


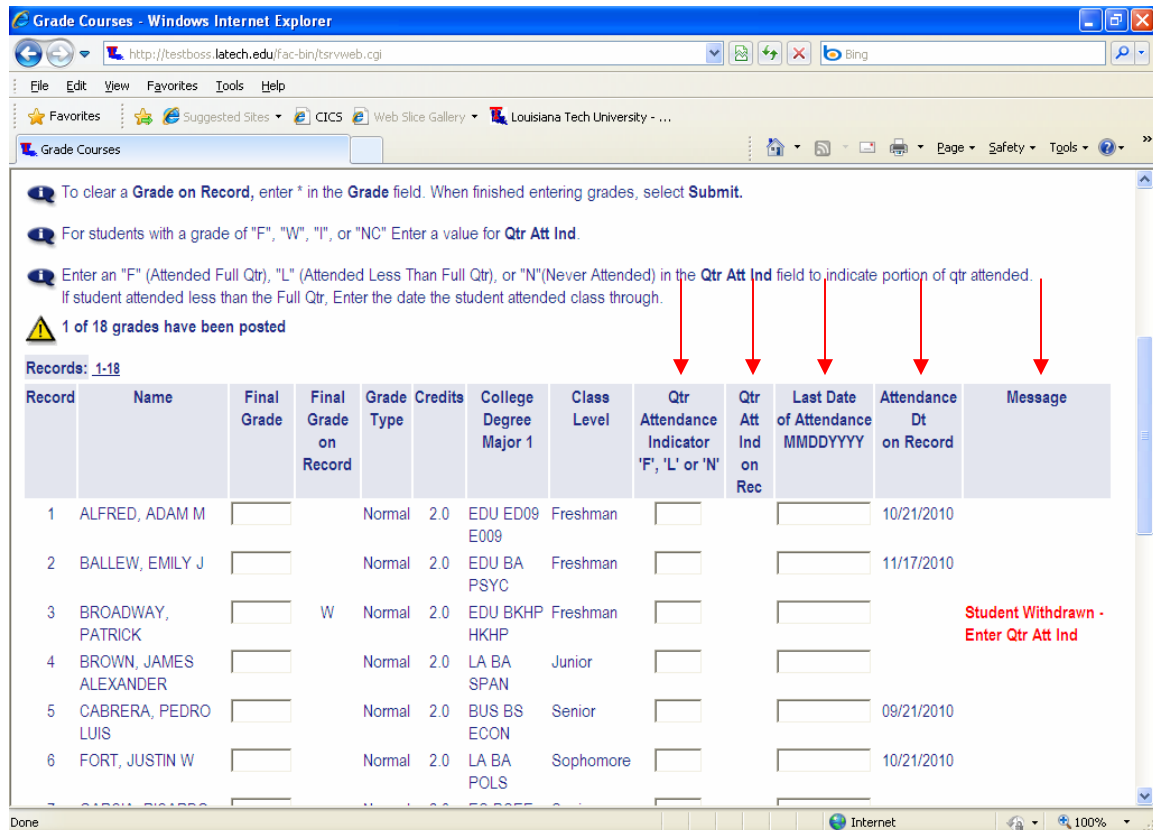


Attendance Verification – BOSS

REMINDER: BOSS requires grades and attendance records to be submitted at the same time. No more attendance verification worksheets. When you open your grade courses section on BOSS, you will notice three messages at the top of the list of students.

-  To clear a **Grade on Record**, enter * in the **Grade** field. When finished entering grades, select **Submit**.
-  For students with a grade of "F", "W", "I", or "NC" Enter a value for **Qtr Att Ind**.
-  Enter an "F" (Attended Full Qtr), "L" (Attended Less Than Full Qtr), or "N"(Never Attended) in the **Qtr Att Ind** field to indicate portion of qtr attended. If student attended less than the Full Qtr, Enter the date the student attended class through.

Five extra columns have been added to the grade sheet as well. These five columns include Qtr Attendance Indicator F, L, or N, Qtr Attendance Indicator on Record, Last Date of Attendance **MMDDYYYY**, Attendance Date on Record, and Message.



The screenshot shows a web browser window displaying the BOSS Grade Courses page. At the top, there are three informational messages. Below them is a table of student records. Five red arrows point to the following columns in the table: Qtr Attendance Indicator 'F', 'L' or 'N', Qtr Att Ind on Rec, Last Date of Attendance MMDDYYYY, and Message.

Record	Name	Final Grade	Final Grade on Record	Grade Type	Credits	College Degree Major 1	Class Level	Qtr Attendance Indicator 'F', 'L' or 'N'	Qtr Att Ind on Rec	Last Date of Attendance MMDDYYYY	Attendance Dt on Record	Message
1	ALFRED, ADAM M			Normal	2.0	EDU ED09 E009	Freshman				10/21/2010	
2	BALLEW, EMILY J			Normal	2.0	EDU BA PSYC	Freshman				11/17/2010	
3	BROADWAY, PATRICK		W	Normal	2.0	EDU BKHP HKHP	Freshman					Student Withdrawn - Enter Qtr Att Ind
4	BROWN, JAMES ALEXANDER			Normal	2.0	LA BA SPAN	Junior					
5	CABRERA, PEDRO LUIS			Normal	2.0	BUS BS ECON	Senior				09/21/2010	
6	FORT, JUSTIN W			Normal	2.0	LA BA POLS	Sophomore				10/21/2010	

Grades will be submitted as usual for any student who receives a grade of A, B, C, or D.

8	HERMAN, KRISTOPHER ANDREW	<input type="text" value="A"/>	NORMAL	2.0	LA BSAS ARST	SENIOR	<input type="text"/>	<input type="text"/>
9	JOHNSON, PRESTON M	<input type="text" value="B"/>	NORMAL	2.0	ES BSME MEEN	SOPHOMORE	<input type="text"/>	<input type="text"/>
10	MCADAMS, CLINTON R	<input type="text" value="C"/>	NORMAL	2.0	EDU BSHP HPE	SOPHOMORE	<input type="text"/>	<input type="text"/>
11	MCCLOUD, JOSIAH DAVID	<input type="text" value="D"/>	NORMAL	2.0	ES BSME MEEN	JUNIOR	<input type="text"/>	<input type="text"/>

Passing grades do not require attendance information and can be submitted without it.

8	HERMAN, KRISTOPHER ANDREW	<input type="text"/>	A	NORMAL	2.0	LA BSAS ARST	SENIOR	<input type="text"/>	<input type="text"/>	Final grade posted
9	JOHNSON, PRESTON M	<input type="text"/>	B	NORMAL	2.0	ES BSME MEEN	SOPHOMORE	<input type="text"/>	<input type="text"/>	Final grade posted
10	MCADAMS, CLINTON R	<input type="text"/>	C	NORMAL	2.0	EDU BSHP HPE	SOPHOMORE	<input type="text"/>	<input type="text"/>	Final grade posted
11	MCCLOUD, JOSIAH DAVID	<input type="text"/>	D	NORMAL	2.0	ES BSME MEEN	JUNIOR	<input type="text"/>	<input type="text"/>	Final grade posted

Any student who receives a final grade of **F, W, NC, I, or I+ a grade** will require you to enter an Attendance Indicator (**F** = full qtr, **L** = less than full qtr, or **N** = never attended). If the student attended less than the full quarter (L), you must supply the last date of attendance for the student. The last date of attendance **MUST** be typed as **MMDDYYYY**. Do not include slashes or hyphens.

Example: October 21st, 2010 should be entered as 10212010.

Record	Name	Final Grade	Final Grade on Record	Grade Type	Credits	College Degree Major 1	Class Level	Qtr Attendance Indicator 'F', 'L' or 'N'	Qtr Att Ind on Rec	Last Date of Attendance MMDDYYYY	Attendance Dt on Record	Message
1	ALFRED, ADAM M	<input type="text" value="F"/>		NORMAL	2.0	EDU ED09 E009	FRESHMAN	<input type="text" value="L"/>		<input type="text" value="10212010"/>		

Once you submit the student's information with all fields filled in correctly, the Final Grade Posted message will appear in red text.

Record	Name	Final Grade	Final Grade on Record	Grade Type	Credits	College Degree Major 1	Class Level	Qtr Attendance Indicator 'F', 'L' or 'N'	Qtr Att Ind on Rec	Last Date of Attendance MMDDYYYY	Attendance Dt on Record	Message
1	ALFRED, ADAM M	<input type="text"/>	F	NORMAL	2.0	EDU ED09 E009	FRESHMAN	<input type="text"/>	L	<input type="text"/>	10/21/2010	Final grade posted

If you do not submit an attendance date for a student who attended less than the full quarter (L) and received a F, W, NC, I, or I+ a grade; a message will display that the final grade was not updated.

9	JOHNSON, PRESTON M	<input type="text" value="F"/>		NORMAL	2.0	ES BSME MEEN	SOPHOMORE	<input type="text" value="F"/>		<input type="text"/>		
10	MCADAMS, CLINTON R	<input type="text" value="I"/>		NORMAL	2.0	EDU BSHP HPE	SOPHOMORE	<input type="text" value="L"/>		<input type="text"/>		
11	MCCLOUD, JOSIAH DAVID	<input type="text" value="NC"/>		NORMAL	2.0	ES BSME MEEN	JUNIOR	<input type="text" value="N"/>		<input type="text"/>		
12	MCLAIN, JUSTIN P	<input type="text" value="I"/>		NORMAL	2.0	BCS NDUG BAS	FRESHMAN	<input type="text" value="L"/>		<input type="text"/>		

9	JOHNSON, PRESTON M	<input type="text"/>	F	NORMAL	2.0	ES BSME MEEN	SOPHOMORE	<input type="text"/>	F	<input type="text"/>		Final grade posted
10	MCADAMS, CLINTON R	<input type="text"/>		NORMAL	2.0	EDU BSHP HPE	SOPHOMORE	<input type="text"/>		<input type="text"/>		Grd not updated; Enter Lst Dt of Attendance
11	MCCLOUD, JOSIAH DAVID	<input type="text"/>	NC	NORMAL	2.0	ES BSME MEEN	JUNIOR	<input type="text"/>	N	<input type="text"/>		Final grade posted
12	MCLAIN, JUSTIN P	<input type="text"/>		NORMAL	2.0	BCS NDUG BAS	FRESHMAN	<input type="text"/>		<input type="text"/>		Grd not updated; Enter Lst Dt of Attendance

If a student WITHDREW from the course and is pre-filled with a W and the withdrawn message, you must submit the last date of attendance for that student. If you do not have

the information submitted correctly, you will continue to show up on the missing information report generated by the Registrars office.