

# Entering and Submitting Attendance Verification in INGRESS

The **Attendance** function is used to submit attendance verification for students enrolled in shared courses. Faculty must use this function to submit attendance verification for these students.

## Attendance Verification Process

1. Choose the semester and course section by using the drop-down menus.

Instructor: Kaufman, Andy  
 Select Semester: Summer 2014  
 Select Course Section: Summer 2014 ENGL-1102-51

Class Roster | **Attendance** | Midterm Grades | Final Grades | Help | Logout

- Report the Attendance Verification for each student by selecting the appropriate entry from the drop-down list.
- Click the **'Save for later / Submit'** button to save your entries and return later to complete them for the class, or to submit the entries to the students' home institutions if you are done. You will be able to select the specific action on the next screen.
- Students listed in red have dropped the class.
- Students listed in purple have withdrawn from the class.

Student Name	Student ID	LMS User ID	Registration Status	Update Date	LMS Status	Institution	Attendance	Date of Last Attendance
Jensen, Alemtsehay	090084853	ayebiyo_aasu	Withdrawn	02-JUL-14 10:55:43 AM	DENY	AASU	-----	
Jensen, Bradley	001111470	bradley_moore_spsu	Dropped	05-AUG-14 06:50:13 PM	DENY	GABE	-----	
Jensen, Dawn	000006246	dawn_moore_abac	Registered	30-JUN-14 11:00:00 AM	GRANT	ABAC	-----	
Jensen, Electra	090015417	erobins2_aasu	Withdrawn	02-JUL-14 10:55:43 AM	DENY	AASU	-----	
Jensen, Jamie	900121621	scrub1076520_gabe	Dropped	05-AUG-14 06:50:15 PM	DENY	GABE	-----	
Jensen, John	000026835	jjensen4_abac	Registered	30-JUN-14 11:00:00 AM	GRANT	ABAC	-----	

2. Select the **Attendance** tab.

Student Name	Student ID	LMS User ID	Registration Status	Update Date	LMS Status	Institution	Attendance	Date of Last Attendance
Jensen, Alemtsehay	090084853	ayebiyo_aasu	Withdrawn	02-JUL-14 10:55:43 AM	DENY	AASU	Absent	
Jensen, Bradley	001111470	bradley_moore_spsu	Dropped	05-AUG-14 06:50:13 PM	DENY	GABE	Absent	
Jensen, Dawn	000006246	dawn_moore_abac	Registered	30-JUN-14 11:00:00 AM	GRANT	ABAC	Present	
Jensen, Electra	090015417	erobins2_aasu	Withdrawn	02-JUL-14 10:55:43 AM	DENY	AASU	Present	
Jensen, Jamie	900121621	scrub1076520_gabe	Dropped	05-AUG-14 06:50:15 PM	DENY	GABE	Absent	

3. Use the down arrow in the **Attendance** column beside each student's name to select **Absent** or **Present** for each student. Attendance verification for students who have been dropped or withdrawn from the class can be entered as well, if necessary. Attendance verification entries can be entered and saved several times before final submission.
4. Enter **Date of Last Attendance** information in a MM/DD/YYYY format. This field is for the last verified attendance date when grades are submitted. If entered, the date must fall between the start and end dates for the related course section. A date can be selected from a pop-up calendar within the Date of Last Attendance field. If a date is entered in error, highlight the entry and delete it.

Attendance	Date of Last Attendance																																										
Present ▾	<input type="text"/>																																										
Present ▾	<input type="text"/>																																										
Absent ▾	<input type="text"/>																																										
Dec ▾ 2015 ▾																																											
<table border="1"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table>		Su	Mo	Tu	We	Th	Fr	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Su	Mo	Tu	We	Th	Fr	Sa																																					
		1	2	3	4	5																																					
6	7	8	9	10	11	12																																					
13	14	15	16	17	18	19																																					
20	21	22	23	24	25	26																																					
27	28	29	30	31																																							
----- ▾	<input type="text"/>																																										

5. After attendance verification data are entered, select **Save for later / Submit**.

Attendance	Date of Last Attendance
Present ▾	<input type="text"/>
Absent ▾	<input type="text"/>
Present ▾	<input type="text"/>
Absent ▾	<input type="text"/>
Present ▾	<input type="text"/>
Present ▾	<input type="text"/>

**Save for later / Submit**

A confirmation window will display with three options.

**Please Confirm Action:**

*Press **Save for later**, to save your entries and return later to make further updates.*

*Press **Submit** to transmit your entries for this course section to the students' home institutions. You will not be allowed to make further updates once you have submitted your entries.*

*Press **Cancel** to close this window.*

**Save for Later** will save the current information with the option to complete data entry at another time before final submission.

**Submit** will transmit the students' attendance verification to their home institutions. The transmission is processed through INGRESS and the attendance verification is made available to the home institutions every two hours daily, beginning at 9:20 a.m. Once submitted, the user will not be allowed to make further data entry updates.

**Cancel** will close the window and return to the previous screen.

## Missing Attendance Verification Information

A warning message will display for any student missing attendance verification.

**WARNING**

Attendance verification has not been entered for the following students

Please enter attendance verification for each student below then click Continue

Attendance Verification					
1 student remaining					
Student Name	LMS User ID	Registration Status	LMS Status	Attendance	Date of Last Attendance
O'Brien  , Walter	wobrien2_gscu	Registered	GRANT	Select <span style="font-size: small;">▼</span>	<input type="text"/>
		<a href="#">Cancel</a>	<a href="#">Continue</a>		

6. Enter the missing information and select **Continue**.

## Confirmation

A confirmation screen will display after attendance verification has been completed and submitted successfully.



A notification email is automatically sent to the students' home institution Registrar office stating that attendance verification has been submitted for the class.

If a change to a student's attendance is required after the attendance verification roster has been locked, faculty should contact their Registrar office with the name of the student, the student's home institution, course title and correct attendance verification information. The faculty member's Registrar office will contact the student's Registrar office with the change.

Class Roster										
Student Name	Student ID	LMS User ID	Email	Registration Status	Update Date	LMS Status	Institution	Attendance	Midterm Grade	Final Grade
Jensen, Alemtsehay	090084853	ayebiyo_aasu	test@usg.edu	Withdrawn	02-JUL-14 10:55:43 AM	DENY	AASU	A		
Jensen, Bradley	001111470	bradley_moore_spsu	test@usg.edu	Dropped	05-AUG-14 06:50:13 PM	DENY	GABE	A		
Jensen, Dawn	000006246	dawn_moore_abac	test@usg.edu	Registered	30-JUN-14 11:00:00 AM	GRANT	ABAC	P		
Jensen, Electra	090015417	erobins2_aasu	test@usg.edu	Withdrawn	02-JUL-14 10:55:43 AM	DENY	AASU	A		
Jensen, Jamie	900121621	scrub1076520_gabe	scrub141641202949@usg.edu	Dropped	05-AUG-14 06:50:15 PM	DENY	GABE	A		

Faculty can view the attendance verification entries from the **Class Roster** tab.

