

Entering and Submitting Attendance Verification in INGRESS

The **Attendance** function is used to submit attendance verification for students enrolled in shared courses. Faculty must use this function to submit attendance verification for these students.

Attendance Verification Process

1. Choose the semester and course section by using the drop-down menus.

Instructor: Kaufman, Andy
 Select Semester: Summer 2014
 Select Course Section: Summer 2014 ENGL-1102-51

Class Roster | **Attendance** | Midterm Grades | Final Grades | Help | Logout

- Report the Attendance Verification for each student by selecting the appropriate entry from the drop-down list.
- Click the **Save for later / Submit** button to save your entries and return later to complete them for the class, or to submit the entries to the students' home institutions if you are done. You will be able to select the specific action on the next screen.
- Students listed in red have dropped the class.
- Students listed in purple have withdrawn from the class.

| Student Name | Student ID | LMS User ID | Registration Status | Update Date | LMS Status | Institution | Attendance | Date of Last Attendance |
|--------------------|------------|--------------------|---------------------|-----------------------|------------|-------------|------------|-------------------------|
| Jensen, Alemtsehay | 090084853 | ayebiyo_aasu | Withdrawn | 02-JUL-14 10:55:43 AM | DENY | AASU | ----- | |
| Jensen, Bradley | 001111470 | bradley_moore_spsu | Dropped | 05-AUG-14 06:50:13 PM | DENY | GABE | ----- | |
| Jensen, Dawn | 000006246 | dawn_moore_abac | Registered | 30-JUN-14 11:00:00 AM | GRANT | ABAC | ----- | |
| Jensen, Electra | 090015417 | erobins2_aasu | Withdrawn | 02-JUL-14 10:55:43 AM | DENY | AASU | ----- | |
| Jensen, Jamie | 900121621 | scrub1076520_gabe | Dropped | 05-AUG-14 06:50:15 PM | DENY | GABE | ----- | |
| Jensen, John | 000026835 | jjensen4_abac | Registered | 30-JUN-14 11:00:00 AM | GRANT | ABAC | ----- | |

2. Select the **Attendance** tab.

| Student Name | Student ID | LMS User ID | Registration Status | Update Date | LMS Status | Institution | Attendance | Date of Last Attendance |
|--------------------|------------|--------------------|---------------------|-----------------------|------------|-------------|------------|-------------------------|
| Jensen, Alemtsehay | 090084853 | ayebiyo_aasu | Withdrawn | 02-JUL-14 10:55:43 AM | DENY | AASU | Absent | |
| Jensen, Bradley | 001111470 | bradley_moore_spsu | Dropped | 05-AUG-14 06:50:13 PM | DENY | GABE | Absent | |
| Jensen, Dawn | 000006246 | dawn_moore_abac | Registered | 30-JUN-14 11:00:00 AM | GRANT | ABAC | Present | |
| Jensen, Electra | 090015417 | erobins2_aasu | Withdrawn | 02-JUL-14 10:55:43 AM | DENY | AASU | Present | |
| Jensen, Jamie | 900121621 | scrub1076520_gabe | Dropped | 05-AUG-14 06:50:15 PM | DENY | GABE | Absent | |

3. Use the down arrow in the **Attendance** column beside each student's name to select **Absent** or **Present** for each student. Attendance verification for students who have been dropped or withdrawn from the class can be entered as well, if necessary. Attendance verification entries can be entered and saved several times before final submission.
4. Enter **Date of Last Attendance** information in a MM/DD/YYYY format. This field is for the last verified attendance date when grades are submitted. If entered, the date must fall between the start and end dates for the related course section. A date can be selected from a pop-up calendar within the Date of Last Attendance field. If a date is entered in error, highlight the entry and delete it.

| Attendance | Date of Last Attendance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-------------------------|----|----|----|----|----|----|----|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|
| Present ▾ | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Present ▾ | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Absent ▾ | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dec ▾ 2015 ▾ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table> | | Su | Mo | Tu | We | Th | Fr | Sa | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |
| Su | Mo | Tu | We | Th | Fr | Sa | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ----- ▾ | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

5. After attendance verification data are entered, select **Save for later / Submit**.

| Attendance | Date of Last Attendance |
|------------|-------------------------|
| Present ▾ | <input type="text"/> |
| Present ▾ | <input type="text"/> |
| Present ▾ | <input type="text"/> |
| Present ▾ | <input type="text"/> |
| Present ▾ | <input type="text"/> |
| Present ▾ | <input type="text"/> |
| Present ▾ | <input type="text"/> |
| Absent ▾ | <input type="text"/> |
| Present ▾ | <input type="text"/> |
| Absent ▾ | <input type="text"/> |
| Present ▾ | <input type="text"/> |
| Present ▾ | <input type="text"/> |

Save for later / Submit

A confirmation window will display with three options.

Please Confirm Action:

*Press **Save for later**, to save your entries and return later to make further updates.*

*Press **Submit** to transmit your entries for this course section to the students' home institutions. You will not be allowed to make further updates once you have submitted your entries.*

*Press **Cancel** to close this window.*

Save for Later will save the current information with the option to complete data entry at another time before final submission.

Submit will transmit the students' attendance verification to their home institutions. The transmission is processed through INGRESS and the attendance verification is made available to the home institutions every two hours daily, beginning at 9:20 a.m. Once submitted, the user will not be allowed to make further data entry updates.

Cancel will close the window and return to the previous screen.

Missing Attendance Verification Information

A warning message will display for any student missing attendance verification.

WARNING

Attendance verification has not been entered for the following students

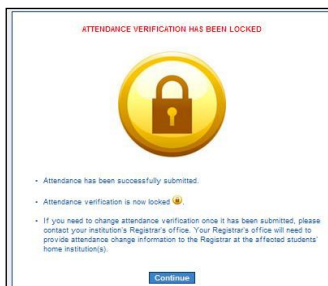
Please enter attendance verification for each student below then click Continue

| Attendance Verification | | | | | |
|---|---------------|---------------------|------------|---|-------------------------|
| 1 student remaining | | | | | |
| Student Name | LMS User ID | Registration Status | LMS Status | Attendance | Date of Last Attendance |
| O'Brien , Walter | wobrien2_gscu | Registered | GRANT | Select ▼ | <input type="text"/> |
| <input type="button" value="Cancel"/> <input type="button" value="Continue"/> | | | | | |

6. Enter the missing information and select **Continue**.

Confirmation

A confirmation screen will display after attendance verification has been completed and submitted successfully.



A notification email is automatically sent to the students' home institution Registrar office stating that attendance verification has been submitted for the class.

If a change to a student's attendance is required after the attendance verification roster has been locked, faculty should contact their Registrar office with the name of the student, the student's home institution, course title and correct attendance verification information. The faculty member's Registrar office will contact the student's Registrar office with the change.

| Class Roster | | | | | | | | | | |
|--------------------|------------|--------------------|---------------------------|---------------------|--------------------------|------------|-------------|------------|---------------|-------------|
| Student Name | Student ID | LMS User ID | Email | Registration Status | Update Date | LMS Status | Institution | Attendance | Midterm Grade | Final Grade |
| Jensen, Alemtsehay | 090084853 | ayebiyo_aasu | test@usg.edu | Withdrawn | 02-JUL-14 10:55:43 AM | DENY | AASU | A | | |
| Jensen, Bradley | 001111470 | bradley_moore_spsu | test@usg.edu | Dropped | 05-AUG-14 06:50:13 PM | DENY | GABE | A | | |
| Jensen, Dawn | 000006246 | dawn_moore_abac | test@usg.edu | Registered | 30-JUN-14 11:00:00 AM | GRANT | ABAC | P | | |
| Jensen, Electra | 090015417 | erobins2_aasu | test@usg.edu | Withdrawn | 02-JUL-14 10:55:43 AM | DENY | AASU | A | | |
| Jensen, Jamie | 900121621 | scrub1076520_gabe | scrub141641202949@usg.edu | Dropped | 05-AUG-14 06:50:15 PM | DENY | GABE | A | | |

Faculty can view the attendance verification entries from the **Class Roster** tab.

