

To: All Full-Time and Adjunct Faculty  
 From: Office of the Registrar  
 Re: **Fall 2017 Mini B Term** Attendance Verification Due

This notice serves to remind all faculty that attendance verification is due on **Thursday October 26<sup>th</sup> 2017**. Please note that all faculty are required to complete attendance verification for all students in all sections by the deadline.

In addition, if a student has been added to a class after the faculty has completed attendance verification or a student has been dropped and reinstated to a class, faculty need to return to the attendance verification worksheet and enter or re-enter a student's attendance verification.

**To complete attendance verification:**

1. Log into the [FSW Portal](#).
2. Select the *Faculty Academics* tab.
3. In the *Faculty Banner Web Services* box, select *Attendance Verification*.
4. Select the appropriate term from the drop down menu and click *Submit*.
5. Select the course from the drop down menu and click *Submit*.
6. In the *Attend Hours* column, enter a "1" for a student who has attended the class or a "0" for a student who has not attended class. Do not leave any row blank for any student.
7. Please note that no other column should have any information listed on the Attendance Verification worksheet. For example, no dates should be added to the *Last Attend Date* column.
8. Once a "1" or "0" has been entered for every student on the roster, select *Submit*.
9. Review the submission for the wording, **"The changes made to the hour attend or Last Date Attended have been saved successfully."** to confirm that you have completed the Attendance Verification process.
10. Tip: To verify that attendance verification was submitted, log out of the portal and log back in and return to the Attendance Verification worksheet for each class. The screen and specifically the *Attend Hours* columns will look like this:

Last Attend Date	Attend Hours
MM/DD/YYYY	0-999.99
<input type="text"/>	1
<input type="text"/>	1
<input type="text"/>	1
<input type="text"/>	1

If you have any questions, please contact the Office of the Registrar at [Registrar@FSW.edu](mailto:Registrar@FSW.edu).