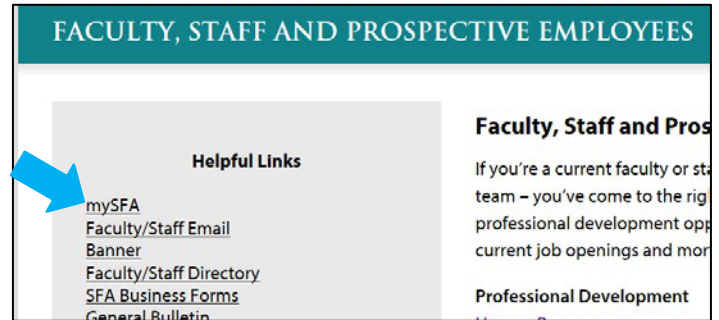
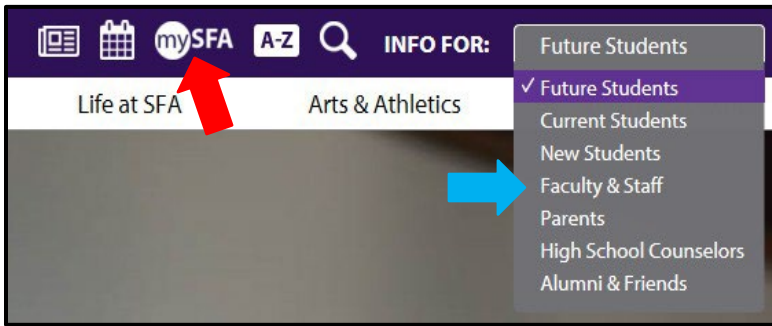
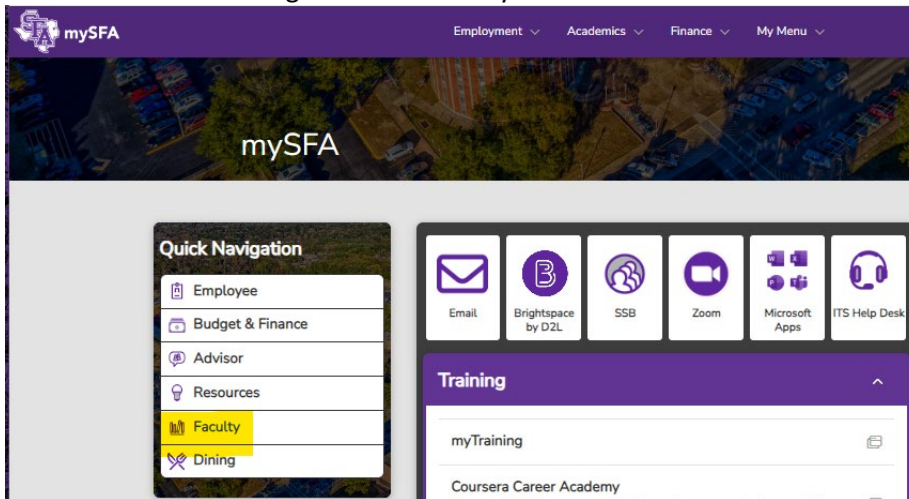


# FACULTY INSTRUCTIONS FOR ONLINE OFFICIAL ATTENDANCE ROSTERS

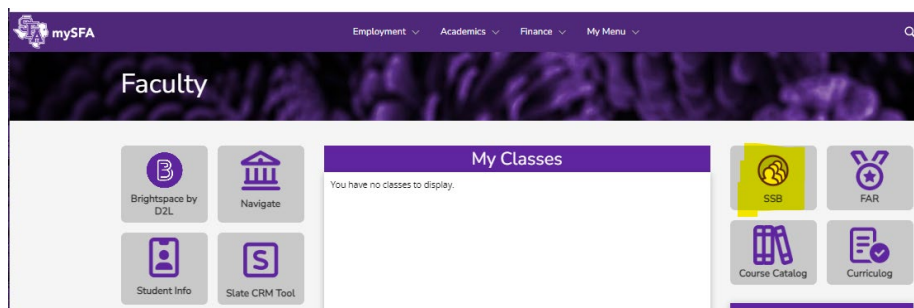
1. Go to <http://www.sfasu.edu/> and navigate your way to your mySFA account one of the following ways:
  - a. Click on the mySFA icon to go directly to the mySFA login (red arrow)
  - b. Click on the drop down menu in the top right corner and choose "Faculty & Staff", then click mySFA on the left-hand side of the page (blue arrow)



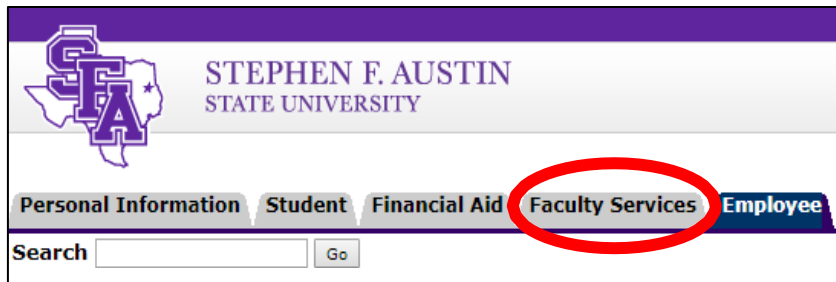
2. Login to your mySFA account.
3. Select in the Quick Navigation box- Faculty.



4. Click the SSB (Self-Service Banner) gray box.



5. Select the [Faculty Services Tab](#).

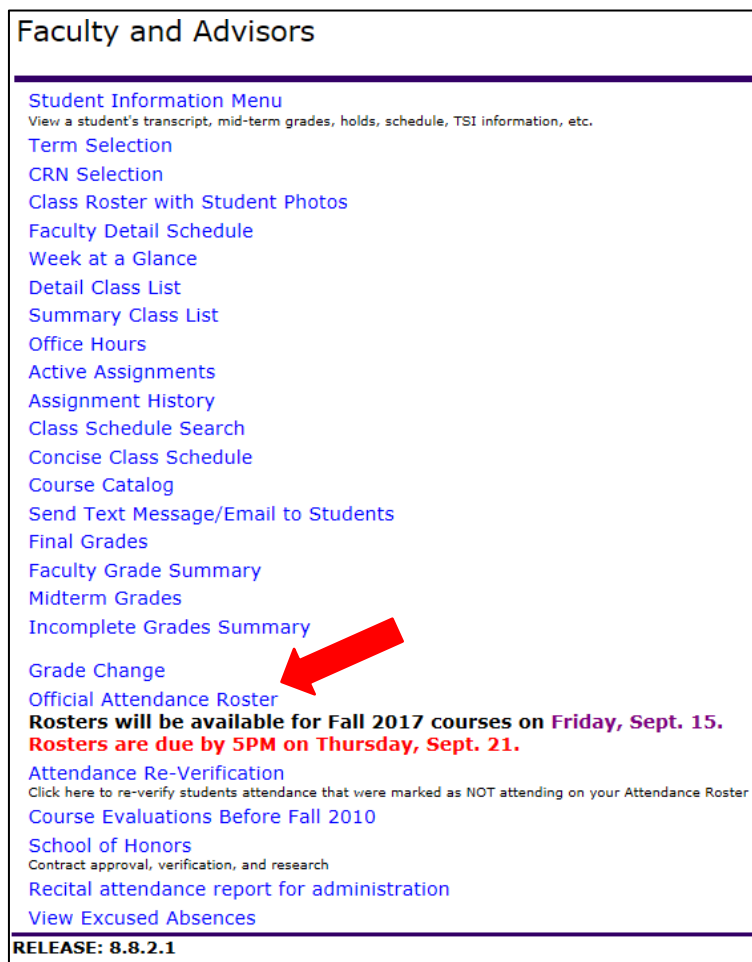


STEPHEN F. AUSTIN  
STATE UNIVERSITY

Personal Information Student Financial Aid **Faculty Services** Employee

Search  Go

6. Click the "[Official Attendance Roster](#)" hyperlink near the bottom of the page.



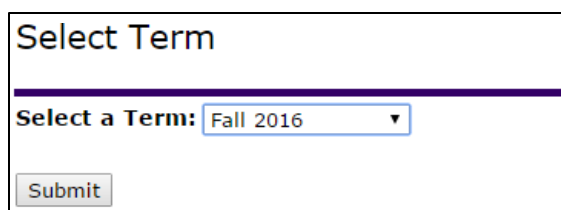
### Faculty and Advisors

[Student Information Menu](#)  
View a student's transcript, mid-term grades, holds, schedule, TSI information, etc.

[Term Selection](#)  
[CRN Selection](#)  
[Class Roster with Student Photos](#)  
[Faculty Detail Schedule](#)  
[Week at a Glance](#)  
[Detail Class List](#)  
[Summary Class List](#)  
[Office Hours](#)  
[Active Assignments](#)  
[Assignment History](#)  
[Class Schedule Search](#)  
[Concise Class Schedule](#)  
[Course Catalog](#)  
[Send Text Message/Email to Students](#)  
[Final Grades](#)  
[Faculty Grade Summary](#)  
[Midterm Grades](#)  
[Incomplete Grades Summary](#)  
[Grade Change](#)  
[Official Attendance Roster](#)  
**Rosters will be available for Fall 2017 courses on Friday, Sept. 15.**  
**Rosters are due by 5PM on Thursday, Sept. 21.**  
[Attendance Re-Verification](#)  
Click here to re-verify students attendance that were marked as NOT attending on your Attendance Roster  
[Course Evaluations Before Fall 2010](#)  
[School of Honors](#)  
Contract approval, verification, and research  
[Recital attendance report for administration](#)  
[View Excused Absences](#)

RELEASE: 8.8.2.1

7. Select the current term and click [Submit](#).



### Select Term

Select a Term:

8. Select a course and click [Submit](#).

Select a CRN

CRN: SFA 101 033: Freshman Seminar, 11103 (23) ▼

Submit

9. Review the Official Attendance Roster instructions and course information. Click the box beside each student who has never attended or participated (i.e. you have never seen or heard from the student.)







**Official Attendance Roster Instructions:** Click the "Never Attended" box beside the photo of each student who has never attended or who has not routinely logged in and participated in web-based courses. After selecting the appropriate students, click the submit box at the bottom of the roster. Be aware that students who are marked as "Never Attended" and have financial aid will be dropped from the course. If all students have attended the course at some time or participated in the web-based class, click the "All Have Attended" box at the bottom of the roster.

**Course Information**  
Freshman Seminar - SFA 101 007  
CRN: 40457  
Duration: Jul 08, 2014 - Aug 08, 2014

**Enrollment Counts**

	Maximum	Actual	Remain
Enrollment:	18	15	3
Cross List:	0	0	0

**Only check if student has NEVER ATTENDED**


Never Attended	Photo	ID	Name	Level	Class	Major	Credits	Status
<input type="checkbox"/>		B D		Undergraduate	Freshman	Undecided	1	Registered 
<input type="checkbox"/>		B I		Undergraduate	Freshman	Undecided	1	Registered 
<input type="checkbox"/>		Larry D.		Undergraduate	Freshman	Undecided	1	Registered 

10. If all students have attended or participated, click the box beside the "All Have Attended" statement above the submit button at the bottom of the page. After you have made the appropriate selections, click [Submit](#).

PLEASE INSTRUCT STUDENTS WHO HAVE BEEN ATTENDING CLASS BUT WHOSE NAMES DO NOT APPEAR ON THIS ROSTER TO CHECK THEIR TITAN EMAIL AND/OR CONTACT THE REGISTRAR'S OFFICE FOR REGISTRATION INFORMATION.

☐ All Have Attended: Click here if all students have been present in class at least once or if all students have routinely logged in and participated in web-based courses.



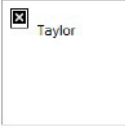

Submit

[Email class](#) 

[Return to Previous](#)

11. Review the confirmation page to ensure the “Never Attended” or “All Have Attended” information is correct. If it is correct, click [Submit](#). If you need to make changes, click No to return to the previous page.

**Submit the following students as never attended?**

Photo	ID	Name	Level	Class	Major	Credits	Status
 Shaelyn		, Shaelyn	Undergraduate	Freshman	Nursing	1	Web-Registered 
 Taylor		, Taylor	Undergraduate	Freshman	Information Technology	1	Web-Registered 

☒ Yes ☐ No

SUBMISSION OF THIS ATTENDANCE INFORMATION CONSTITUTES YOUR SIGNATURE ON OFFICIAL ATTENDANCE ROSTER DOCUMENTS AND SERVES AS CONFIRMATION THAT THE STUDENT(S) WHOSE NAME(S) APPEAR ABOVE HAS/HAVE NEVER ATTENDED CLASS OR PARTICIPATED IN A WEB-BASED-COURSE.

[Submit](#)

You are confirming that all students have attended class at least once or have routinely logged in and participated in web-based courses. If this is correct, click "yes" below.

☒ Yes ☐ No

SUBMISSION OF THIS ATTENDANCE INFORMATION CONSTITUTES YOUR SIGNATURE ON OFFICIAL ATTENDANCE ROSTER DOCUMENTS AND SERVES AS CONFIRMATION THAT ALL STUDENTS HAVE ATTENDED CLASS AT LEAST ONCE OR HAVE ROUTINELY LOGGED IN AND PARTICIPATED IN WEB-BASED COURSES.

[Submit](#)

12. Confirmation of your submission will be available. You may click “Choose a different section” hyperlink to choose another course for submitting the ORD census attendance information.

[Choose a different section](#)  
Your Official Attendance Roster has been submitted.

---

**RELEASE: 8.6 (SFA)**

*Remember: Self Service Banner will log you out after 30 minutes of inactivity and you will have to begin the process for the course again if you have not submitted the selected information.*

### **Important Official Attendance Roster Information:**

**Attendance is defined by physical attendance or participation in an academically related activity such as submission of an assignment, examination, or participation in a group or online discussion. Instructors may use key assignment points of such projects, papers, discussions, etc. as benchmarks for participation.**

The Office of the Provost has indicated that all students who have never attended nor participated must be marked according to the following guidelines:

- If the student attended class OR has routinely logged in and participated (web-based courses), no action relative to that specific student is necessary.
- If the student has not been attending class OR has not logged in and participated (web-based course), click the “Never Attended” box next to the student’s name.

Remember, by clicking the “Never Attended” box, you are indicating that you have not had any contact with this student during this class. A check in the “Never Attended” box does not mean the student is present.

If a student has been attending and their name does NOT appear on your official roster, please instruct the student to go to the Registrar’s Office to reconcile their registration.

Instructors of record must make Official Attendance Roster submissions for each class they are teaching. **The roster submission deadline is 5:00 p.m. on the 18th class day for first-half and full semester courses, and the 12th class day for second-half semester courses.** The Registrar’s Office emails notification of the deadline date.

**By submitting the online Official Attendance Roster information, you are confirming official documents. Please make sure the information you are providing is correct.**