## ATTENDANCE VERIFICATION INSTRUCTIONS – No Show Reporting

When reporting attendance verification, all CRNs for that session need to be report. The only courses that don't need to be reported are those with zero credit hours, e.g. labs.

- 1) Log into SWORDS
- 2) Select Faculty and Advisors from the Main Menu

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3) Select Attendance Verification from the Faculty Services Menu

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4) Select the specific term from the drop down menu and then click Submit

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5) Select the course CRN from the drop down menu and then click Submit

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- a) Reporting Students that haven't attended
  - i) Add a check to the box next to every student that has NOT been in attendance in the column marked 'Check If Not Attending'
  - ii) Save

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Currently Enrolled Students - Previously Marked as Not Attending

Record

iii) Review the Students Reported as Not Attending Section and make sure all selections are correct.

Undergraduate Semeste

Level

(1) Once the reported students are confirmed, select Main Menu

Reg Status

\*Registered\*

(a) **\*\*IMPORTANT\*\*** Attendance Verification has not been completed yet. The courses must be officially verified. Instructions below.

Credits

4.000

Date Report

- JUN- 15

- (i) From the Main Menu, select Faculty Services
- (ii) From Faculty Services Menu, select Attendance Verification
- (iii) Select the specific term from the drop down menu and then click Submit
- (iv) Select the course CRN from the drop down menu and then click Submit the course selected
- (v) From this screen you will see a box 'Check Here to Verify Completion of Attendance Verification Data Entry'. <u>Check this box once Attendance Verification has been</u> <u>completed and verified.</u>

(vi) Save

(b) <u>\*\*IMPORTANT\*\*</u> Attendance Verification has not been completed until this box has been checked and information saved. Failure to complete this step will result in your class being reported as not reporting no shows.

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(c) If you have <u>No</u> students to report, just check the Verify Completion of Attendance Verification Data Entry box and save.

Once you have verified your CRN you should see a message indicating that the course has been verified. If it shows 'Not Verified', as in the above image, then you have not completed the reporting process. Please be aware that until you see the course is 'Verified', your no show reporting will not be completed. You must check the box and save to complete the verification.

Faculty will be able to make adjustments to their Attendance Verification in SWORDS until the deadline for reporting. After the deadline, any corrections will need to be completed through the Registrar's Office.