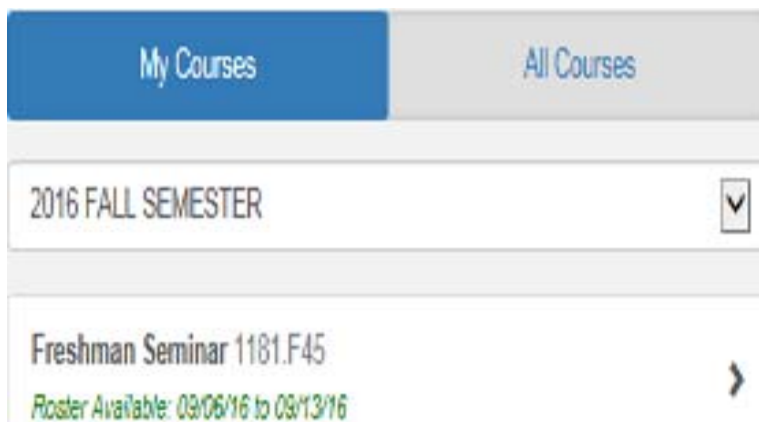


# Online Signature Rosters



To access your online signature rosters, you will log into **Ramport** and click on the **Faculty** tab on the left.

Click on **Photo Roster** at the top of the page and log in once prompted.



From here you will select the current semester and the course roster you wish to complete.

\*Please note the roster availability dates below the course. The signature roster will become available the day after census and will be open for 7 days.

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

For each student who is not attending, please check the "**No Show**" 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.

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 the "**Additional Comments**" section.

## Signature Roster

View  Photo  List

All Present

Additional Comments

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

Logout

0000		Freshman	Accounting
0000		Freshman	Health Science Professions
0000		Freshman	Undeclared
0000		Freshman	Chemistry
0000		Freshman	Interdisciplinary Studies
0000		Freshman	Exercise Science
0000		Freshman	Undeclared
0000		Sophomore	Management
0000		Freshman	Theatre
0000		Freshman	Health Science Professions
0000		Freshman	Health Science Professions
0000		Freshman	Management
0000		Freshman	Undeclared
0000		Freshman	Pre Nursing

Help

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

## Signature Roster

View

All Present

Additional Comments

Available Through: 09/29/16

Submit Roster

*Submission of this attendance information constitute*

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.