

Quick Guide: Verification of Attendance Roster

Last update: 25 September 2015

1. After you have logged into your CUNYfirst account, select **HR/Campus Solutions** on the left side Enterprise Menu



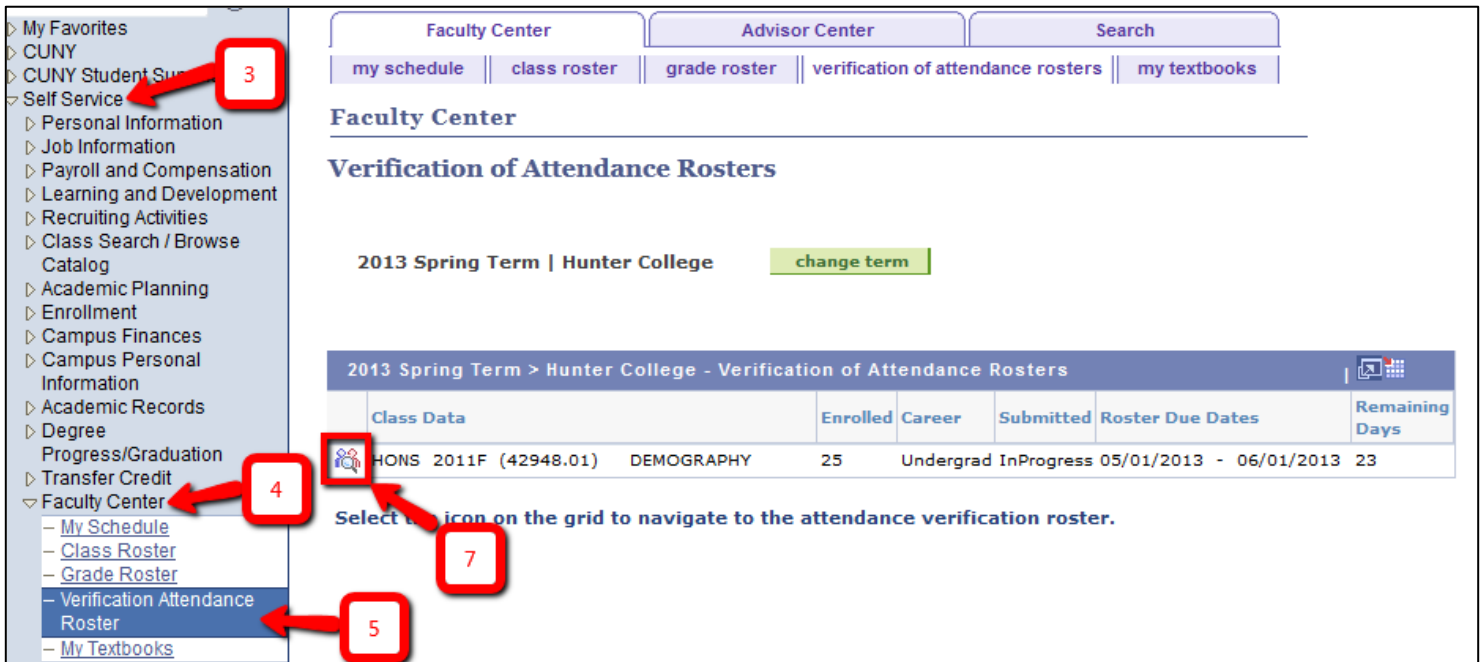
2. You will get a popup window with more options.
3. Click on **Self Service**
4. Click on **Faculty Center**
5. Click on **Verification Attendance Roster**
6. The **Verification of Attendance Roster** page for that term displays a list of all the faculty member's classes that require verification of attendance

Note: Click the green "change term" to change to the correct term and correct CUNY school (if you do, in fact, teach at multiple CUNY institutions).

Note: If the roster availability dates have either passed or are in the future, then the following message displays: **Verification rosters are not available**

7. Click on the View Roster icon (👤) to the left of your class name

***Important Note: Please follow the above steps!** Do not click on the purple tab marked "verification of attendance rosters".

A screenshot of the 'Faculty Center' page in CUNYfirst. The page title is 'Verification of Attendance Rosters' for the '2013 Spring Term | Hunter College'. A green 'change term' button is visible. Below is a table with columns: Class Data, Enrolled, Career, Submitted, Roster Due Dates, and Remaining Days. A single row is shown for 'HONS 2011F (42948.01) DEMOGRAPHY' with 25 enrolled students. A red arrow points to the 'View Roster' icon (👤) next to the class name. The left sidebar menu has 'Self Service' (3), 'Faculty Center' (4), and 'Verification Attendance Roster' (5) highlighted. A red arrow points to the 'my schedule' tab (7) in the top navigation bar. Below the table, a text instruction says 'Select the icon on the grid to navigate to the attendance verification roster.'

8. The default value for the attendance is **Yes, attended**. Select the **No, never attended** radio button for any student that has never attended the class

Note: The roster contains only students who are enrolled for the class. No dropped or withdrawn students are listed on the roster.

Verification of Attendance Roster

Institution: Hunter College
Career: Undergraduate
Term: 2013 Spring Term
Class Data: HONS 2011F-01 (42948) DEMOGRAPHY
Session: Regular Academic Session
Instructor: Nisbett,Michael H; Giovino,Steven F; Kuechler,Manfred; Nasir,MD Nazmus S

Verification of Attendance Roster		Find	First	1-25 of 25	Last
12345678	Student, First	Has student attended class at least once? <input checked="" type="radio"/> Yes, attended <input type="radio"/> No, never attended			
91011120	Student, Second	Has student attended class at least once? <input checked="" type="radio"/> Yes, attended <input type="radio"/> No, never attended			
86753090	Student, Third	Has student attended class at least once? <input checked="" type="radio"/> Yes, attended <input type="radio"/> No, never attended			
11010020	Student, Fourth	Has student attended class at least once? <input type="radio"/> Yes, attended <input checked="" type="radio"/> No, never attended			
80807734	Student, Fifth	Has student attended class at least once? <input type="radio"/> Yes, attended <input checked="" type="radio"/> No, never attended			
18001337	Student, Sixth	Has student attended class at least once? <input checked="" type="radio"/> Yes, attended <input type="radio"/> No, never attended			



9. Click the **Save** button

Note: If you make changes to the roster, but have not yet completed it, then you may save the roster and return later to complete and submit the roster.

10. Once the **Verification of Attendance Roster** is complete, click the **Submit** button

Note: Clicking the submit button disables the roster for any future changes

88224646	Caesar, Nero	Has student attended class at least once? <input checked="" type="radio"/> Yes, attended <input type="radio"/> No, never attended
97138426	Chulainn, Cu	Has student attended class at least once? <input checked="" type="radio"/> Yes, attended <input type="radio"/> No, never attended
77777777	Pendragon, Arthur	Has student attended class at least once? <input checked="" type="radio"/> Yes, attended <input type="radio"/> No, never attended
11235813	Wallace, William	Has student attended class at least once? <input checked="" type="radio"/> Yes, attended <input type="radio"/> No, never attended

9 →

Save roster data and submit at a later time

Submit completed roster to Registrar's Office

10 →

11. The following message displays after your roster has been submitted: **This roster has been submitted to the Registrar.**

Note: Both **save** and **submit** buttons no longer display

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**** This roster has been submitted to the Registrar. ****