



# Attendance Verification Instructions

- 1 In ASSIST, click the **Attendance Verification** link under the Faculty and Advisor tab.
- 2 Select current term.
- 3 Choose the course you are assigned to.
- 4 Under the **Absent Students** column, check the boxes of the students who have NOT attended any class meetings during the first twelve days of the semester.
 

Record Number	Absent Students	Student Name	ID	Reg Status	Level	Credits
1	<input checked="" type="checkbox"/>	Student ABC1	0000125a	Web Registered	Undergraduate	3.000
2	<input type="checkbox"/>	Student ABC2	0000125b	Web Registered	Undergraduate	3.000
3	<input type="checkbox"/>	Student ABC3	0000125c	Web Registered	Undergraduate	3.000
4	<input type="checkbox"/>	Student ABC4	0000125d	Web Registered	Undergraduate	3.000
- 5 When complete, Click the **Submit Attendance Verification** button at the bottom of the page.
 

[Submit Attendance Verification](#)
- 6 A summary of the information you have submitted will appear.
 

Attendance Verification

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Attendance Verification has been successfully submitted for: Intro to Fin Accounting - ACC 2301 02

Number of students counted as "Not Attended": 1  
 Number of students counted as "Attended": 58  
 Number of students submitted: 59

[ [Faculty and Advisor Menu](#) | [Attendance Verification Form](#) | [Attendance Verification Term Selection](#) | [Attendance Verification CRN Selection](#) ]
- 7 If you are assigned to more than one course, please click the **Attendance Verification CRN Selection** link to continue.
- 8 When all courses are complete, please EXIT out of your account.