

Submit Attendance Verification

Due to federal guidelines, students must have their attendance (or participation for online courses) verified for each class in which they are enrolled. This must occur during the first two weeks of class and the University provides two ways for instructors to submit this information: classroom attendance scanners or the attendance verification interface.

Automated Attendance Scanners

If you have an automated attendance scanner in your classroom, you may use it to record their attendance. For instructions on setting up the attendance scanner for your course, see [Attendance Scanner Documentation](#). For additional information on attendance scanners, see [attendance.olemiss.edu](#).

Attendance Verification Interface

The second option is to use the class Attendance Verification interface located in myOleMiss-> Faculty-> Course Administration -> Class Rolls and Grades.

During the first two weeks of the semester, for quick access, there will be a Submit Attendance Verification link available under the header for each course section listed. You may also access this interface from Class Rolls and Grades-> in the drop-down menu choose, Attendance -> Go. Select the Submit Attendance Verification button in the Attendance Verification section.



BISC 160 BIOLOGICAL SCIENCES I - SECTION 1 (OXFORD CAMPUS)
Number of students enrolled / waillisted: 224 / 0. ([More Info](#) | [Course Materials](#))
[Submit Midterm Grades](#) or [Upload Midterm Grades from Excel File](#) ([Help](#))
Submit Attendance Verification
Class Roll – Signable **Go**
[View Changes](#) made in last 10 Days

There are two options for verification – Verify as Present or No show. You may also choose to Mark All as Present using the link at the top of the page.

If you need to update this form after your initial submission, it is possible to submit again. The Attendance Verification form will remember your previous entries so that you can update new additions or change a status.

There is additional information for both instructors and students on the [GoToClass](#) information page.

Attendance Verification Submission Results

Return to previous screen with refresh.

STUDENT NAME	STUDENT NUMBER	STATUS	NOTE	STATUS
Abney, A	1000000000			Success
Adams, J	1000000000			Success
Adams, J	1000000000			Success
Adams, J	1000000000			Success
Adams, J	1000000000			Success
Adams, J	1000000000			Success
Adams, J	1000000000	No Show		Success
Adams, J	1000000000	Present		Success

[Submit](#) [Cancel](#)

Please indicate which students you have seen in class as of this date: 5 January, 2016

UNRECORDED: ACTION NEEDED
Attendance information for the students in this section has not been recorded.
[Mark All Unrecorded as Present](#)

Unrecorded Verified as present No show

RECORDED SPECIAL CIRCUMSTANCES: ACTION NEEDED
The following students are on record as having special circumstances. You should update their status to No Show or Verified Present.

Unrecorded Verified as present No show

RECORDED NO SHOW: UPDATE ALLOWED
The following students are on record as no shows. Please update their status if they attend class at least once.

Unrecorded Verified as present No show

VERIFIED PRESENT: NO FURTHER ACTION NEEDED
These students have already been marked as having attended at least one class. You may edit their records if needed.

Unrecorded Verified as present No show