

Roster Verification Instructions

Any student who has never attended class should be removed from the roster during Roster Verification. If the student has attended even one class, leave the student on your roster (attended means actually sat through a class session).

Important Note for sections with more than one instructor: Since submissions are attributed in system tracking to the primary instructor, please ensure only the primary instructor processes roster verification for these CRNs. If you are unsure who is primary for your section, please contact your school's administrative assistant.

- Login to myABAC
- Click Banner
- Faculty Services
- Instruction Menu
- Roster Verification
- Select the term and CRN
- For students who have attended class, no selection is required by their name.
- For students who never attended a class session (actually sat through a class session), click the box to the left of the student's name under the "Check if Not Attending" column in the section entitled "Currently Enrolled Students - Attending". This will add the student(s) you selected to the list of students to drop.
- **BEFORE YOU CLICK THE SAVE BUTTON**, you must verify completion by checking the box at the top. See example below.

Check Here to Verify Completion of Attendance Verification Data Entry ==> Section is currently - NOT VERIFIED -

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

- Click the Save Button.
- If you did not verify, you will need to return to the Main Menu to repeat the above steps.
- If you marked a student in error, review listing in the bottom section of students no longer attending. Click the box to the left of the student's name under the "Check if Attending" column in the section entitled "Currently Enrolled Students – Previously Marked as Not Attending". This will add the student(s) you selected to the list of students who are attending.
- Once you are finished with one CRN, select another CRN from the Instruction Menu.
- Continue until Roster Verification is submitted for each of your CRNs

If a student is attending your class but is NOT listed on your class roster when you do Roster Verification.

1. Send the student to Academic Support. They will assist the student.
2. Do not allow any student to continue to attend your class without being listed on your roster or you have received notification from Academic Support.