## **Never Attended Processing in Self-Service**

1. Using your KeanWise credential login to Self Service using this link <u>https://selfservice.kean.edu/Student/Faculty</u>



2. From the list of assigned courses, select the course that that you want to report as Never Attended.

Daily Work · Faculty · Faculty Overview			
Manage your courses by selectir	ng a section below		
Spring 2024			
Section	Times	Locations	Availability (1)
PSY*1000-ONH01: GENERAL PSYCHOLOGY	TBD	TBD	0/2/0
ACCT*2200-01: PRINCIPLES OF ACCOUNTING I	TBD	TBD	1/2/1

3. Select the "Never Attended Report" tab.

<u></u>	MILL MANY				
Wa	itlisted 1 of 1 Roster Never Attended Report Griding Permissions Waitlist				
					🔒 Print 🖂 Email All 🛛 🔗 Export 🗸 🗸
	Student Name	Student ID	Class Level	Pass/Audit	Preferred Email
	Keanu Cougar	1187407	FRESHMAN		bjacobso@kean.edu
	Testchad Test	0933530	FRESHMAN		<u>testt@kean.edu</u>

Note: If you will be reporting students as Never Attended on the selected course roster, skip step 4, and continue step with 5.

4. a. If all students on the selected course roster have been attending, click the "certify" button.

ACCT*2200-01: PRINCIPLES OF ACCO	UNTING I					
Spring 2024 KEAN UNIVERSITY UNION						
Seats Available () 0/2/1						
Deadline Dates						
Waitlisted 1 of 1						
Roster Never Attended Report Grading P	ermissions Waitlist					
24/SP						
3 24/SP						
						Certify
Student Name ^ St	udent ID	Never Attended	^ ~	Class Level	Credits	
Keanu Cougar 11	87407			FRESHMAN	3	
Testchad Test 05	933530			FRESHMAN	3	

@ ellucian			et nutgenus (+ Sign out () maps
Date Work - Easter - Recuty Overview			Never Atlanded Cartification completed successfully
Section Details  Classic Causes			
ACCT*2200-01: PRINCIPLES OF ACCOUNTING I			
Spring 2004 KDAN UNIVERSITY UNICH			
Seeds Annihable 🗊 07271			
Department Current			
Waldlisted 1 of 1			
Noter Never Attended Report Grading Permissions Waltist			
21 10 34/07 Amendance Centified On 6/0/0024 1005 AM			
Sudert Lane ^ Sudert D	C Never Attended	* Cantered	C Oran

b. Two confirmation messages will appear on the screen.

- A blue box with the date and time you submitted the report.
- The second confirmation will be in a green box in the upper right-hand corner of the screen. Note: Please make note that the confirmation messages will only display after you click on the submit button. A confirmation email will no longer be generated after submission.
- 5. a. In the Never Attended column, check the box next to each student that you will be reporting as Never Attended.

Certify

b. Click the "certify" button once you have selected all students that you will be reporting as Never Attended.

iding Permissions Waitlist				
				Certify
Student ID	Never Attended	🗘 Class Level	💲 Credits	
1187407		FRESHMAN	3	
0933530		FRESHMAN	3	
	Iding Permissions Wattist	Iding Permissions Waltist	Iding Permissions Waltist	Iding Permissions Wattist

c. Click "submit" when the confirmation message appears on the screen.

t ERSITY UNION			
lable () 0/2/1			
ates			
1 of 1			
Never Attended Report Grading Permissions Wai	tlist		
	Certify Attendance		
	I certify that these students are in attendance, except those mar	ked not in attendance.	
24/SP	Cancel	Submit	

d. After you submit the report, you will see two confirmation messages on the screen:

- A blue box with the date and time you submitted the report.
- The second confirmation will be in a green box in the upper right-hand corner of the screen. Note: Please make note that the confirmation messages will only display after you click on the submit button. A confirmation email will no longer be generated after submission.

) ellucian.				🕹 rutgonza [→ Si	ign out ② Help 1
ily Work · Faculty · Faculty Overview				✓ Never Attended Certif	ication completed successfully ×
ection Details Back to Courses					
CCT*2200-01: PRINCIPLES O ring 2024 AN UNION	F ACCOUNTING I				
ats Available () 0/2/1					
adline Dates					
Roster Never Attended Report Gra	iding Permissions Waltlist				
3 24/SP Attendance Certified On 6/3/2024	\$ 10:05 AM				
Student Name	Student ID	🗘 Never Attended	🗘 Class Level	🗘 Credits	
Keanu Cougar	1187407	~	FRESHMAN	З	
Testchad Test	0933530		FRESHMAN	3	

6. Repeat steps for each additional course roster you are certifying attendance for.