Roster Verification - Attendance

1. Check roster verification deadlines in the Important Dates block on https://www.stetson.edu/administration/registrar/faculty/index.php .
2. Go to http://my.stetson.edu
3. Log in using your Banner username and PIN. If you have forgotten your PIN, enter your username and then click "Forgot PIN". Please note that if you try to log in unsuccessfully three times in a row, you will be locked out; if you are locked out, please call the Registrar's office at ext. 7140, 7142, or 7143 to regain access.
4. After logging in, click Faculty Services.
5. Click Mid-Terms (the attendance information will be wiped out prior to Mid-Term grading)
6. You will be prompted to select a term; the system will not allow you to enter information for any term except the current one. Click Submit Term.
7. All of the courses to which you have access will be listed. Click on the down arrow to select the CRN for which you would like to enter attendance information.
8. When you select a CRN the roster will load with the students' names. In the drop-down, select **H=Here (attended at least one class) or N=Not Here (never attended**). The number of students registered for the class will be shown at the top of the page. If there are more students registered for the class than shown on one page, you will need to go to the next page to continue entering attendance information.
9. If a student has withdrawn, has dropped the course or has been given permission to receive an Incomplete there may already be a grade for that student, and it may already have been rolled to history. Do not attempt to change this information.
10. Click Submit Changes when you are finished.
11. You may continue to your next class by choosing the CRN from the CRN Selection field. Continue until all attendance information is entered.
12. If a student is attending and not on your roster, please email attendance@stetson.edu.