Attendance Verification

HOW TO:

1. **Determine Class Attendance**
   a. Unless you have expressed how students should participate to be counted as present or absent, please see the below as guides:
      i. If a student has logged into your class at least once, mark as Present.
      ii. If a student has never logged into your class, mark as Absent.
   b. Determining if a student has logged into your class in GoVIEW:
      i. See the attached handout on seeing GoVIEW Student Progress.

2. **Access INGRESS**
   a. Instead of being listed as a separate courses under My Courses, INGRESS is now available under the INGRESS Widget on the left-hand side of the main GoVIEW page. Click [INGRESS Faculty and Campus Administrator Consoles](#) to enter.
   b. A new window/tab will open, and you can follow the instructions from the [INGRESS Faculty Console user guide](#) as needed.

3. **Submit Attendance Verification**
   a. Attached is the INGRESS Faculty Console user guide created by the System Office. Please review it for step-by-step assistance on how to submit Attendance Verification. The INGRESS Faculty Console also displays a class roster in addition to the Classlist in GoVIEW.
      i. The Attendance Verification section starts on page 12.

4. **What if I make a mistake?**
   a. If you submit the wrong Attendance Verification for a student in INGRESS, you will need to contact Karen Shepard (kshepard@valdosta.edu) in the VSU Registrar’s office with the specific course, student, and correct information. She will be able to make the change in our Banner system and/or coordinate with other collaborative institution Registrars to make the change.

5. **What if a student adds my class after I’ve completed attendance verification?**
   a. If you have students who add your class after you’ve completed your attendance verification in INGRESS, you will need to contact Karen Shepard (kshepard@valdosta.edu) in the VSU Registrar’s office with the specific course, student, and correct information. She will be able to update our Banner system and/or coordinate with other collaborative institution Registrars.