Once you’ve signed into Faculty Web Advisor, you will need to do the following:

- Click Verifications and Grading.
- Under Term, click on the correct term from the drop-down menu and then click on the Submit button.
- On the Grading screen, from the drop-down menu beside Select Attendance, Midterm, or Final Grading, click on Midterm and then click the circle beside the class that you need to verify your midterm attendance. If you are unsure which class is ready to have midterm attendance verified, refer to the last column of the course information. The midterm date of each class is listed in this column. Once you’ve clicked on the circle beside the correct class, click the Submit button.
- On the Midterm grading screen, click on the box besides “Check box to show verification of midterm enrollment.” If you do not check this box, your midterm verification will not be updated in the system.
- Those students who have officially withdrawn are not included on the list of students to be verified. For each student on your list, under the Midterm drop-down menu, choose either Yes (Student is Actively Pursuing Course Completion) or No (Student is Not Pursuing Course Completion).
- Once you have completed your list, click on the Submit button. You will receive a Confirmation page. Once you’ve read the information, click the Submit button. You will return to the Faculty Menu page. If you have other classes that need midterm verification, please repeat the above steps.

I know instructors teaching independent study courses (web, telecourse, etc.) may be concerned over these instructions. If you have someone who hasn’t taken a test since the semester started or you haven’t heard from in a few weeks, check “No”. If you have not received any work from the student, they are not pursuing completion.

**These midterm verifications must be completed within the next five working days.** If you have any questions concerning a student on a list, please contact either your supervisor or the Records Office. Thank you.