



Attendance Verification Instructions

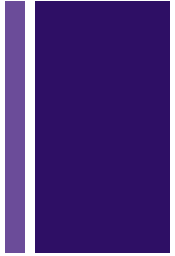
Records Office

+ **Important Notice**

In compliance with federal requirements, attendance verification and grades must be submitted in a timely manner. If attendance and grades are not submitted on time, severe implications for students and the University could result.



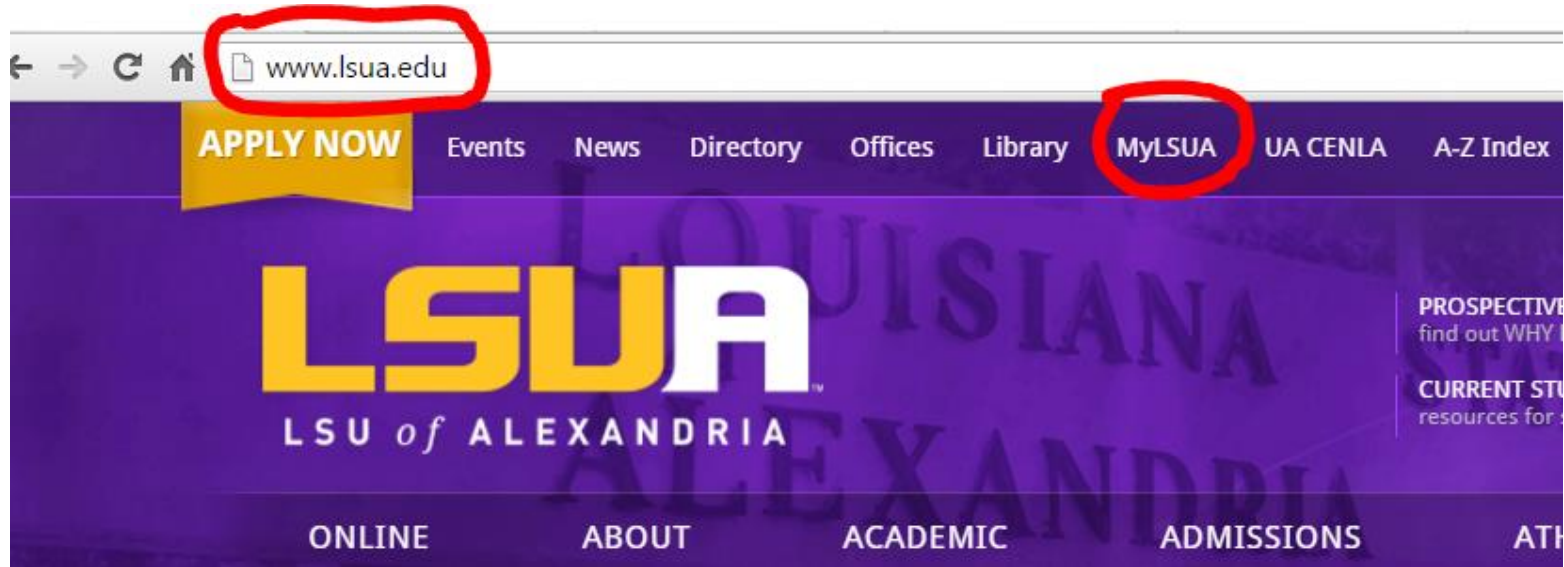
Attendance Verification Short Instructions



1. Click on MyLSUA from the university's homepage: www.lsua.edu
2. Log in with LSUA username and password
3. Click on Self Service
4. Click Continue to Self Service Button at the bottom of Splash Page
5. Select Classes tab and then the Grading menu
6. Click Attendance. Then, click the appropriate semester and course you wish to grade
7. Click View Overall Section Attendance.
8. If all students are attending, click the All Students have attended button at the bottom of the page. Skip to step 9 if at least one student is not attending or has stopped attending.
9. Omit this step if all students are attending. If students have never attended or stopped attending, select the appropriate option from the Overall Attendance drop down menu. Enter a last date of attendance for students who have stopped attending. Click Save.

Continue for screenshots...

- + 1. Click on MyLSUA from the university's homepage: www.lsua.edu



+ 2. Log in with LSUA username and password

MY | LSUA

LOG IN GET USERNAME


LOG INTO MYLSUA

Username

Password

Quick Login [\(What's This?\)](#)

Forgot Your Password?
[Reset It!](#)



+ 3. Click on Self Service

The screenshot displays the my.LSUA web portal for Louisiana State University of Alexandria. The page header includes the logo, the text "Louisiana State University of Alexandria", and user information: "Welcome [redacted]! [logout] last login: 11/13/2015 4:10:22 PM". Navigation links for "admin", "Staff", and a home icon are visible in the top right.

The main content area is divided into several sections:

- my Info**: Update User Info, Change Settings, Change Password, Emergency Text Messaging.
- my Mail**: View Mailbox, View Calendar, View Contacts, Create Alias.
- my Accounts**: Moodle, **Self Service** (indicated by a red arrow), Register for Classes, Payment Plan Options, Purchase Course TextBooks, Net Partner.
- LSUA Poll**: SGA Student Satisfaction November 2015, Magnolia Cafe Survey. Note: "No polls available at this time." A "Show Notices" link is present below.
- my Impersonate**: User to Impersonate: [input field], Impersonate button.
- my Balance**: View My Current Balance.
- my OaKard!**: Prints.
- my Announcements**: No announcements available at this time.
- Today**: Wednesday, Nov 18. On this day... LSUA: 57.9 F / 14.4 C.
- Campus News**: [truncated]

+ 4. Click Continue to Self Service Button at the bottom of Splash Page

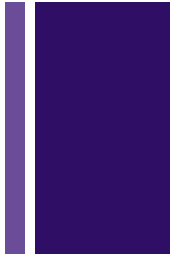
Further information about FERPA may be found online at www.ed.gov.

IMPORTANT: By clicking the "Continue to Self-Service" button below, students acknowledge that they have received this notification. Updates to this policy will be outlined in the Student Handbook and LSUA Policy Statements found at www.lsua.edu.

Continue to SelfService Below:

Continue to Self-Service -->

- + 5. Select Classes tab and then the Grading menu



+ 6. Click Attendance. Then, click the appropriate semester and course you wish to grade

LSU Alexandria
SELF-SERVICE PORTAL

Home Register Advising **Classes** Finances Grades Search My Profile

Schedule Permission Requests Enrollment Setup **Grading** Manage Assistants

Activity Grades
Overall Grades
Violations
Attendance
Options ▲
Recent Courses ▲

1. 2015/Fall/Full Session
KINS 2600/Lecture and
Lab/071L
2. 2015/Fall/3rd Session
KINS 3660/Lecture/371I

Grading - Attendance

▼ Select Course
Or... browse the courses below:

Year	Fall	FALL 3
2016	A Session ▶ KINS 2501/Lecture/A71I 3rd Session ▶ KINS 3660/Lecture/371I Full Session ▶ KINS 1135/Laboratory/001X ▶ KINS 2600/Lecture and Lab/071L ▶ KINS 3502/Lecture and Lab/071J	Full Session ▶ KINS 3660/Lecture/371I
2015		

+ 7. Click View Overall Section Attendance.

The screenshot displays the LSU Alexandria Self-Service Portal. The top navigation bar includes links for Home, Register, Advising, Classes, Finances, Grades, Search, and My Profile. Below this, a secondary navigation bar contains links for Schedule, Permission Requests, Enrollment, Setup, Grading, and Manage Assistants. The main content area is titled 'Grading - Attendance' and features a 'Select Course' dropdown menu. Below the dropdown, there are two buttons: 'Overall Attendance' and 'View Overall Section Attendance', with a red arrow pointing to the latter. At the bottom, a 'Daily Attendance' section shows a grid of dates for August, September, October, November, and December, with asterisks indicating missing attendance.

LSU Alexandria
SELF-SERVICE PORTAL

Home Register Advising **Classes** Finances Grades Search My Profile

Schedule Permission Requests Enrollment Setup Grading Manage Assistants

Grading - Attendance

▼ Select Course

Traditional

Overall Attendance

View Overall Section Attendance

Daily Attendance

* = Missing Attendance

August	September	October	November	December
▶ 8/24/2015 *	▶ 9/2/2015 *	▶ 10/2/2015 *	▶ 11/2/2015 *	▶ 12/2/2015
▶ 8/26/2015 *	▶ 9/4/2015 *	▶ 10/5/2015 *	▶ 11/4/2015 *	▶ 12/4/2015
▶ 8/28/2015 *	▶ 9/7/2015 *	▶ 10/7/2015 *	▶ 11/6/2015 *	

- + 8. If all students have attended, click the *All Students have attended* button at the bottom of the page

ver attended this section, please choose one of the fo
er attended" for at least one student above, choose
ttended at least one class period, choose the "All Stu

Save

All Students have attended

- + 9. If students have never attended or stopped attending, select the appropriate option from the Overall Attendance drop down menu. Only enter a last date of attendance for students who have stopped attending. Click Save.

Overall Attendance	Last Date Attended
<input type="text" value=""/>	<input type="text" value=""/> 12
<input type="text" value=""/>	<input type="text" value=""/> 12
<input type="text" value=""/>	<input type="text" value=""/> 12

nts that have never attended this section, please
you selected "never attended" for at least one s
students have attended at least one class peri

Save

All Student

Questions?

Once verification is submitted, you should receive a verification message (ex. Section 12345 Verified/Reviewed by: jdoe) at the bottom of the page

For questions, please email registrar@lsua.edu or call 318-473-6412