

Quick Guide: Certification of Attendance Roster

Last update: 2 June 2016

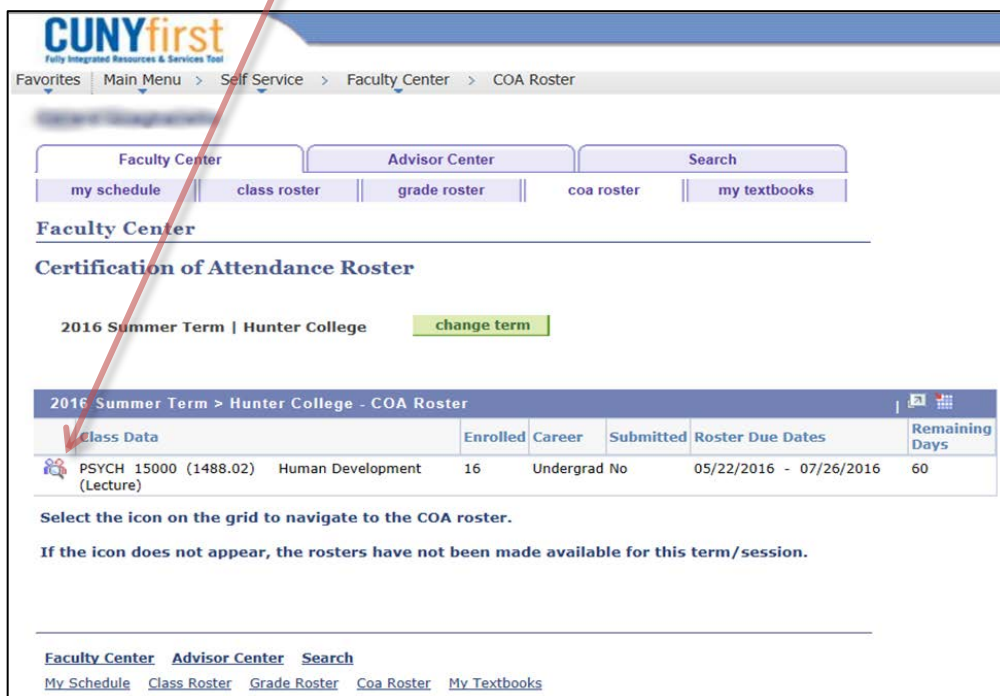
1. After you have logged into your CUNYFirst account, click on Self Service.
2. Click on **Faculty Center**
3. Click on **Certification Attendance Roster**
4. The **Certification of Attendance Roster** page for that term displays a list of all the faculty member's classes that require certification of attendance

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


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).

5. 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 "certification of attendance rosters".



The screenshot shows the CUNYfirst Faculty Center interface. The breadcrumb trail is: Favorites | Main Menu > Self Service > Faculty Center > COA Roster. Below this are navigation tabs for Faculty Center, Advisor Center, and Search. Under Faculty Center, there are links for my schedule, class roster, grade roster, coa roster, and my textbooks. The main heading is "Certification of Attendance Roster". Below this, it shows "2016 Summer Term | Hunter College" with a green "change term" button. A table titled "2016 Summer Term > Hunter College - COA Roster" contains the following data:

Class Data	Enrolled	Career	Submitted	Roster Due Dates	Remaining Days
 PSYCH 15000 (1488.02) Human Development (Lecture)	16	Undergrad No		05/22/2016 - 07/26/2016	60

Below the table, instructions state: "Select the icon on the grid to navigate to the COA roster." and "If the icon does not appear, the rosters have not been made available for this term/session." At the bottom, there are navigation links for Faculty Center, Advisor Center, Search, My Schedule, Class Roster, Grade Roster, Coa Roster, and My Textbooks.

6. 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.

Certification of Attendance Roster

Institution: Hunter College
Career: Undergraduate
Term: 2016 Summer Term
Class Data: PSYCH 15000-02 (1488) Human Development
Session: Five Week - Second
Instructor: [Redacted]

Certification of Attendance Roster Find First 1-16 of 16 Last

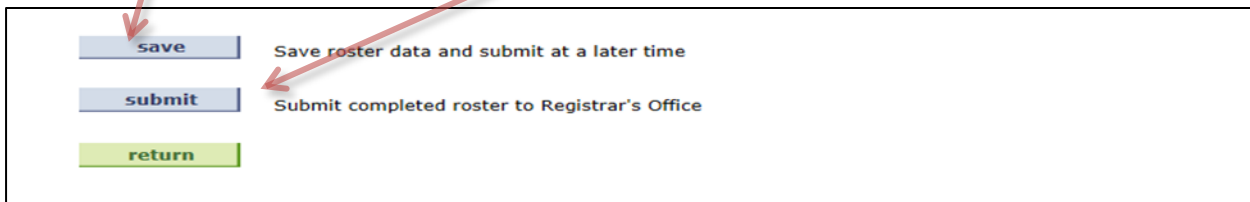
12345678	Student, First	Has student attended class at least once? <input checked="" type="radio"/> Yes, attended <input type="radio"/> No, never attended
91011120	Student, Second	Has student attended class at least once? <input checked="" type="radio"/> Yes, attended <input type="radio"/> No, never attended
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 checked="" type="radio"/> Yes, attended <input type="radio"/> No, never attended
80807734	Student, Fifth	Has student attended class at least once? <input checked="" type="radio"/> Yes, attended <input 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

7. 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.

8. Once the **Certification of Attendance Roster** is complete, click the **Submit** button

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



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

