

## Never Attended Processing in Self-Service

1. Login in to your KeanWise account.

The screenshot shows the KeanWise website home page. At the top, there is a navigation bar with the Kean University logo, the text 'Web Information System Express', and links for 'LOG IN', 'MAIN MENU', and 'CONTACT US'. Below the navigation bar, a 'Welcome Guest!' message states that KeanWise is available 24 hours per day, 7 days per week. A large central box contains the heading 'Welcome to KeanWISE!' and a note: 'Log In button is on the right of the screen'. To the right of this box is a vertical sidebar with buttons for 'Prospective Students', 'Students', 'Faculty', 'Employees', and 'Other Services'. The main content area is divided into three columns: 'What can I do in KeanWISE?', 'What other information do I need?', and 'Important Semester Information'. Each column lists various services and links, such as 'Address Change', 'Apply for Graduation', 'Academic Advisement', 'Campus Alert', 'Course Syllabus', 'Student ID Cards', 'Academic Calendar', 'Add/Drop/Withdrawal Dates', 'Payment Due Date & Payment Options', and 'View/Pay my Bill'. Some items are marked with red text indicating requirements like '\*\*you must log into KeanWISE to apply' or '\*\*required'.

2. Select Academic Planning to access the module.

The screenshot shows a sidebar menu titled 'Faculty Information'. The menu items are: 'Search for Course Sections - Self Service', 'Class Schedule', 'My Advisees', 'Class Roster', 'Final Grading', 'Acceptable Grades on Web', 'Grading Instructions', 'Never Attended Student Tracking', 'Office Hour', 'Student Petition', 'Override Closed Sections', 'Academic Planning', 'Faculty Advise', and 'Academic Early Alerts(WKU)'. The 'Academic Planning' item is highlighted in blue.

3. a. A new tab will open, go the side bar on the left side of the screen and select the daily work option, represented by the briefcase icon.

The screenshot shows the 'Daily Work' interface in KeanWise. On the left, a vertical sidebar contains a briefcase icon circled in red. The main content area has a header 'Daily Work' and a sub-header 'Advising - Advising Overview'. Below this, there are three informational banners: one about Spring 2024 second-half term courses, one about Spring 2024 course registration, and one about final grade reporting. The main section is titled 'Student do you want to work with?' and includes a search bar with the placeholder 'Find a student by searching or selecting below.' and a search icon. Below the search bar are radio buttons for 'Student' (selected) and 'Advisor'. At the bottom, there is a table with columns: 'Name', 'Review Requested', 'Assigned Advisee', 'ID', 'Program(s)', 'Advisor(s)', and 'Advisee Pref'.

b. From the menu select the Faculty option and then select Faculty Overview.

KEAN

Home

Financial Information

Academics

Daily Work

Advising

Faculty

Faculty Overview

Departmental Oversight

Which student do you want to work with?  
Find a student by searching or selecting below.

Student  
Adviser

Type a name or ID...

Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)	Advisee Preferred Email
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4. From the list of assigned courses, select the course that that you want to report as Never Attended.

Manage your courses by selecting a section below

Spring 2024

Section	Times	Locations	Availability
<a href="#">PSY*1000-QNH01: GENERAL PSYCHOLOGY</a>	TBD	TBD	0 / 2 / 0
<a href="#">ACCT*2200-01: PRINCIPLES OF ACCOUNTING I</a>	TBD	TBD	1 / 2 / 1

5. Select the “Never Attended Report” tab.

Waitlisted 1 of 1

Roster **Never Attended Report** Grading Permissions Waitlist

Student Name	Student ID	Class Level	Pass/Audit	Preferred Email
Keanu Cougar	1187407	FRESHMAN		<a href="mailto:bjacobso@kean.edu">bjacobso@kean.edu</a>
Testchad Test	0933530	FRESHMAN		<a href="mailto:testt@kean.edu">testt@kean.edu</a>

**Note: If you will be reporting students as Never Attended on the selected course roster, skip step 6, and continue step with 7.**

6. a. If all students on the selected course roster have been attending, click the “certify” button.

ACCT\*2200-01: PRINCIPLES OF ACCOUNTING I

Spring 2024  
KEAN UNIVERSITY UNION

Seats Available 0 / 2 / 1

Deadline Dates

Waitlisted 1 of 1

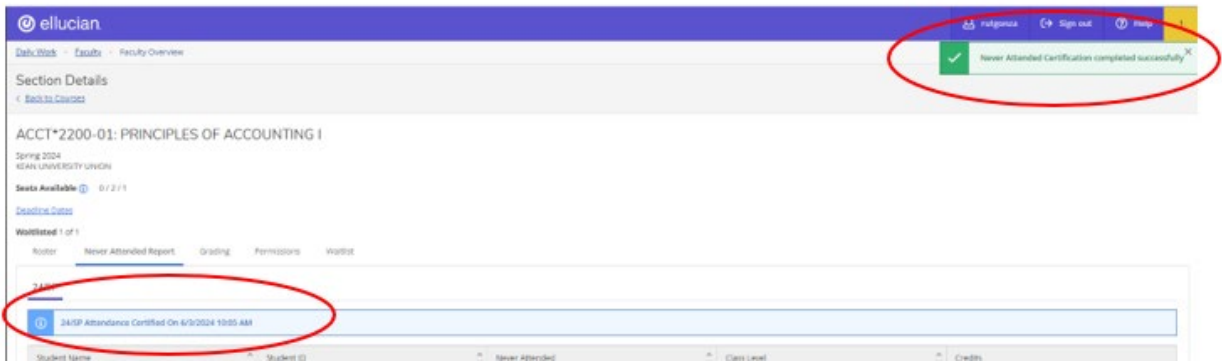
Roster **Never Attended Report** Grading Permissions Waitlist

24/SP

24/SP

**Certify**

Student Name	Student ID	Never Attended	Class Level	Credits
Keanu Cougar	1187407	<input type="checkbox"/>	FRESHMAN	3
Testchad Test	0933530	<input type="checkbox"/>	FRESHMAN	3



- 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.**

7. a. In the Never Attended column, check the box next to each student that you will be reporting as Never Attended.

ACCT\*2200-01: PRINCIPLES OF ACCOUNTING I

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Waitlisted 1 of 1

Roster Never Attended Report Grading Permissions Waitlist

24/SP

24/SP

Certify

Student Name	Student ID	Never Attended	Class Level	Credits
Keanu Cougar	1187407	<input type="checkbox"/>	FRESHMAN	3
Testchad Test	0933530	<input type="checkbox"/>	FRESHMAN	3

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

Waitlisted 1 of 1

Roster Never Attended Report Grading Permissions Waitlist

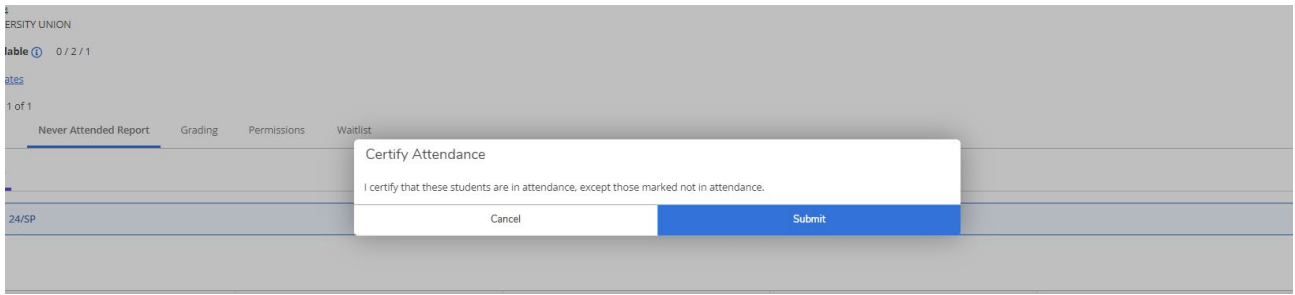
24/SP

24/SP

Certify

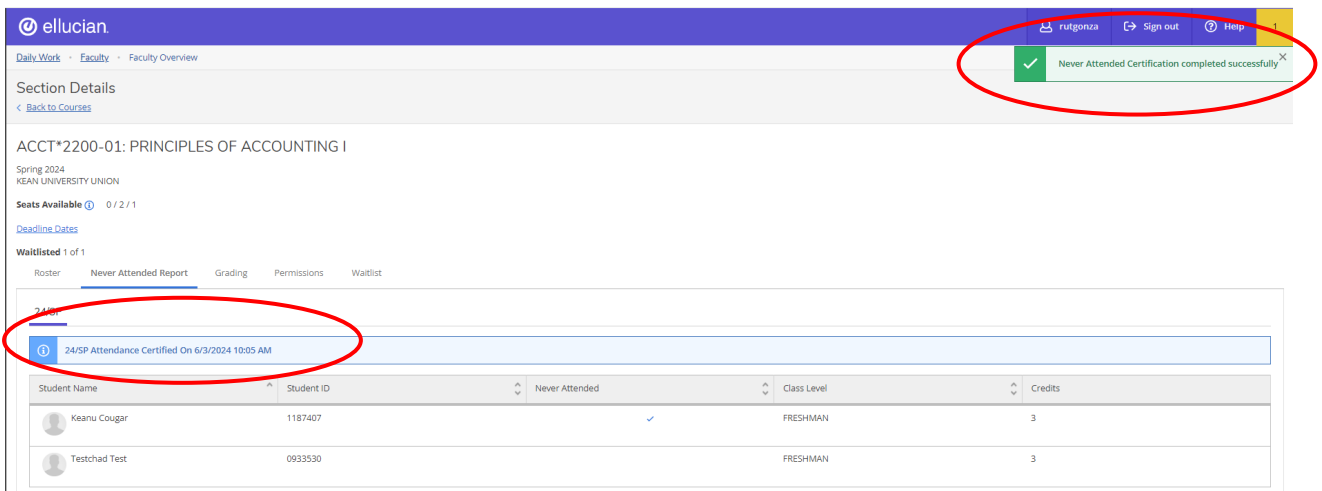
Student Name	Student ID	Never Attended	Class Level	Credits
Keanu Cougar	1187407	<input checked="" type="checkbox"/>	FRESHMAN	3
Testchad Test	0933530	<input type="checkbox"/>	FRESHMAN	3

- c. Click “submit” when the confirmation message appears on the screen.



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.**



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