

To: All Faculty

The **Attendance Verification** process includes critical deadlines and attendance requirements. Please refer to the Provost's original email dated January 19th, 2021 for deadlines and attendance verification requirements.

Step 1: Log into your MyESU Portal, click on the Faculty Resource tab.



Step 2: In the Registration Tool Box, click on the Summary Class List. Select the current term. Click submit.

A screenshot of the "Registration Tools" sidebar and the "Select Term" form. The sidebar on the left lists various tools: Course Schedule, Concise Course Schedule, Course Catalog, Registration Overrides, Active Assignments, Faculty Detail Schedule, Detail Class List, Detail Wait List, Look Up Any Class List, Summary Class List (which is highlighted in yellow), Summary Wait List, Advisee Listing, DegreeWorks Access, and Textbook Adoptions. The "Select Term" form on the right shows a dropdown menu set to "Spring 2021" and a "Submit" button.

Step 3: Choose the class in the drop down menu that you want to Roster Verify. Click Submit.

Personal Information **Student** **Faculty Services**

Search Go

Select a CRN

CRN: 

Step 4: Click on the enter button under the Midterm grade column.

Course Information
Anlys Of Teach Phys Ed Lab - PETE 343 A2
CRN: 90088
Duration: Aug 26, 2013 - Dec 13, 2013
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	20	12	8
Cross List:	0	0	0

Summary Class List							
Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Grade D
1	Chesley, Brian T.	000169813	**Registered via Web**	Undergraduate	0.000	Enter	
2	Diskin, Charles R.	000172979	**Registered via Web**	Undergraduate	0.000	Enter	
3	Frankel, Maxwell L.	000205664	**Registered via Web**	Undergraduate	0.000	Enter	
4	Frew, Scott M.	000166278	**Registered via Web**	Undergraduate	0.000	Enter	
5	Jones, Timothy M.	000222062	**Registered via Web**	Undergraduate	0.000	Enter	
6	Kroptavich, Kelli M.	000220108	**Registered via Web**	Undergraduate	0.000	Enter	
7	Rose, Rachael	000166741	**Registered via Web**	Undergraduate	0.000	Enter	
8	Seraut, Lauren J.	000165094	**Registered via Web**	Undergraduate	0.000	Enter	
9	Stravinski, Carl C.	000157583	**Registered via Web**	Undergraduate	0.000	Enter	
10	Tirino, Trevor K.	000166817	**Registered via Web**	Undergraduate	0.000	Enter	
11	Upright, Troy M.	000166193	**Registered via Web**	Undergraduate	0.000	Enter	
12	Van Derveer, Samantha J.	000165661	**Registered via Web**	Undergraduate	0.000	Enter	

This will direct you to the Midterm Grade page where you can report whether a student has completed any academic related activity. This action is found under the “Attended Hours” column.

- **Students who are attending the class should receive a one (1) in the attended hour’s column circled below.**
- **Students who are NOT attending should receive a zero (0) in the attended hour’s column shown below.**
- **Click “submit” once you have completed the verification process**

Mid Term Grades

 Enter mid-term grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

GE: Introduction to Art - ART 101 1

CRN: 90162

Students Registered: 61

 Please submit the grades often. There is a 60 minute time limit starting at 03:36 pm on Aug 27, 2013 for this page.

Record Sets: 1 - 25 26 - 50 51 - 61

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date	Attend Hours	Registration Number
					MM/DD/YYYY	0-999.99		
1	Alegre, Guillen	000241718	3.000	**Registered** Apr 29, 2013	<input type="button" value="None"/>			11
2	Anderson, Kyon B.	000239275	3.000	**Registered** Apr 29, 2013	<input type="button" value="None"/>			12
3	Appezzato, Margaret G.	000237028	3.000	**Registered** Jun 12, 2013	<input type="button" value="None"/>			120

Verification is a validation of academic related activity completed by the student. Academically related activities include but are not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial, or computer-assisted instruction;
- Attending a study group that is assigned by the instructor;
- Participating in an online discussion about academic matters;
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course; and,
- Reporting to internship, practicum, or field experience site.

Academically related activities do **not** include activities where a student may be present but not academically engaged, such as:

- Living in institutional housing; participating in the university's meal plan; logging into an online class without active participation; or, participating in academic counseling or advisement.

Verification can be submitted multiple times for each section and is due by noon on Monday, February 1, 2021. This information will ensure the most accurate enrollment is recorded. The Student Enrollment Center will start processing roster verifications at noon on Monday, February 1 at which point students who have been indicated as not attending with a zero (0) in the attended hour's column will be removed from sections.

Students requesting to be added to sections:

If you are allowing a student to be added to your section, you can issue the student a “Registration Override” to secure their place in the section. When you issue a “Registration Override” through your MyESU Portal, the student must go into their portal and register themselves for the class in order to be added to the section. Please be aware of your classroom capacity when issuing student registration overrides.

Registration Overrides will not function after January 26th as students will not be able to add themselves into the class via their portal. If you are requesting students to be added to sections after January 26th please email records@esu.edu with the student ID number and CRN of the section you would like the student added to.

Please note: Instruction on issuing a Registration Override can be found under the Faculty Announcement tab.

Please see below for additional withdrawal dates for the Spring 2021 semester:

- The last date to withdraw from a quarter 3 course is January 22.
- The last date to withdraw from a full semester course is April 5.
- The last day to withdraw from a quarter 4 course is April 14.

More information and important dates can be found on the [academic calendar](#).