Accessing Section Attendance Verification

- Access the Faculty Services page via https://banner9.rowan.edu/FacultySelfService.
- Select the Section Attendance Verification link.

Selecting Terms and Courses

- Select the Terms drop down menu and select the current term.
- Select the Your Courses drop down menu and select the first section you are teaching during this term.
- The Class List will appear, including the students’ photos, their Banner IDs and preferred names.

Recording Attendance

1. Select the All Attended button on the right side of the screen to mark all students Attended.
   - You can also use the radio button to change individual students to Never Attended, if needed.

2. Select the None Attended button on the right side of the screen to mark all students Never Attended.
   - You can also use the radio button to change individual students to Attended, if needed.
Recording Attendance (Continued)

3. Use the radio buttons to select either **Attended** or **Never Attended** for each student in the section.

![Class List](https://banner9.rowan.edu/FacultySelfService)

Confirming Attendance

- Once you have completed recording attendance for each student in the section, select the **Confirm Attendance** button.
- You will receive a message asking “Are you sure you want to confirm attendance for this class? Select **Ok**.

![Confirm Attendance](https://banner9.rowan.edu/FacultySelfService)

- You will receive an email that you have submitted the attendance for that section.

### IMPORTANT NOTE
Once you have submitted the attendance for that section, no changes can be made. You will need to contact registrar@rowan.edu to make any changes.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Attended</th>
<th>Never Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Completing Remaining Section Attendance Verifications.

- Return to Faculty Services page via [https://banner9.rowan.edu/FacultySelfService](https://banner9.rowan.edu/FacultySelfService).
- Select the **Section Attendance Verification** link.
- Select the **Your Courses** drop down menu.

![Attendance Verification](https://banner9.rowan.edu/FacultySelfService)

- Any sections that you completed will now have an indicator that they are **Verified** and the students will be greyed out if you select that section.
- Select each of the each remaining sections you are teaching during this term.
- Follow the same directions as above to record and confirm attendance for each student.

### IMPORTANT NOTE
If you are assigned additional students to a section after completing the **Section Attendance Verification**, you will need to verify that student’s attendance using this form. The **Verified** indicator will no longer display for that course and that new student will not be greyed out. Follow the same directions as above.