attending	Not Attending
4	0

You can access the Roster for students enrolled or on the wait list by clicking on 'Enrollment' or 'Wait List'.

## Step 6: VERIFY Completion of Attendance Verification

Next, you will see a one-line section with a checkbox for you to verify completion of the verification of your roster. **If you do not check this box, your roster will not be considered verified.** You can check this box before updating students or after, but don't forget if you choose to do it after.

Check Here to Verify Completion of Attendance Verification Data Entry ==>  Section is currently - NOT VERIFIED -




## Step 7: Verify your Roster

Next, you will view your roster and **mark all students that have NEVER ATTENDED** your course under the **Check if Not Attending** column, and click **SAVE** once complete.

**\*\* ATTENTION! Only check the box for students who need to be marked as "Never Attend" \***

*Currently Enrolled Students - Attending*

Check if Not Attending	Record Number	Student Name	ID
<input type="checkbox"/>	1		
<input type="checkbox"/>	2		
<input type="checkbox"/>	3		




## Step 8: Fixing Any Errors Prior to Verification Deadline

If you marked a student as Attend or Never Attend in error, return to the Attendance Verification link for the appropriate CRN and review your roster. **If the Registrar's Office has not yet updated student records to issue a grade of 'W' for those marked as Never Attend, you can update to Attend by scrolling to the bottom of the page and looking at the section titled, "Currently Enrolled Students – Previously Marked as Not Attending."** Simply check the box under the **Check if Attending** column and click **SAVE**.

*Currently Enrolled Students - Previously Marked as Not Attending*

Check if Attending	Record Number	Student Name	ID
<input type="checkbox"/>	24		



You may also mark additional students as Never Attend at this time, if you missed a student in the original submission.

## Step 9: Fixing Errors After Verification Deadline

If the Registrar's Office has already updated student records to issue a grade of 'W' for those marked as Never Attend, the students you marked as Never Attend will no longer appear on your roster under the Attendance Verification link. Email the Registrar's Office at [registrar@westga.edu](mailto:registrar@westga.edu) with the student name and 917#, the CRN of the course, and a request to re-enroll the student in your course.

**Please send all questions to [registrar@westga.edu](mailto:registrar@westga.edu)**

**Last Date of Attendance Guidance per the Department of Education**  
**UWG Financial Aid**  
(Updated 08/20/2021)

Academic Engagement

Active participation by a student in an instructional activity related to the student's course of study that—

**(1)** Is defined by the institution in accordance with any applicable requirements of its State or accrediting agency;

**(2)** Includes, but is not limited to—

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- Interacting with an instructor about academic matters; and

Academic Engagement Does Not Include

- Living in institutional housing;
- Participating in the institution's meal plan;
- Logging into an online class or tutorial without any further participation; or
- Participating in academic counseling or advisement.

Academic Engagement for Online Students Include:

\*Logging into a course is not considered “attending.” Attendance confirms the student is actively engaging in the course.

- Student submission of an academic assignment,
- Student submission of an exam,
- Documented student participation in an interactive tutorial or computer-assisted instruction,
- A posting by the student showing participation in an online study group that is assigned by the institution,



- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and
- An email from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.