Attendance Verification for

Banner Web

(Instructions for faculty)

This process is performed in order to report students who have not attended after the first week of class – this process should be completed by (Date for Current Term). If there are students attending class who do not appear on your attendance form, please send them to the Registrar's Office. Remember to periodically check your roster on-line for accuracy during the semester.

- **Log on to MyDaltonState**
- **Select *Faculty and Advisor Menu,* scroll down to bottom of menu and select *Attendance Verification***
- **Select the current term code (i.e., 201808, etc.) and Submit**
- **Select the course reference number (CRN) from the pull down menu if you teach more than one course and Submit**
- **Add a checkmark next to the students' names who are NOT attending in the *Add* column under *Currently Enrolled*.**
- **Click the Continue button**
- **Verify the names on the Students to be dropped webpage – if the list of students to be dropped is correct – click Submit**
- **Return to the Main Menu – you can repeat this process for all of your classes.**
- **A process will be run by records to remove these students from the roster.**
- **If you make a mistake and drop a student who is attending you may go to the Attendance Verification webpage where it lists the *Students Previously Set to be Dropped* at the bottom of the page, add a checkmark next to the student you wish to move back to the enrolled students and click Continue. A *Students to be Added* page will appear for verification. If correct, click submit and the students will be placed back on your roster.**
- **A process will be run by Records Office staff to remove these students from the roster after the last day to register. After this date the students you selected to be dropped for never attending will no longer appear on your roster.**