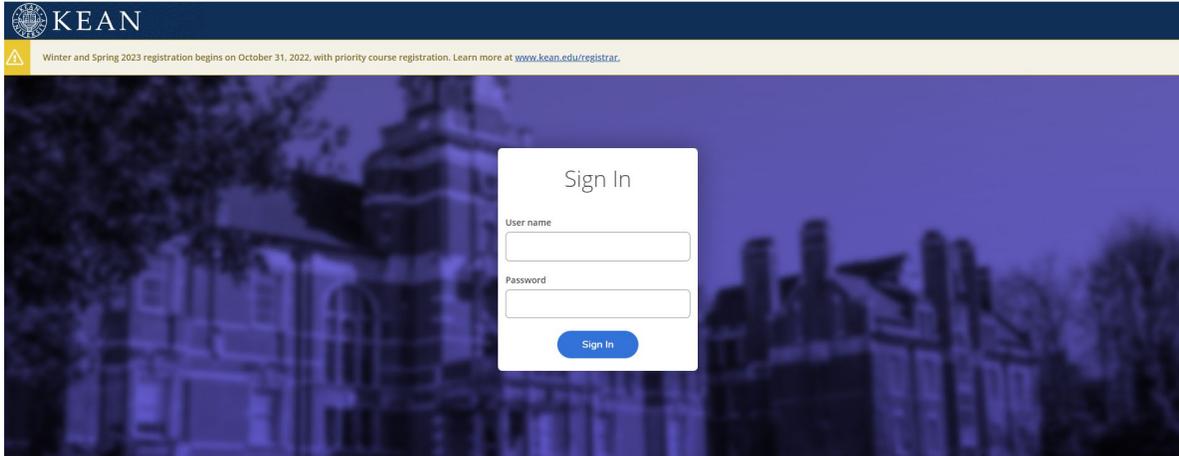


Never Attended Processing in Self-Service

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



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 selecting a section below

Spring 2024

Section	Times	Locations	Availability ⓘ
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.

Waitlisted 1 of 1

Roster **Never Attended Report** Grading 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		testt@kean.edu

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 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

elucian

Dashboard Faculty Faculty Overview

Section Details

ACCT*2200-01: PRINCIPLES OF ACCOUNTING I

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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 Attendance Certified On: 6/3/2024 10:05 AM

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.**

5. 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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KEAN UNIVERSITY UNION

Seats Available 0 / 2 / 1

[Deadline Dates](#)

Waitlisted 1 of 1

Roster **Never Attended Report** Grading Permissions Waitlist

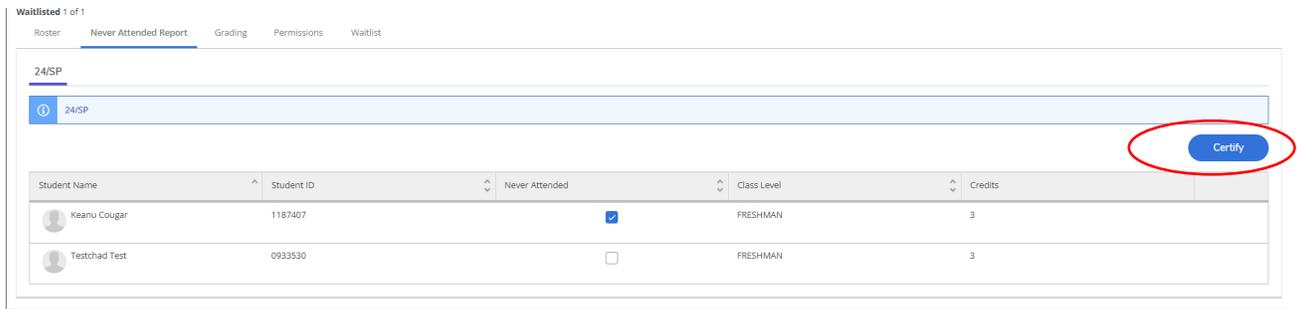
24/SP

24/SP

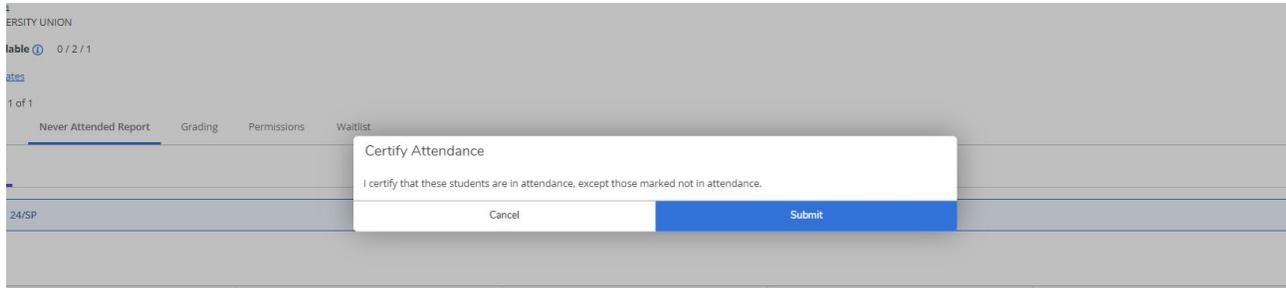
[Certify](#)

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



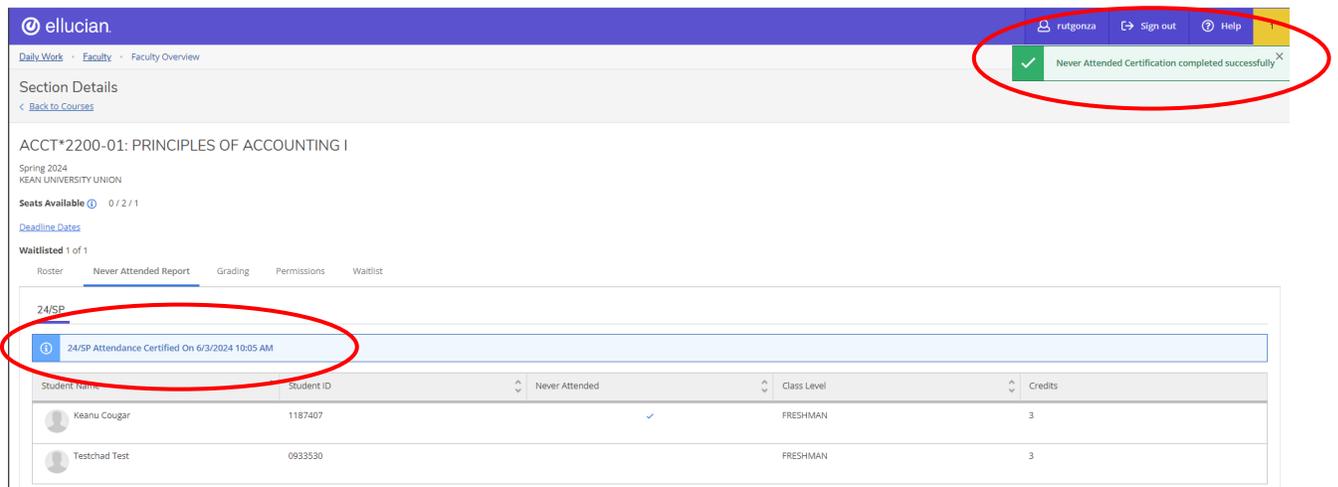
c. Click "submit" when the confirmation message appears on the screen.



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.



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