

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.

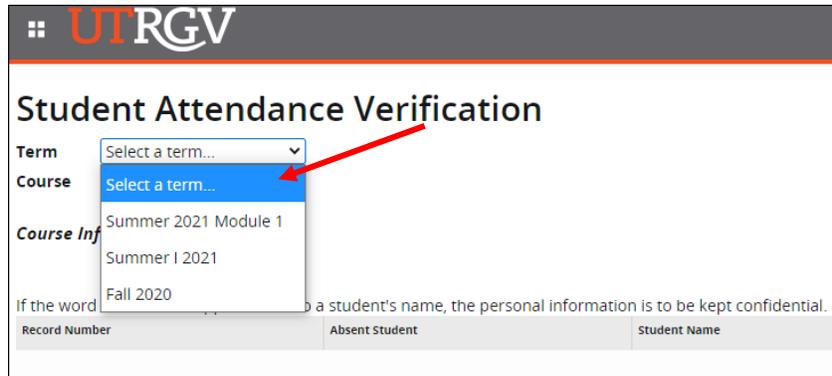


Faculty Attendance Verification

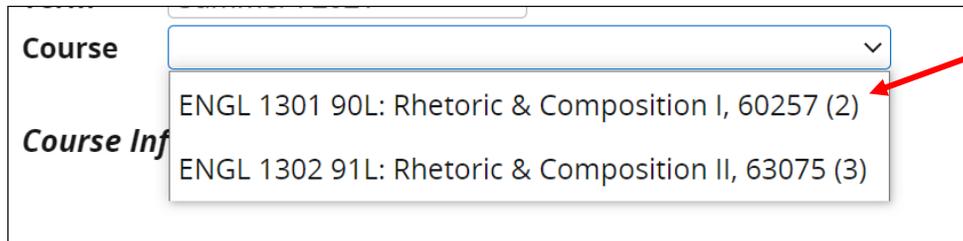
Verify official census date attendance for their classes.

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

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

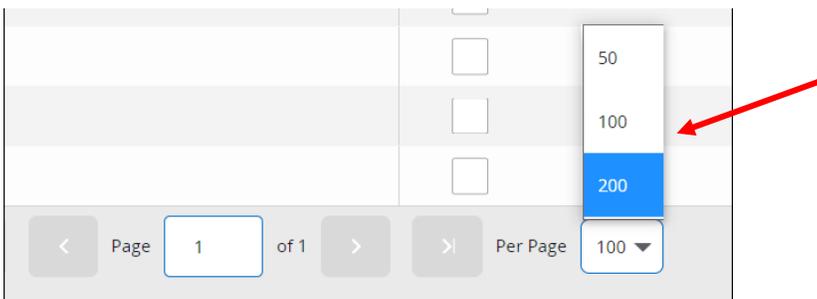


5. Select the **course** from drop down menu.



6. The course information and roster will then appear below it. The default display is 50 records per page so for classes larger than 50 students, it is recommended to use the navigation tools located at the bottom left of the screen to increase the number of records that can be displayed on one page.

Record Number	Absent Student	Student Name	Student ID
1	<input type="checkbox"/>	Student 1	000000001
2	<input type="checkbox"/>	Student 2	000000002
3	<input type="checkbox"/>	Student 3	000000003



7. Under the **Absent Student** column, check only the boxes of the students who have **NOT** attended any class sessions.

Record Number	Absent Student	Student Name	Student ID
1	<input type="checkbox"/>	Student 1	000000001
2	<input checked="" type="checkbox"/>	Student 2	000000002
3	<input type="checkbox"/>	Student 3	000000003

****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 complete, click **Submit Attendance Verification** at the bottom of 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.

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