

## Attendance Verification-Quick Steps

Draft 1.0

Date Updated: 1/26/09

Note: This Quick Step file is to supplement Attendance Verification Steps provided by GOML Faculty Support and Campus Vista Support Documentation

**Step 1-** Log into Faculty Portal <https://register.georgiaonline.org>

a. Click on **Faculty Portal**

### Launch the Campus Portals

#### Student Portal Homepage

All user accounts are created automatically when students are admitted to please contact the Admissions Office at your home institution. If you have [Online Support Center](#).

#### Student Registration Guide (Adobe Acrobat Reader Required)

The Student Registration Guide provides step-by-step instructions on how registration system.

#### Faculty Portal Homepage

#### Request Information

b. Enter Username & Password

Required Field\*

Username\*

Password\*

Password is case sensitive

**Step 2-** Select course

#### My Calendar

Tuesday Choose Day

January 2009

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

#### News

News Description 1...[more](#)

News Description 2...[more](#)

#### Classes

Term	Course	Section	Attendance Due	Post/Assign/Exam	Print Roster
20094G01	EPSF 7120	Y01	0	0	

**Step 3**-Ensure Attendance is being posted.

- a. Ensure **Attendance** Tab is selected (it will be highlighted blue)
- b. Click on **Student Specific Time**

### Gradebook

---

#### Course Details - Social and Cultural Foundations of Education

<b>Start Date</b>	1/12/2009	<b>End Date</b>	4/29/2009
<b>Last Posted Attendance</b>	Not Available	<b>Attendance Due</b>	0 days
<b>Assignments &amp; Exams</b>	0 ungraded		

[Back](#)

---

**Attendance** Final Grades

Class Attendance

**Student Specific Time**

**Step 4- Build Grid**  
Click on **Build Grid**

Student Information      Student Schedule      Class Schedule      Gr

Recent Students

> Campus Info  
> My Students  
> My Classes

### View & Post Attendance

Record attendance or view previously posted attendance details.

**Class Information - Social and Cultural Foundations of Education**

---

Default Attendance Length: 1 minutes  
Attendance Type: Time Present

**Student Attendance**

Only show active students

From:        To:

**Blank Attendance will not be posted.**     

**Step 5-Assign Attendance to each of your students for specific date.**

- a. Assign either A=Absent or P=Present
- b. Note: use calendar to postdate attendance

Default Attendance Length

Attendance Type

January, 2009

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today: January 27, 2009

To:

**Blank Attendance will not be posted.**

