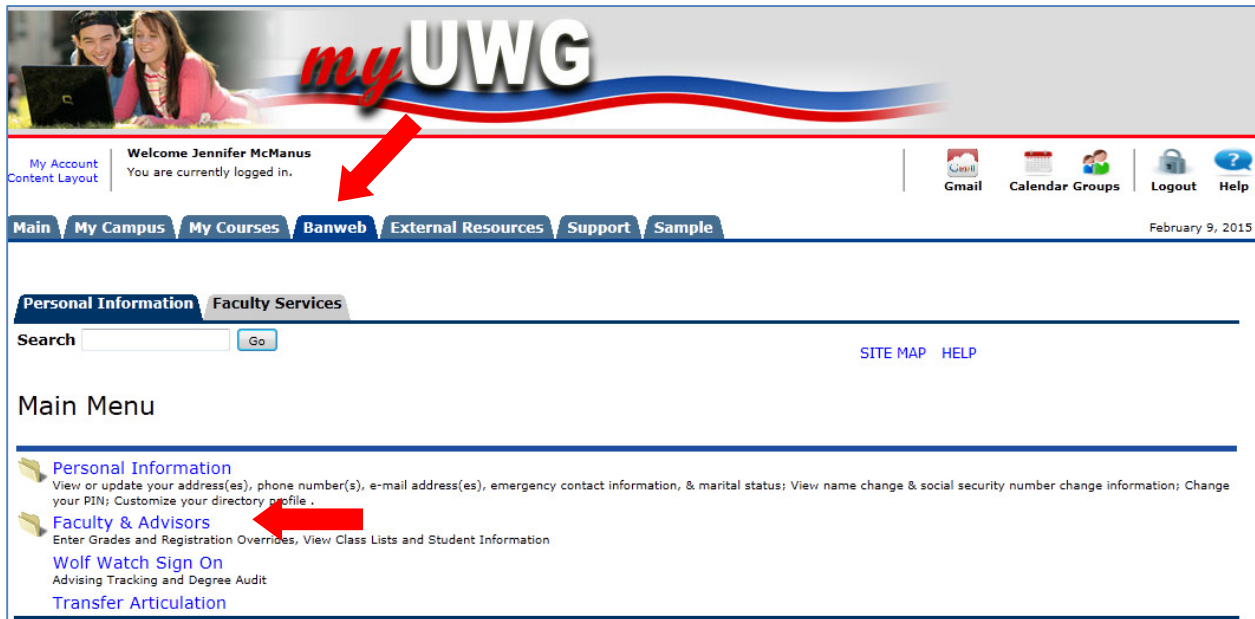


How to Verify Rosters

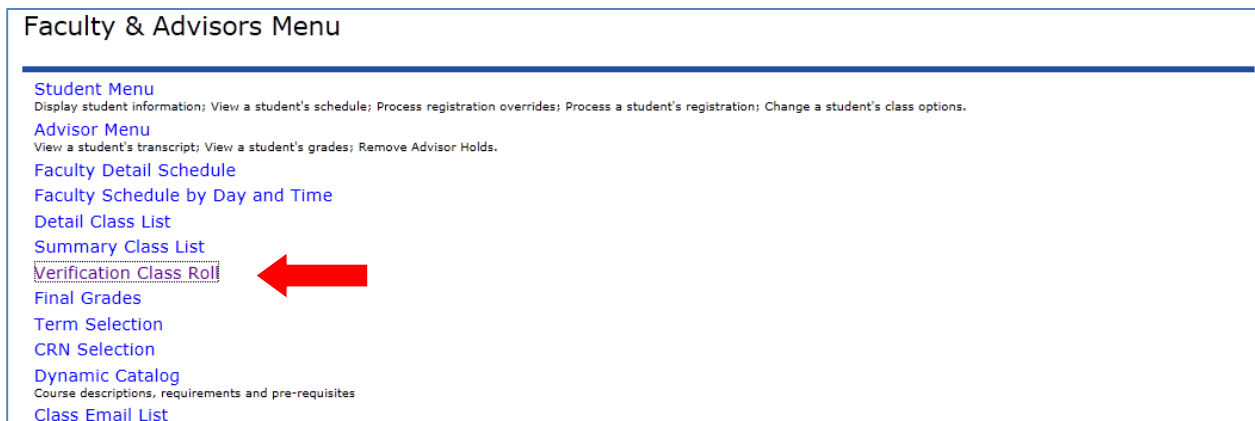
Procedures for ALL INSTRUCTORS

Step 1) Log in to MyUWG. Click on the BanWeb Tab. Select Faculty & Advisors.



The screenshot shows the MyUWG website interface. At the top, there is a banner with the text "myUWG" and a red arrow pointing to the "Banweb" tab in the navigation menu. Below the banner, there is a welcome message for Jennifer McManus. The navigation menu includes "Main", "My Campus", "My Courses", "Banweb", "External Resources", "Support", and "Sample". The "Banweb" tab is selected. Below the navigation menu, there is a search bar and a "Go" button. The "Main Menu" section is visible, with the "Faculty & Advisors" option highlighted by a red arrow. The "Faculty & Advisors" option includes the description: "Enter Grades and Registration Overrides, View Class Lists and Student Information".

Step 2) Select Verification Class Roll



The screenshot shows the "Faculty & Advisors Menu" on the MyUWG website. The menu items are listed as follows:


- [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; Remove Advisor Holds.
- [Faculty Detail Schedule](#)
- [Faculty Schedule by Day and Time](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Verification Class Roll](#)
- [Final Grades](#)
- [Term Selection](#)
- [CRN Selection](#)
- [Dynamic Catalog](#)
Course descriptions, requirements and pre-requisites
- [Class Email List](#)


The "Verification Class Roll" option is highlighted by a red arrow.

Step 3) Select Term and click Submit

Select Term

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


Select a Term: 




Step 4) Select the CRN and click Submit

Select CRN

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

CRN: 









Step 5) Review the roll carefully and submit only after all students have been updated. You will not be able to log back into this CRN, unless student's are added or reinstated into the course. Select Attend or Never for each student and click Submit.

(If the student has attended at least one class session, please mark them as ATTEND.)

Class Roll Verification 917424214 Jennifer McManus
Spring Semester 2015
Feb 09, 2015 03:14 pm

Course Information
Introduction to General Psychology - PSYC 1101 15
CRN: 12523
Students Registered: 2

⚠ Please review the class roll carefully. Submit once only after all "never attends" have been entered. No changes can be made on the roll after submission. Phone 678-839-6438 in the event an attendance record should be changed after you have submitted.
Please submit the grades often. There is a 45 minute time limit starting at 03:14 pm on Feb 09, 2015 for this page.

Record Number	Student Name	ID	Attendance
1	 Shauntell	917424214 	Attend 
2	 Andrew	917424214 	Never 

Step 6) Receive notification of saved successfully (If you don't receive this, you have NOT completed your verification)

917424214 Jennifer McManu
Sorina Semester 201
03:23 pm

Class Roll Verification

Course Information
Introduction to General Psychology - PSYC 1101 15
CRN: 12523
Students Registered: 2

Please review the class roll carefully. Submit once only after all "never attends" have been entered. No changes can be made on the roll after submission. Phone 678-839-6438 in the event an attendance record should be changed after you have submitted.

Please submit the grades often. There is a 45 minute time limit starting at 03:23 pm on Feb 09, 2015 for this page.

The grade or Last Attend Date changes you made have been saved successfully.

Step 7) To Verify another Section, click CRN Selection at the bottom

Please submit grades often. There is a 30 minute time limit on this page.

[\[Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Final Grades | Student Menu | Summary Class List \]](#)

RELEASE: 8.2

****IMPORTANT****

The new federal regulation requires Financial Aid Offices to verify that students who get F's in a course actually "earned" the F, as opposed to getting an F because they never attended. (This regulation applies to students who received financial aid to pay for courses).

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 existing class roster verification process or at the end of the term during grade reporting. **This new process will not apply to faculty who verify their class rosters.** It will only be used with those whose names show up on the "Did Not Verify Class Roster" list.