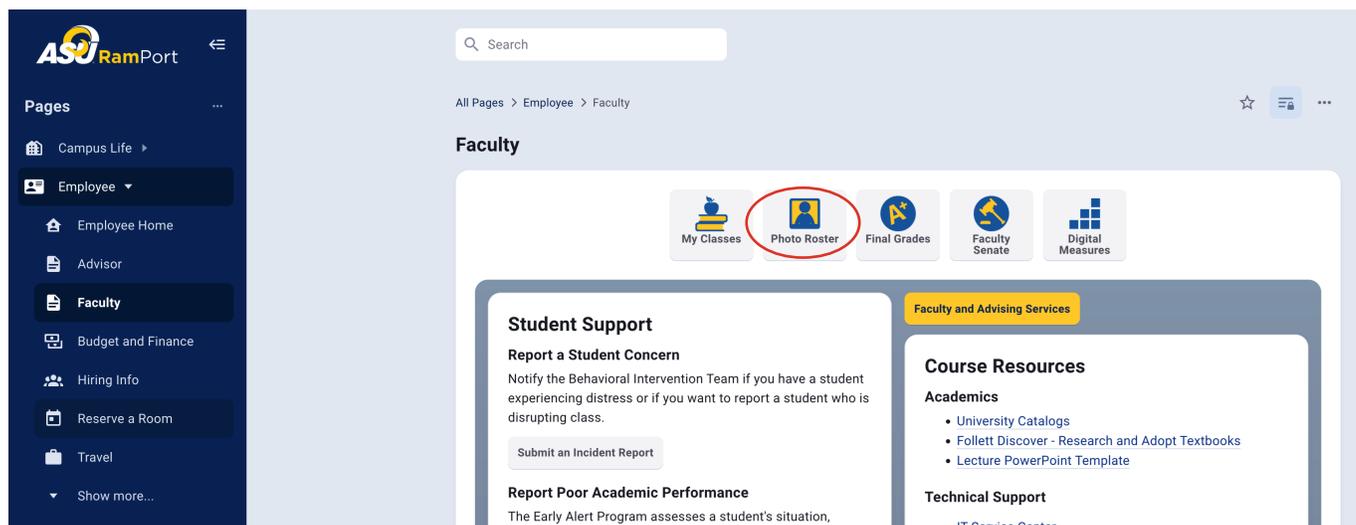


# Signature Roster Verification

1. To access your online signature rosters, you will log into **Ramport** and click the **Employee** tab on the left, followed by **Faculty**.
2. On the Faculty page, click on **Photo Roster** at the top of the page.



3. Select the current semester and the course roster you wish to complete.

\*Please note that signature roster verification does not come available until the day after census.



4. If all students are regularly attending class, please select "**All Present**".

For each student who is not attending, please check the "**No Show**" box or enter a date in the "**Last Attendance Date**" and leave an optional comment.

*If you have a student who is attending class and whose name does **not** appear on the roster or you have an additional name that should not be listed, please **notify your HS Counselor** immediately to work with the dual credit office.*

| No Show                  | Last Attendance Date | Comment |
|--------------------------|----------------------|---------|
| <input type="checkbox"/> | MM/DD/YYYY           | comment |
| <input type="checkbox"/> | MM/DD/YYYY           | comment |

**Signature Roster Help**

For each student on who is not attending, please check the "Never Attended" box or select the last attendance date and leave an optional comment.

If all students are regularly attending class, please select the "All Present" checkbox and submit the roster.

If you have a student who is attending class and whose name does not appear on the roster, please send the student to the Registrar's office as soon as possible and mention them in their information "Additional Comments" section.

According to the Code of Federal Regulations, Title 34, Part 669.22, distance education attendance is defined as:

- 1. Physically attending a class where there is an opportunity for direct interaction between the instructor and students.
- 2. Submitting an academic assignment.
- 3. Taking an exam, an interactive tutorial or computer-assisted instruction.
- 4. Attending a study group that is assigned by the institution.
- 5. Participating in an online discussion about academic matters.
- 6. Initiating contact with a faculty member contact with a faculty member to ask a question about the academic subject studied in the course.

Attendance DOES NOT include:

- 1. Living in institutional housing.
- 2. Participating in the institution's meal plan.
- 3. Logging into an online class without active participation.
- 4. Participating in academic counseling or advisement.

The screenshot shows a signature roster interface. A white help popup is overlaid on the left side, containing instructions and definitions for attendance. The background shows a table of students with columns for name, level, and major. A blue 'Help' link with a question mark icon is circled in the bottom right corner of the interface.

For information regarding attendance regulations, please click on the **“Help”** link found at the bottom right corner of the roster.

5. Once you have completed verifying your roster, you will then click **“Submit Roster.”**

After the roster has been submitted, a **Last Submission** date and time will appear denoting that the roster was successfully submitted.

## Signature Roster

View

All Present

Additional Comments

Available Through: **09/29/16**

*Submission of this attendance information constitute*