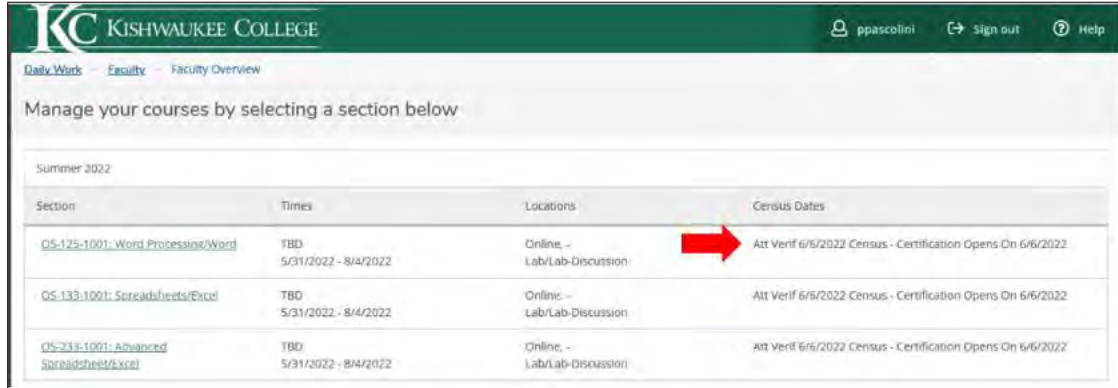


Attendance Verification (AVR) Process

1. Log in to myKish
2. Click on Faculty - Instructor Links and Resources Card (You may have to scroll down to click DISCOVER MORE to locate card).
3. Click on Self-Service: Grades, Roster, Midterm, Attendance.

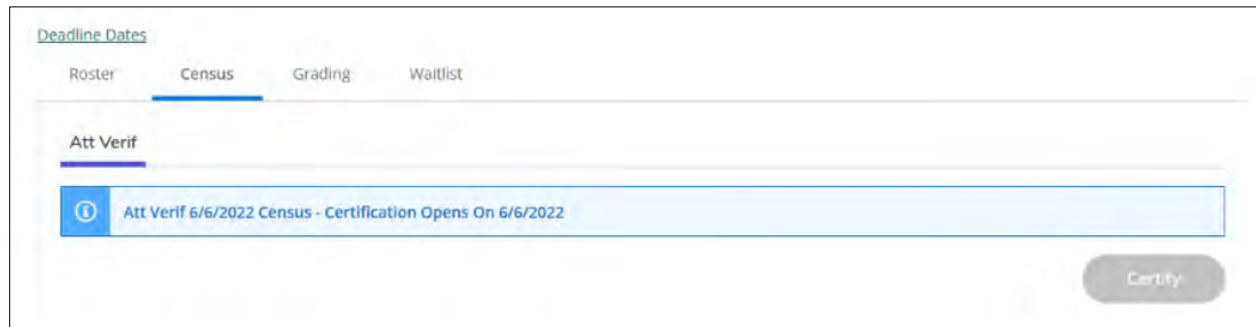
NOTE: Attendance verification should not be done until the day after the Att Verif Census Date indicated for the course.



The screenshot shows the Kishwaukee College Faculty Overview page. At the top, there is a navigation bar with the college logo, the name 'KISHWAUKEE COLLEGE', and user information 'ppascalini' with 'Sign out' and 'Help' links. Below the navigation bar, there is a breadcrumb trail: 'Daily Work > Faculty > Faculty Overview'. The main heading is 'Manage your courses by selecting a section below'. A table lists courses for 'Summer 2022'. The table has four columns: 'Section', 'Times', 'Locations', and 'Census Dates'. A red arrow points to the 'Census Dates' column. The table contains three rows of course data.

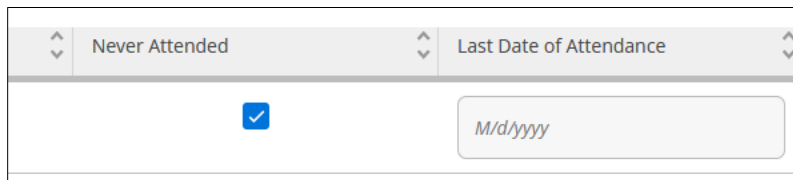
Section	Times	Locations	Census Dates
OS-125-1001: Word Processing/Word	TBD 5/31/2022 - 8/4/2022	Online - Lab/Lab-Discussion	Att Verif 6/6/2022 Census - Certification Opens On 6/6/2022
OS-133-1001: Spreadsheets/Excel	TBD 5/31/2022 - 8/4/2022	Online - Lab/Lab-Discussion	Att Verif 6/6/2022 Census - Certification Opens On 6/6/2022
OS-233-1001: Advanced Spreadsheets/Excel	TBD 5/31/2022 - 8/4/2022	Online - Lab/Lab-Discussion	Att Verif 6/6/2022 Census - Certification Opens On 6/6/2022

4. Select the course to verify.
5. Click Census.



The screenshot shows the 'Att Verif' section of the system. At the top, there are tabs for 'Roster', 'Census', 'Grading', and 'Waitlist'. The 'Census' tab is selected. Below the tabs, there is a notification bar with an information icon and the text 'Att Verif 6/6/2022 Census - Certification Opens On 6/6/2022'. At the bottom right, there is a 'Certify' button.

6. If a student has not attended, choose "Never Attended". **(Do not enter a last date of attendance.)**



The screenshot shows a dropdown menu for attendance verification. The 'Never Attended' option is selected, indicated by a blue checkmark. To the right, there is a date input field with the placeholder text 'M/d/yyyy'.

NOTE: a) If all students have attended there will be no check marks. b) For cross listed classes student may be marked "Never Attended" on one section, but each section must be individually certified.

7. Once complete, click "Certify"
8. Click "Submit" to finish the verification process

NOTE: The time and date of completion will appear to the right on the screen.