

Verification of Attendance Rosters

For classes with both a graded component and enrolled students, instructors confirm that an enrolled student has not attended at a timeframe based on the institution.

Step Action





1. Enter **<https://home.cunyfirst.cuny.edu>** in your browser's address bar:
 - Enter your Username and Password and click the **Go** icon.
 - From the **Enterprise Menu**, select the **HR/Campus Solutions** link.
2. Navigate to: **Self Service > Faculty Center > Verification Attendance Roster**.
3. The **Verification of Attendance Rosters** page for that term displays a list of all the faculty member's classes that require verification of attendance for the term. Each row contains the following columns: Class Data (subject, catalog number, class number, and description), Enrolled (number of students enrolled), Career (undergraduate or graduate course), Submitted (indicator, yes or no, for roster submission), Roster Due Dates (period during which roster can be submitted), Remaining Days (numbers of days left to submit the roster).

Faculty Center		Advisor Center		Search	
my schedule	class roster	grade roster	verification of attendance rosters	my textbooks	

Faculty Center

Verification of Attendance Rosters

2014 Spring Term | Baruch College

2014 Spring Term > Baruch College - Verification of Attendance Rosters							
Class Data	Enrolled	Career	Submitted	Roster Due Dates	Remaining Days		
 ACC 3000 (54912.07) FINANCIAL ACCOUNT I	71	Undergrad	Yes	02/19/2014 - 06/12/2014	1		
 ACC 5100 (54894.01) ACCOUNTING INTERNSHP	3	Undergrad	Yes	02/19/2014 - 06/12/2014	1		
 PAF 1250 (56781.01) CITIZENSHIP & PAF	22	Undergrad	Yes	02/19/2014 - 06/12/2014	1		
 PSY 1001 (57072.01) GENERAL PSYCHOLOGY	30	Undergrad	Yes	02/19/2014 - 06/12/2014	1		

Select the icon on the grid to navigate to the attendance verification roster.

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

4. Click the **verification of attendance roster** icon  for the appropriate class.

5. **Note: The roster contains only students who are enrolled for the class. No dropped or withdrawn students are listed on the roster.** For your convenience, the default value for the attendance radio button is “**Yes, attended**”. Select the “**No, never attended**” radio button for any student that has never attended the class up to the 20% point in the term/session.

Verification of Attendance Roster		Find	First	1-9 of 9	Last
ID	Name	Has student attended class at least once? <input checked="" type="radio"/> Yes, attended <input type="radio"/> No, never attended			
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6. 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.**

7. Once the **Verification of Attendance Roster** is complete, click the **submit** button. **Note: Clicking the submit button disables the roster for any future changes.**

Baruch College
Office of the Registrar
Baruch College/CUNY
151 E 25th Street, Box H-0850
New York, NY 10010

8. This message displays: ****This roster has been submitted to the Registrar.**** Both the **save** and **submit** buttons no longer display.

Verification of Attendance Roster

Institution: Baruch College
Career: Undergraduate
Term: 2014 Spring Term
Class Data: PAF 1250-01 (56781) CITIZENSHIP & PAF
Session: Regular Academic Session
Instructor: Arefeen,Abdullah

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

End of Procedure.