



DARE TO DO MORE

Community College

FACULTY SELF SERVICE

Verification Attendance Roster

Step 1 – To begin, click **HR / Campus Solutions**.



PERSONALIZE CONTENT LAYOUT Tue, Jul 31, 12 10:36



Step 2 – Click on **Self Service**



LaGuardia Community College

31-10 Thomson Ave, Long Island City, New York 11101

Created by ISMD's Dept. Training Team.

Step 3 – Click on Faculty Center

The screenshot shows the CUNYfirst Self Service interface. On the left is a 'Menu' sidebar with a search box and a tree view. The 'Faculty Center' option is highlighted in blue. An orange arrow points to this option with the text 'Click Here'. The main content area on the right is titled 'Main Menu > Self Service' and contains several links: 'Review Transactions', 'Payroll and Compensation', 'Community Directory Search', and 'Advisor Center'. The 'Advisor Center' link is also highlighted in blue.

Step 4 – Click on Verification Attendance Roster

The screenshot shows the 'Faculty Center' page for 'Verification of Attendance Rosters'. At the top, there are tabs for 'Faculty Center', 'Advisor Center', and 'Search'. Below the tabs is a navigation bar with links: 'my schedule', 'class roster', 'grade roster', 'verification of attendance rosters', and 'my textbooks'. The 'verification of attendance rosters' link is highlighted in blue. An orange arrow points to this link with the text 'Click Here'. Below the navigation bar, the page title is 'Faculty Center Verification of Attendance Rosters'. The main content area shows '2012 Spring Term | LaGuardia Community College' with a 'change term' button. Below this, there is a message: 'Verification Attendance Roster are not available. **'. At the bottom, there is a secondary navigation bar with links: 'Faculty Center', 'Advisor Center', 'Search', 'My Schedule', 'Class Roster', 'Grade Roster', 'Verification Of Attendance Rosters', and 'My Textbooks'. The 'Verification Of Attendance Rosters' link is highlighted in blue.

Step 5 – Click on **Change Term**.

2012 Spring Term | LaGuardia Community College [change term](#)

** Verification rosters are not available. **

[Faculty Center](#) [Advisor Center](#) [Search](#)
[My Schedule](#) [Class Roster](#) [Grade Roster](#) [Verification Of Attendance Rosters](#) [My Textbooks](#)

Step 6 – Select **Term** and click on **Continue Button**.

Select a term then click Continue.

Term	Institution
<input type="radio"/>	LaGuardia Community College
<input checked="" type="radio"/>	LaGuardia Community College
<input type="radio"/>	LaGuardia Community College
<input type="radio"/>	2011 Spring Term
<input type="radio"/>	2010 Fall Term
<input type="radio"/>	2010 Spring Term
<input type="radio"/>	2009 Fall Term
<input type="radio"/>	2009 Spring Term

[CONTINUE](#)

Step 7 – Click on **Attendance Roster Icon**.

2012 Spring Term > Bronx Community College - Verification of Attendance Rosters

Class Data	Enrolled	Career	Submitted	Roster Due Dates	Remaining Days
MTH 15 (12281-01) CALCULUS	2	Undergrad Yes		03/27/2012 - 04/20/2012	22
MTH 15 (12281-01) VEY OF MATH 1	2	Undergrad InProgress		03/27/2012 - 04/20/2012	22

Select the icon on the grid to navigate to the attendance verification roster.

See It! Actions X
Click the **View Roster** button.

Step 8 – The default value for the attendance radio button is **Yes, attended**. Select the **No, never attended**.

Step 9 - Once the attendance roster is completed, click the **Submit button**. This message displays: ****This roster has been submitted to the Registrar.****

Note: Clicking the SUBMIT button disables the roster for any future changes.

Verification of Attendance Roster

Institution: College
Career: Undergraduate
Term: 2012 Spring Term
Class Data: MTH 21-01 (13282) SURVEY OF MATH 1
Session: Regular Academic Session
Instructor: Faculty,CUNY

**** This roster has been submitted to the Registrar. ****