

## FACULTY – ATTENDANCE/ACADEMIC ACTIVITY VERIFICATION

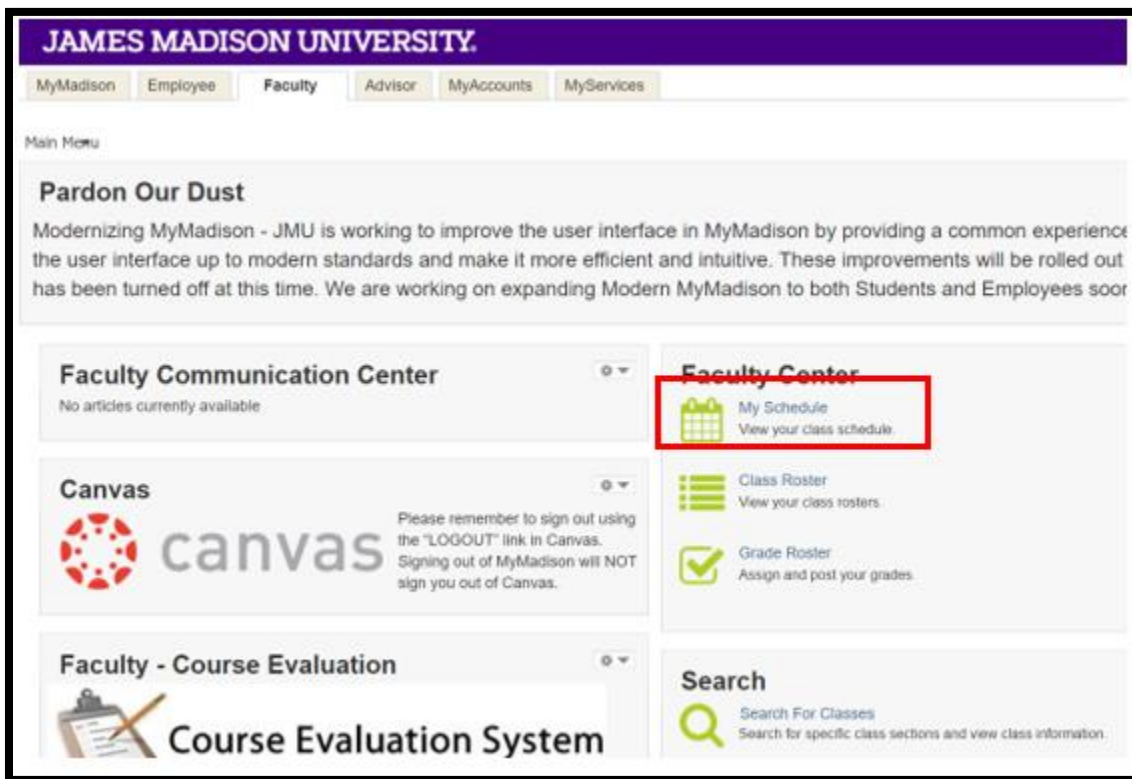
Federal regulations prevent students from receiving financial aid for classes unless the student has performed academically related activities.

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.

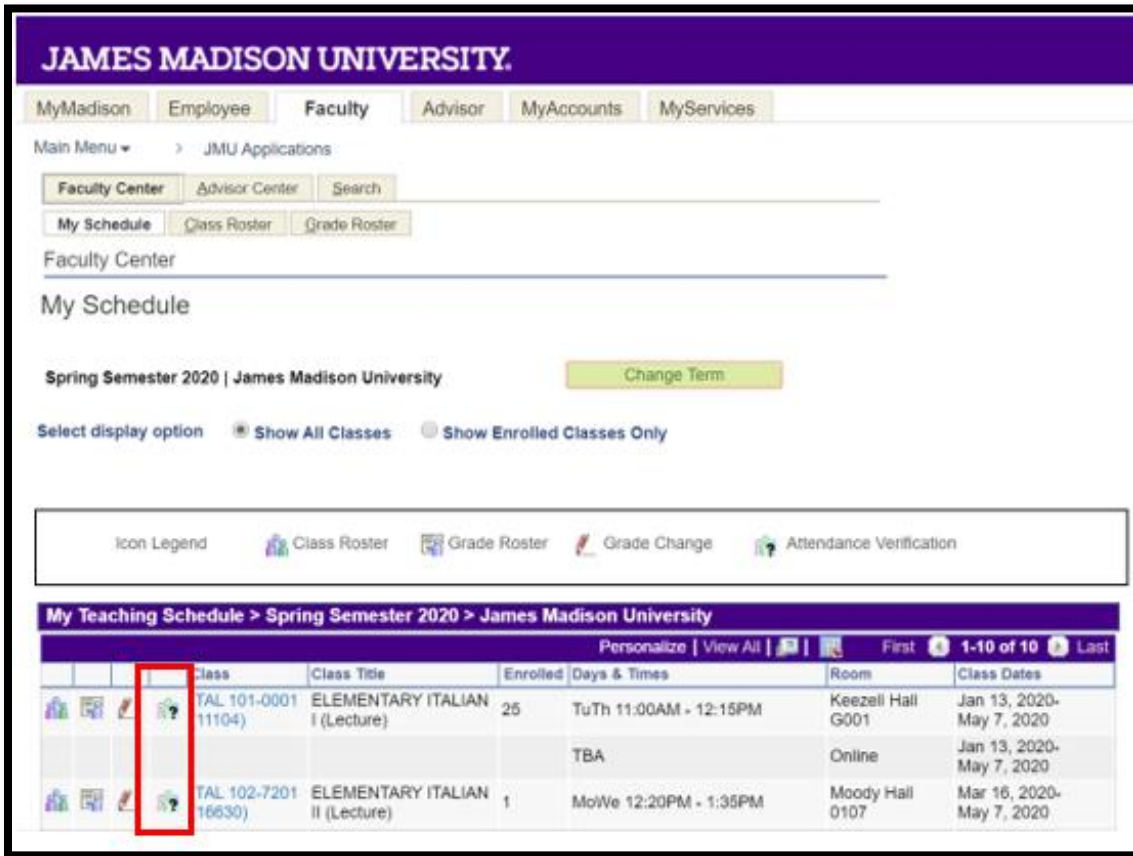
The following procedures are for faculty members initiating the attendance/academic activity verification.

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



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.

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



**JAMES MADISON UNIVERSITY.**

MyMadison Employee Faculty Advisor MyAccounts MyServices

Main Menu > JMU Applications

Faculty Center Advisor Center Search





My Schedule Class Roster Grade Roster

Faculty Center



My Schedule



Spring Semester 2020 | James Madison University Change Term

Select display option  Show All Classes  Show Enrolled Classes Only

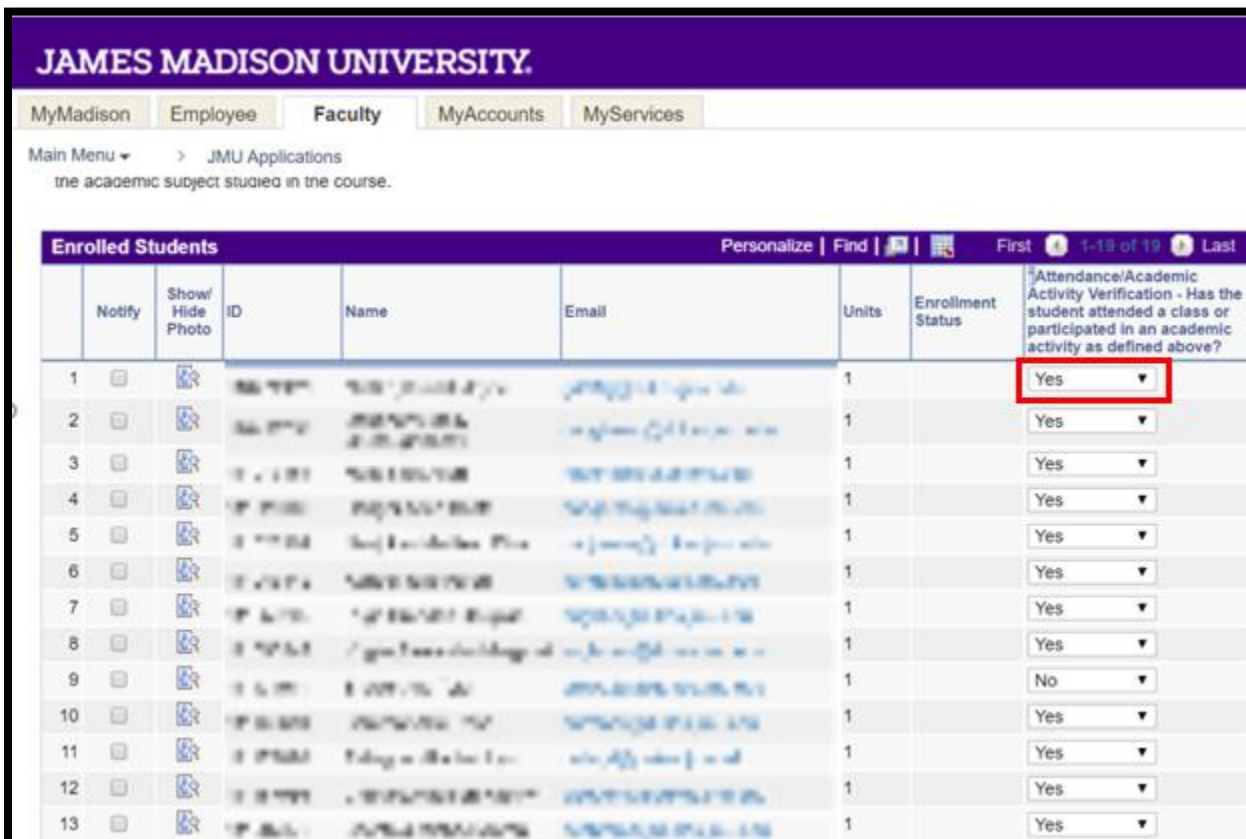
Icon Legend  Class Roster  Grade Roster  Grade Change  Attendance Verification

**My Teaching Schedule > Spring Semester 2020 > James Madison University**

Personalize | View All |  |  First 1-10 of 10 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	TAL 101-0001 11104	ELEMENTARY ITALIAN I (Lecture)	25	TuTh 11:00AM - 12:15PM	Keezell Hall G001	Jan 13, 2020- May 7, 2020
				TBA	Online	Jan 13, 2020- May 7, 2020
	TAL 102-7201 16630	ELEMENTARY ITALIAN II (Lecture)	1	MoWe 12:20PM - 1:35PM	Moody Hall 0107	Mar 16, 2020- May 7, 2020

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































**JAMES MADISON UNIVERSITY.**

MyMadison Employee Faculty MyAccounts MyServices

Main Menu > JMU Applications

the academic subject studied in the course.

**Enrolled Students** Personalize | Find |  |  First 1-13 of 13 Last

	Notify	Show/Hide Photo	ID	Name	Email	Units	Enrollment Status	Attendance/Academic Activity Verification - Has the student attended a class or participated in an academic activity as defined above?
1	<input type="checkbox"/>		16630	MOODY, JAMES	jmoody@jmu.edu	1		Yes 
2	<input type="checkbox"/>		16630	MOODY, JAMES	jmoody@jmu.edu	1		Yes 
3	<input type="checkbox"/>		16630	MOODY, JAMES	jmoody@jmu.edu	1		Yes 
4	<input type="checkbox"/>		16630	MOODY, JAMES	jmoody@jmu.edu	1		Yes 
5	<input type="checkbox"/>		16630	MOODY, JAMES	jmoody@jmu.edu	1		Yes 
6	<input type="checkbox"/>		16630	MOODY, JAMES	jmoody@jmu.edu	1		Yes 
7	<input type="checkbox"/>		16630	MOODY, JAMES	jmoody@jmu.edu	1		Yes 
8	<input type="checkbox"/>		16630	MOODY, JAMES	jmoody@jmu.edu	1		Yes 
9	<input type="checkbox"/>		16630	MOODY, JAMES	jmoody@jmu.edu	1		No 
10	<input type="checkbox"/>		16630	MOODY, JAMES	jmoody@jmu.edu	1		Yes 
11	<input type="checkbox"/>		16630	MOODY, JAMES	jmoody@jmu.edu	1		Yes 
12	<input type="checkbox"/>		16630	MOODY, JAMES	jmoody@jmu.edu	1		Yes 
13	<input type="checkbox"/>		16630	MOODY, JAMES	jmoody@jmu.edu	1		Yes 

5. Complete the instructor certification and click save.

The screenshot shows the James Madison University Faculty portal. At the top, there is a navigation bar with the university name and several tabs: MyMadison, Employee, Faculty, MyAccounts, and MyServices. Below the navigation bar, there is a breadcrumb trail: Main Menu > JMU Applications. The main content area displays a table of students with columns for ID, name, email, and a dropdown menu. Below the table is a green button labeled "Notify Selected Students". At the bottom, there is a certification statement: "I certify that I am the instructor for this course and that the Attendance/Academic Activity verification entered for the students listed above is correct." To the left of this statement is a checkbox, and to the right is a green "Save" button. Both the checkbox and the "Save" button are highlighted with red boxes.

ID	Name	Email	Count	Dropdown
12	Clayton, Michael Sullivan	msullivan@jmu.edu	1	Yes
13	Becker, Michael Aaron	mbecker@jmu.edu	1	Yes
14	Smith, Josh Robert	jrs017@jmu.edu	1	Yes
15	Kennedy, William Louis	wkennedy@jmu.edu	1	Yes
16	Taylor, Aaron Robert	ataylor@jmu.edu	1	Yes
17	Chapman, Elizabeth	echapman@jmu.edu	1	Yes
18	Cartwright, Bill Lawrence	bcartwright@jmu.edu	1	Yes
19	Barnes, Robert Harold	rbarnes@jmu.edu	1	Yes

I certify that I am the instructor for this course and that the Attendance/Academic Activity verification entered for the students listed above is correct.

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."