FACULTY - ATTENDANCE/ACADEMIC ACTIVITY VERIFICATION

Federal regulations prevent students from receiving financial aid for classes unless the student has performed academically related activities.

Academically related activities, as defined by the U.S. Department of Education for this purpose, include but are not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students.
- Submitting an academic assignment.
- Taking an exam, an interactive tutorial or computer-assisted instruction.
- Attending a study group that is assigned by the school or instructor.
- Participating in an online discussion about academic matters.
- Initiating contact with you, as the instructor, to ask a question about the academic subject studied in the course.
- Engaging in an online academically related activity or initiating contact with you, the instructor, to ask a course-related question.

The following procedures are for faculty members initiating the attendance/academic activity verification.

1. Log into MyMadison and select the Faculty tab and My Schedule

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Modernizing MyMadison - JMU is working to improve the user interfa- the user interface up to modern standards and make it more efficient has been turned off at this time. We are working on expanding Moder	and intuitive. These improvements will be rolled out
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Canvas Please remember to sign out using the "LOGOUT" link in Canvas. Signing out of MyMadison will NOT sign you out of Canvas.	Class Roster Vew your class tosters Grade Roster Assign and post your grades
Faculty - Course Evaluation	Search Q Search For Classes Search for specific class sections and view class information.

2. Ensure that the term is correct depending on the course for which you wish to verify attendance/academic activity. If the term is not correct, click change term and select the appropriate term.

3. Click the symbol next to the course for which you wish to verify attendance/academic activity.

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4. Complete the Attendance/Academic Activity Verification using the drop down beside each student.

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5. Complete the instructor certification and click save.

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NOTE: All students with a value of "N" will receive an email upon roster submission W with the following content:

"Your instructor indicates that you have neither attended nor participated in any academic activities for this class. JMU will administratively withdraw you from the class and a grade of "W" will be assigned for this class."