

## No Show Reporting Instructions

Go to [www.mga.edu](http://www.mga.edu) - Click *Menu*, then *Faculty & Staff*. Click *Banner/SWORDS*, then *SWORDS Faculty Login*. Once logged in, click *Faculty Dashboard*, then *No Show Verification*.

1. Select *Term and CRN*.

Attendance Verification

Select a Term:

Select a CRN:

Course Information

Course Not Selected

Georgia Enhancements 9.23

2. Check the box to the left of the student name for every student NOT in attendance. Click *Submit Changes*.

Check if Attending	Student Name	ID	Registration Status	Level	Credits	Date Registered	Date Reported as Not Attending
<input type="checkbox"/>			**Registered**	Undergraduate Semester	3.000	2024-01-22T14:40:21Z	
<input type="checkbox"/>			**Web Registered**	Undergraduate Semester	3.000	2023-10-13T15:13:38Z	
<input type="checkbox"/>			**Registered**	Undergraduate Semester	3.000	2024-03-13T20:31:32Z	
<input type="checkbox"/>			**Web Registered**	Undergraduate Semester	3.000	2023-10-11T03:18:34Z	
<input type="checkbox"/>			**Web Registered**	Undergraduate Semester	3.000	2024-03-09T20:22:47Z	
<input type="checkbox"/>			**Registered**	Undergraduate Semester	3.000	2023-11-06T16:38:00Z	
<input type="checkbox"/>			**Web Registered**	Undergraduate Semester	3.000	2024-03-15T15:42:22Z	
<input type="checkbox"/>			**Web Registered**	Undergraduate Semester	3.000	2024-05-10T04:31:58Z	
<input type="checkbox"/>			**Registered**	Undergraduate Semester	3.000	2023-10-09T16:02:39Z	
<input type="checkbox"/>			**Registered**	Undergraduate Semester	3.000	2023-10-10T18:40:51Z	
<input type="checkbox"/>			**Web Registered**	Undergraduate Semester	3.000	2023-10-11T04:44:51Z	
<input type="checkbox"/>			**Web Registered**	Undergraduate Semester	3.000	2024-04-16T00:22:50Z	
<input type="checkbox"/>			**Web Registered**	Undergraduate Semester	3.000	2023-10-11T05:41:51Z	
<input type="checkbox"/>			**Web Registered**	Undergraduate Semester	3.000	2023-10-10T16:03:12Z	
<input type="checkbox"/>			**Web Registered**	Undergraduate Semester	3.000	2024-03-04T14:38:58Z	
<input type="checkbox"/>			**Registered**	Undergraduate Semester	3.000	2023-10-10T13:50:27Z	
<input type="checkbox"/>			**Registered**	Undergraduate Semester	3.000	2024-04-09T17:08:28Z	

Currently Enrolled Students - Previously Marked as Not Attending

Check if Attending	Student Name	ID	Registration Status	Level	Credits	Date Registered	Date Reported as Not Attending
<input type="checkbox"/>			**Registered**	Undergraduate Semester	3.000	2024-05-14T19:01:52Z	2024-05-21T21:17:48Z
<input type="checkbox"/>			**Web Registered**	Undergraduate Semester	3.000	2024-05-09T00:31:29Z	2024-05-21T21:17:48Z

**SUBMIT CHANGES**

REVISED 5.21.2024