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

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

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.
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.

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Never Attended</th>
<th>Student Name</th>
<th>Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Duplicate, Student R. - ConfiX00000002</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Test System, User M.</td>
<td>X00000001</td>
</tr>
</tbody>
</table>

**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](image)
10. Click on **EmailAttendance 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.
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’.

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.

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