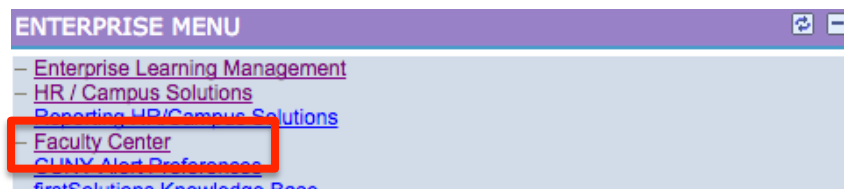


Quick Guide: Certification of Attendance Roster

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



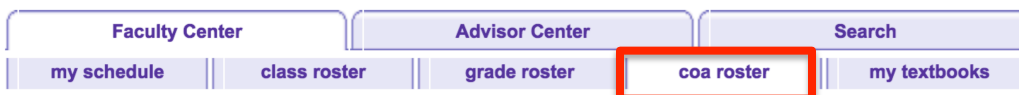
2. Click on the tab, "coa roster" (see below)
3. The **Certification of Attendance Roster** page for that term displays a list of all the faculty member's classes that require verification of attendance.

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 (👤) to the left of your class name

Jay Edelman



Faculty Center

Certification of Attendance Roster

2016 Spring Term | City College

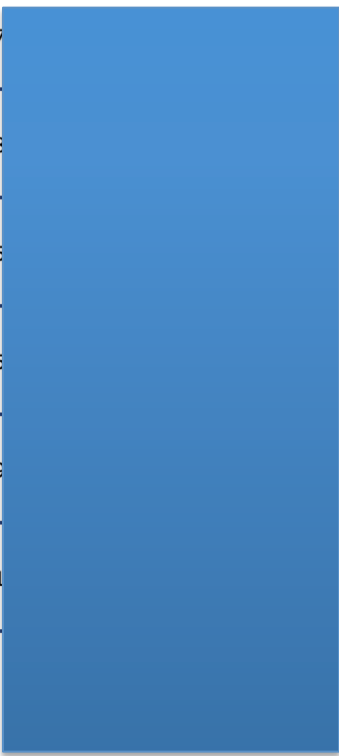
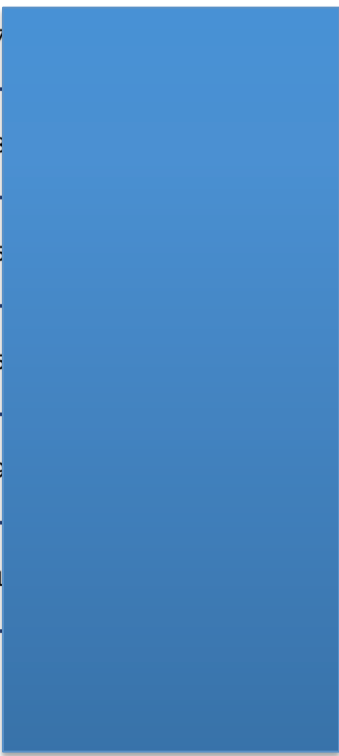
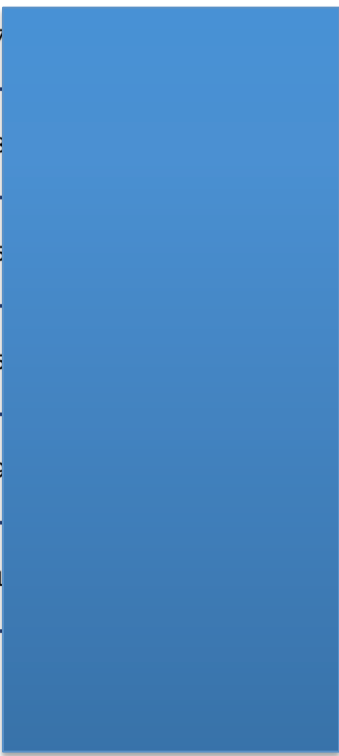
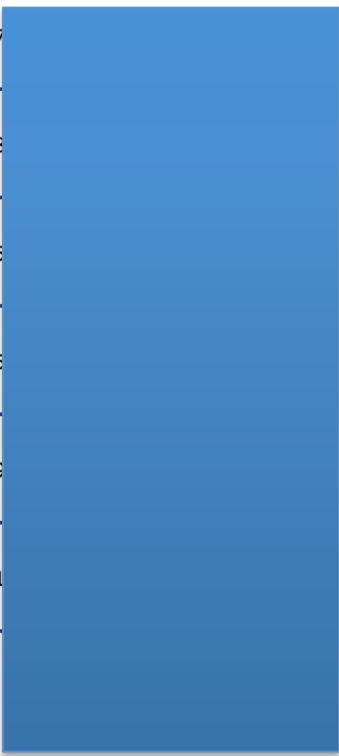
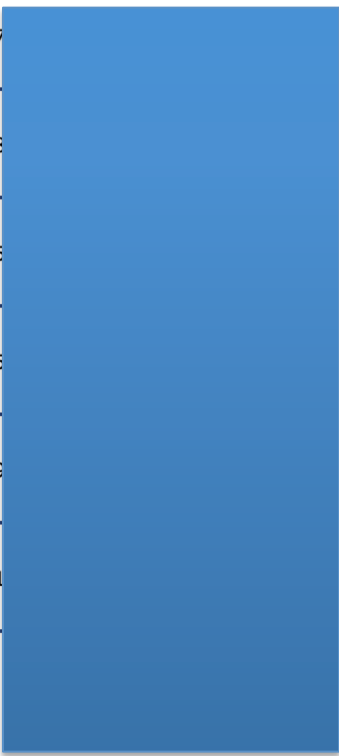
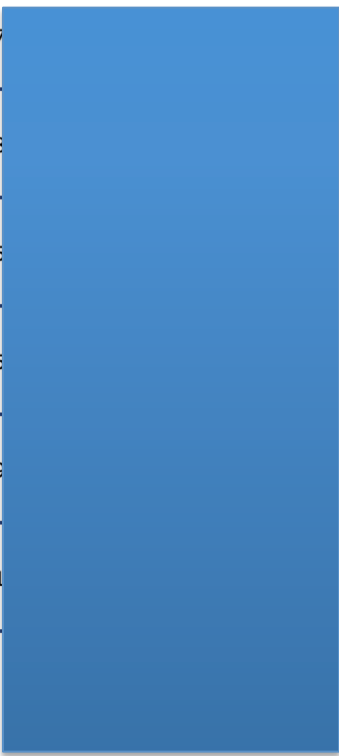
[change term](#)

2016 Spring Term > City College - COA Roster							
	Class Data	Enrolled	Career	Submitted	Roster Due Dates	Remaining Days	
👤	BIO 20700 (41706.2PS) Biology Of Orgnisms (Lecture)	20	Undergrad	Yes	02/18/2016 - 02/26/2016	4	
👤	BIO 20700 (41707.3EG) Biology Of Orgnisms (Lecture)	19	Undergrad	No	02/18/2016 - 02/26/2016	4	
👤	BIO 20700 (41708.3GW) Biology Of Orgnisms (Lecture)	18	Undergrad	No	02/18/2016 - 02/26/2016	4	
👤	BIO 20700 (79036.4KM) Biology Of Orgnisms	12	Undergrad	No	02/18/2016 - 02/26/2016	4	

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 Orgnisms
Session: Regular Academic Session
Instructor: Edelman,Jay; Shan,Yijing

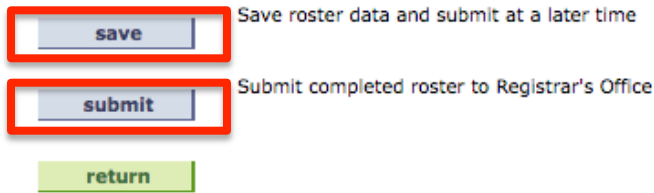
Certification of Attendance Roster		Find	First	1-19 of 19	Last
2327		Has student attended class at least once? ☒ Yes, attended ☐ No, never attended			
2318		Has student attended class at least once? ☒ Yes, attended ☐ No, never attended			
1615		Has student attended class at least once? ☒ Yes, attended ☐ No, never attended			
2315		Has student attended class at least once? ☒ Yes, attended ☐ No, never attended			
2309		Has student attended class at least once? ☒ Yes, attended ☐ No, never attended			
1531		Has student attended class at least once? ☒ Yes, attended ☐ No, never attended			

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



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

Certification of Attendance Roster

Institution: City College
Career: Undergraduate
Term: 2016 Spring Term
Class Data: BIO 20700-2PS (41706) Biology Of Orgnisms
Session: Regular Academic Session
Instructor: Lemons,Daniel; Edelman,Jay

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