


Verification of Attendance

Navigate to: HR/Campus Solution > Self Service > Faculty Center.

Select **Verification of Attendance Rosters** to see the attendance rosters available for the current term.



Faculty Center

my schedule | class roster | grade roster | **verification of attendance rosters**

Faculty Center

Verification of Attendance Rosters [View FERPA Statement](#)

2010 Fall Term | Queens College [change term](#)

[View Personal Data Summary](#)
[View Textbook Summary](#)
[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2010 Fall Term > Queens College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ACCT 100-01 (12345)	FIN & MGR ACCT (Lecture)	29	Mo 4:30PM - 5:45PM	TBA	Sep 1, 2010- Dec 31, 2010
ARAB 101.01 (23456)	ELEM ARABIC 1 (Lecture)	21	Mo 10:15AM - 12:05PM	Rathaus 201	Sep 1, 2010- Dec 31, 2010

In order to submit the Verification of Attendance for one of your courses, you will have to click on the icon that appears to the left of the class number.

2010 Fall Term - Verification of Attendance Rosters

Class Data	Enrolled	Institution	Submitted
ACCT 100 12345.01 FIN & MGR ACCT	29	Queens College	No
ARAB 101 23456.01 ELEM ARABIC 1	21	Queens College	No

Select the icon on the grid to navigate to the attendance verification roster.

The attendance verification rosters are due between 11/30/2010 and 12/15/2010.

[return](#)

After you click on the icon, the roster for the class you selected will appear. The roster contains only students who are enrolled for the class – dropped or withdrawn students will not appear on the roster.

Verification of Attendance Roster

Institution: Queens College
Term: 2010 Fall Term
Class Data: ACCT 100-01 (12345) FIN & MGR ACCT
Instructor: Smith, John

Verification of Attendance Roster		Find	First	1-29 of 29	Last
12345678	Chan, Jennifer	Has student attended class at least once?			
		<input checked="" type="radio"/> Yes <input type="radio"/> No			
23456789	Johnson, Sarah	Has student attended class at least once?			
		<input checked="" type="radio"/> Yes <input type="radio"/> No			
34567890	Patel, Mohammed	Has student attended class at least once?			
		<input checked="" type="radio"/> Yes <input type="radio"/> No			
45678901	Rodriguez, Jose	Has student attended class at least once?			
		<input checked="" type="radio"/> Yes <input type="radio"/> No			
5678902	Singh, Michelle	Has student attended class at least once?			
		<input checked="" type="radio"/> Yes <input type="radio"/> No			

The default value for the attendance radio button is “Yes”. You will have to select the “No” radio button for any student that has never attended the class.

After you complete the Verification of Attendance for that class, you will need to submit the attendance. You will have three selections to choose from:

- Save – You may make changes to the roster without submitting the roster to the Registrar by selecting the “Save” button. This will retain all changes made and will be reflected on the roster the next time you access the roster.
- Submit – When all changes are final, you will select this button. Once selected, no further changes can be made.
- Return – returns the user to the previous page.



Once a roster is submitted to the Registrar, you will see a message when accessing the completed roster on future visits. Also, the 'Save' and 'Submit' buttons will not be visible.

Verification of Enrollment Roster

Institution: Queens College
Term: 2010 Fall Term
Class Data: ACCT 100-01 (12345) FIN & MGR ACCT
Instructor: Smith, John

**** This roster has been submitted to the Registrar. ****