

FACULTY SELF-SERVICE: ATTENDANCE VERIFICATION

After Census Day for each semester, faculty will be required to submit attendance verification for their classes via Banner 9 Faculty Self-Service. Please see the following instructions on how to submit your attendance verification. Census dates can be found on the [traditional academic calendar](#) and [accelerated programs academic calendar](#).


1. Login to the [MyUTRGV](#) portal using an approved web browser.

Banner 9 Faculty Self-Service is recommended on this web browser:




2. Select the Application *ASSIST*.
3. Click on **Faculty Attendance Verification**.

Faculty and Advising Services




Hello Mary,
This is the entry page for Banner Faculty and Advisors. From here, you can navigate to the following pages using the Banner menu on the header (Alt+M) depending on your role at the institution:




Faculty Grade Entry

Submit your final grades and view previous terms.




Faculty Class List

View your classes and rosters, export or print your class rosters, view your class waitlist, email your class, view profile and academic records of students in your classes.



Advising Student Profile

Advisors can search for students, view student curriculum data, prior education and test scores, run a degree evaluation, create advising plans, and view student academic records.

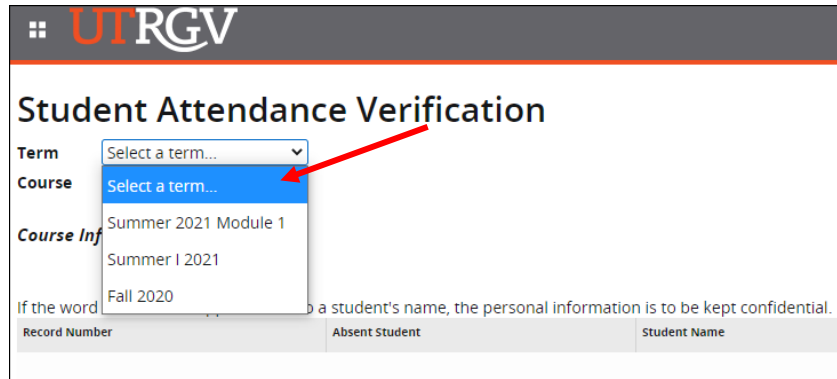


Faculty Attendance Verification

Verify official census date attendance for their classes.

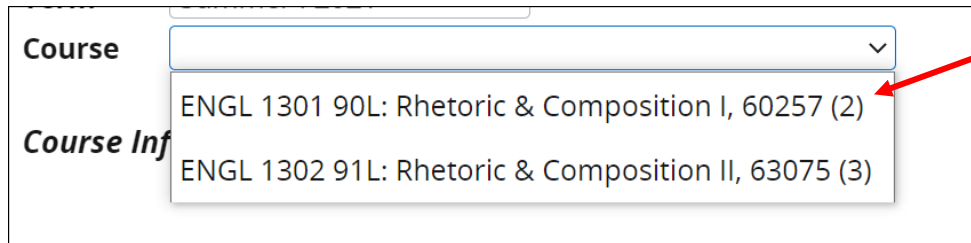
If you have any questions, please email the registrar@utrgv.edu.

4. Select the **term** from the drop down menu.



The screenshot shows the 'Student Attendance Verification' form. The 'Term' dropdown menu is open, showing options: 'Select a term...', 'Summer 2021 Module 1', 'Summer I 2021', and 'Fall 2020'. A red arrow points to the 'Select a term...' option. Below the dropdown, there is a 'Course' dropdown menu and a 'Course Info' section. At the bottom, there is a table with columns: 'Record Number', 'Absent Student', and 'Student Name'.

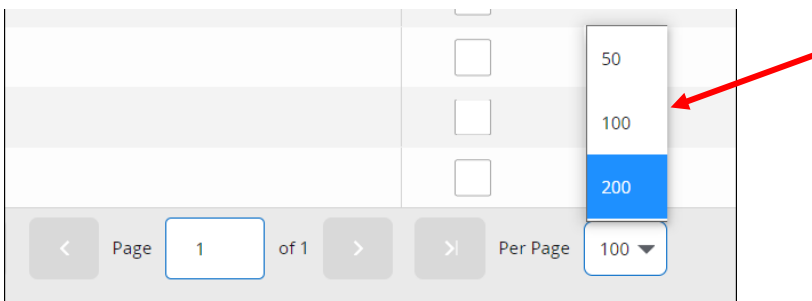
5. Select the **course** from drop down menu.



The screenshot shows the 'Course' dropdown menu open, displaying two options: 'ENGL 1301 90L: Rhetoric & Composition I, 60257 (2)' and 'ENGL 1302 91L: Rhetoric & Composition II, 63075 (3)'. A red arrow points to the first option. Below the dropdown, there is a 'Course Info' section.

6. The course information and class roster will then appear below it. The default display is 50 records per page. For classes larger than 50 students, it is recommended to use the Per Page drop down menu located at the bottom left-hand side of the page to increase the number of records that can be displayed on one page.

Record Number	Never Attended	Student Name	Student ID
1	<input type="checkbox"/>	Duplicate, Student R. - Confi	X00000002
2	<input type="checkbox"/>	Test System, User M.	X00000001



The screenshot shows the pagination controls at the bottom of the page. It includes a 'Page' dropdown menu set to '1 of 1', a 'Per Page' dropdown menu set to '100', and a 'Page Size' dropdown menu with options: '50', '100', and '200'. A red arrow points to the '200' option in the 'Page Size' dropdown menu.

7. Under the **Never Attended** column, check only the boxes of the students who have never attended class and are “no shows”. If the student has participated in class and/or submitted an assignment, DO NOT check the box.

Record Number	Never Attended	Student Name	Student ID
1	<input type="checkbox"/>	Duplicate, Student R. - Conf	X00000002
2	<input type="checkbox"/>	Test System, User M.	X00000001

****Note on Attendance in Online Courses****

For AOP classes and classes meeting fully online asynchronously, attendance is defined as logging into the course website **and** participating in an academically related activity. These activities include participation in online discussion or submission of an assignment, quiz or exam. These criteria are based on federal regulations and guidelines from the U.S. Department of Education.

8. When finished reviewing, click the **Submit Attendance Verification** button at the bottom of the page. You may need to scroll down the page.

9. A summary of the information you have submitted will appear on the next page.

Student Attendance Verification

Attendance Verification has been successfully submitted for: **Rhetoric & Composition I - ENGL 1301 90L**

Number of students counted as "Not Attended": 1
Number of students counted as "Attended": 2
Number of students submitted: 3

Email Attendance Verification Confirmation

*This may take a few seconds to process.

Return to Attendance Verification

10. Click on **Email Attendance Verification Confirmation** if you wish to receive a confirmation email of your submission. If you are assigned to additional courses, click on **Return to Attendance Verification** to continue with the verification process.

Student Attendance Verification

Attendance Verification has been successfully submitted for: **Rhetoric & Composition I - ENGL 1301 90L**

Number of students counted as "Not Attended": 1
Number of students counted as "Attended": 2
Number of students submitted: 3

[Email Attendance Verification Confirmation](#) ←

*This may take a few seconds to process.

[Return to Attendance Verification](#) ←

Reporting No Absence

1. If **all** students listed on your roster are attending or have participated in class at least once, check off the box by 'ALL Students have attended class at least once'.

☐ **ALL Students have attended class at least once.**

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Record Number	Never Attended	Student Name	Student ID
1	<input type="checkbox"/>	Duplicate, Student R. - Confidential	X00000002
2	<input type="checkbox"/>	Test System, User M.	X00000001

2. At the bottom of the next page, you will then see 2 options. Click on **Report No Absence** to submit your attendance verification. If you do not want to submit the attendance verification, you may click on **Return to Grid** to go back to the class roster.

☒ **ALL Students have attended class at least once.**

Report No Absence

Return to Grid

3. After clicking on Report No Absence, a summary of the information you have submitted will appear on the next page.

Student Attendance Verification

Attendance Verification has been successfully submitted for: **Rhetoric & Composition I - ENGL 1301 97**

Number of students counted as "Not Attended": 0
Number of students counted as "Attended": 2
Number of students submitted: 2

Email Attendance Verification Confirmation

*This may take a few seconds to process.

Return to Attendance Verification

4. Click on **Email Attendance Verification Confirmation** if you wish to receive a confirmation email of your submission. If you are assigned to additional courses, click on **Return to Attendance Verification** to continue with the verification process.

Student Attendance Verification

Attendance Verification has been successfully submitted for: **Rhetoric & Composition I - ENGL 1301 97**

Number of students counted as "Not Attended": 0
Number of students counted as "Attended": 2
Number of students submitted: 2

[Email Attendance Verification Confirmation](#) ←

*This may take a few seconds to process.

[Return to Attendance Verification](#) ←