Quick Guide: Certification of Attendance Roster

Last update: 22 February 2016 by JAE

1. After you have logged into your CUNYfirst account, select Faculty Center on the left side Enterprise Menu

   ![Enterprise Menu Screen](image)

2. Click on the tab, “coa roster” (see below)

3. The Certification of Attendance Roster page for that term displays a list of all the faculty member’s classes that require verification of attendance.

   **Note 1:** If the current semester and “City College” are not shown, click on the green, “change term” button.

   **Note 2:** If the roster availability dates have either passed or are in the future, then the following message displays: **COA rosters are not available**

4. Click on the View Roster icon (view) to the left of your class name

![Certificate of Attendance Roster Screen](image)
5. The default value for the attendance is **Yes, attended**. Select the **No, never attended** radio button for any student that has never attended the class.

**Note:** The roster contains only students who are enrolled for the class. No dropped or withdrawn students are listed on the roster.

**Institution:** City College  
**Career:** Undergraduate  
**Term:** 2016 Spring Term  
**Class Data:** BIO 20700-3EG (41707) Biology Of Organisms  
**Session:** Regular Academic Session  
**Instructor:** Edelman, Jay; Shan, Yijing
6. Click the **save** button (located at the bottom of the page)

   **Note:** If you make changes to the roster, but have not yet completed it, then you may save the roster and return later to complete and submit the roster.

7. Once the **COA Roster** is complete, click the **submit** button

   **Note:** Clicking the submit button disables the roster for any future changes

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8. The following message displays after your roster has been submitted: **This roster has been submitted to the Registrar.**

   **Note:** Both **save** and **submit** buttons no longer display

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**Certification of Attendance Roster**

<table>
<thead>
<tr>
<th><strong>Institution:</strong></th>
<th>City College</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Career:</strong></td>
<td>Undergraduate</td>
</tr>
<tr>
<td><strong>Term:</strong></td>
<td>2016 Spring Term</td>
</tr>
<tr>
<td><strong>Class Data:</strong></td>
<td>BIO 20700-2PS (41706) Biology Of Organisms</td>
</tr>
<tr>
<td><strong>Session:</strong></td>
<td>Regular Academic Session</td>
</tr>
<tr>
<td><strong>Instructor:</strong></td>
<td>Lemons,Daniel; Edelman,Jay</td>
</tr>
</tbody>
</table>

*** This roster has been submitted to the Registrar on 02/22/2016 by Lemons,Daniel. ***