

INSTRUCTIONS FOR COMPLETING ATTENDANCE VERIFICATION



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

INSTRUCTIONS FOR COMPLETING ATTENDANCE VERIFICATION

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INSTRUCTIONS FOR COMPLETING ATTENDANCE VERIFICATION

PROCESS

The Office of the Registrar is charged with maintaining accurate records of class enrollment. Conducted once each regular term, the faculty attendance verification process serves two important purposes:

1. To ensure university records are accurate and complete, and faculty have reliable class lists on which to post student grades at the end of term:
 - Students who are reported as enrolled, but not-attending are notified to return to class and contact their instructors for appropriate academic guidance to complete the class. If they do not intend to complete the class, students are advised to make enrollment adjustments prior to midterm.
 - Students who are reported as attending, but not enrolled are instructed to register in the class, as appropriate.
 - Students who are completing the course, but in a different class section from their enrolled class, are generally changed to the class they are attending.

NOTE: Students who are attending to remove a prior grade of incomplete should not re-enroll in the course.

2. To comply with federal regulations, Augusta University must confirm the presence in class of students receiving financial assistance through federal and state student assistance programs. Federal regulations require the institution to confirm students are attending classes before Financial Aid will be released.

RESPONSIBILITIES

REGISTRAR'S OFFICE

At the end of Add/Drop the Registrar's Office will contact class instructors to request they verify their class roster via POUNCE.

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INSTRUCTORS

To comply with federal student aid requirements, instructors must verify students listed on their class roster(s):

- that are attending/participating
- those who have stopped attending/participating
- those who have never attended/participated (including students who have dropped or withdrawn after the first week of classes or may still appear enrolled in the class).

INSTRUCTIONS

1. Login to <https://pounce.augusta.edu>.
2. Select “Faculty and Advisors” from the top of the page.



3. Select “Faculty and Advisors Dashboard”.

Faculty and Advisors



4. Select “Attendance Verification”.

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Faculty

Assignment History Instructors can view course assignments.	Attendance Verification Verify student attendance in your assigned courses.	Class List View Pictorial class list for your assigned courses.
Class Schedule Search courses by term.	Faculty Detail Schedule View number of students enrolled, room assignment, dates and times.	Final Grades Enter final grades with Faculty Grade Entry. Will open in another window.
Office Hours Enter office hours by course.	Syllabus Information Enter syllabus information for your assigned course.	Week at a Glance View your course schedule for the week.

5. Select a term.

Attendance Verification

Choose a Term to verify attendance. If a course is unavailable for verification, you still have the option to view the class roster.

Select a Term:

6. Select the course needing verification. Note: courses marked as “UNAVAILABLE FOR VERIFICATION” are unable to be verified. If this is incorrect, please ensure course dates are correctly reflected in Banner and that they are already begun. If so, please reach out to our office for assistance.

Attendance Verification

Choose a Term to verify attendance. If a course is unavailable for verification, you still have the option to view the class roster.

Select a Term:

Choose a CRN from the to verify attendance based upon your filters above.

Select a Course Section:

BIOL 1101 C: Fundamentals of Biology, 29584 - UNAVAILABLE FOR VERIFICATION - Incomplete

Choose Course

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A course that is open for verification will not have “UNAVAILABLE FOR VERIFICATION”. See example below.

Attendance Verification

Choose a Term to verify attendance. If a course is unavailable for verification, you still have the option to view the class roster.

Select a Term:

Choose a CRN from the to verify attendance based upon your filters above.

Select a Course Section:

Choose Course

7. Once you have selected the appropriate course, click “Choose Course”.

Attendance Verification

Choose a Term to verify attendance. If a course is unavailable for verification, you still have the option to view the class roster.

Select a Term:

Choose a CRN from the to verify attendance based upon your filters above.

Select a Course Section:

Choose Course

The course information and registered students will populate on the same screen.

8. Use the “Mark All As Attending” button to indicate all students have attended.

9. To mark someone as did not attend, click the drop down under “Attendance Status” beside their name and select “Did Not Attend”.

A. Attendance: Attended at least one class.

B. Did Not Attend: Never attended or contacted the instructor.

10. If a student is in your class and not on this list but you are giving permission for them to remain in the class, please list them under “Non-registered students”. We will reach out to them regarding registration.

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Attendance Verification

Course Information

Term: Spring 2024
CRN: 29584
Course: BIOL 1101 C
Course Title: Fundamentals of Biology
Course Dates: 01/08/2024 to 05/09/2024
Primary Instructor: Hink, Shannon R.
Department: 0020 - CSM Biological Sciences

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	48	1	47

Current Attendance Verification Counts

ATTENDING	NOT ATTENDING	NO VERIFICATION
0	0	1

Verify Attendance

Students enrolled in the selected course are displayed below. Choose an Attendance Status for each student from the drop-down list.

Attend is defined as having attended at least one class.

Did Not Attend is defined as never having attended or having contacted the instructor.

You may mark all students as attending by pressing the **Mark All As Attending** button. Be sure to click **Save Attendance Verification** when you are done.

NOTE: You have 30 minutes to save your attendance verification before timeout. If you do not save the form within that timeframe, you may receive an error when you do press **Save Attendance Verification**.

Mark All As Attending

Student Name	ID	Registration Status	Credits	Attendance Status
		Web Registered	3.000	<input type="text"/>

Non-registered students:

11. Click “Save Attendance Verification” to submit.

Save Attendance Verification

Once complete, you should see “Student Verification – Successfully Updated” in the top right corner of your screen.

Attendance Verification

Student Verification - Successfully Updated

Course Information

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Primary Instructor: Hink, Shannon R.
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Enrollment Counts

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Current Attendance Verification Counts

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Choose Another Course Section

NOTE: You will have the ability to go back to your attendance verification

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roster and verify any students who may have added your class after your original submission before the deadline date.

12. Since students sometimes add courses late, we recommend you double check your rolls near the deadline to be sure that latecomers have been verified.

CONTACT

If you have any additional questions, please contact our office at records@augusta.edu.