1st Week Proof of Attendance (POA) Instructional Guide

You can click the contents below on any of the steps below for which you need instructions. The answers to some of the most frequently asked questions are provided in this document; however, if you have any additional questions, please feel free to contact the Office of the Registrar by clicking the email link below:
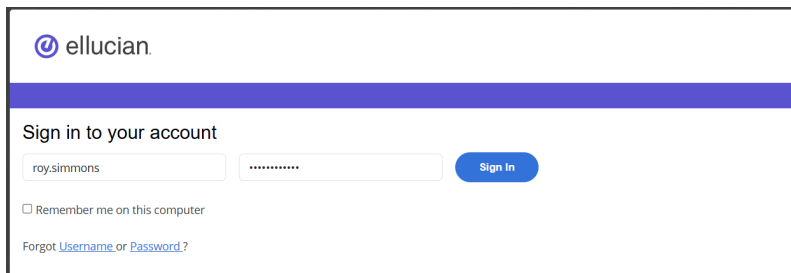
Office of the Registrar: mailto:registration@wvstate.edu

> This is a gentle reminder that the 1st-week Proof of Attendance (POA) reporting is due by the date located in the Academic Calendar. Below are instructions for entering the POA into MyState (Banner):
>
> **FIRST WEEK ATTENDANCE:** Select "Mid-Term Grades". Enter the date each student last attended your class in the MM/DD/YYYY format and leave the grade field blank. If a student never attended your class, enter a grade of Q and leave the date field blank. Disregard the "Last Attend Date" column.

Step-by-Step Instructions

Step-1: Log in to MyState

Step-2: Select the Faculty Services Tab

Step-3: Select Term

Step-4: Select Midterm Grades

Faculty Services

Attendance Tracking - (New MyState)
Faculty Self Service - (New MyState)
Student Retention (Achieve)

ACHIEVE

Student Information Menu
Term Selection
CRN Selection
Faculty Detail Schedule
Week at a Glance
Detail Class List
Summary Class List
Midterm Grades
Final Grades
Add or Drop Classes
Look Up Classes
Active Assignments
Assignment History
Class Schedule
Course Catalog
Syllabus Information
Office Hours

Step-5: Select Course and Section CRN

Select a CRN

CRN: PSYC 151 200: ~GENERAL PSYCHOLOGY, 2145 (25)

Submit

Step-6: Enter POA 1 (Either Q or Last Date of Attendance)

Search [____] Go

RETURN TO MENU   SITE MAP   HELP   EXIT
A0000000 ROY W. SIMMONS
Fall 2022 - 1st Sem 2022-23
Jun 08, 2025 04:21 pm

Mid Term Grades

Enter mid-term grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
~GENERAL PSYCHOLOGY - PSYC 151 204
CRN: 2148
Students Registered: 8

⚠ Please submit the grades often. There is a 15 minute time limit starting at 04:21

> **If the student has never attended, select "Q" from the dropdown "Grade" box and leave "Last Attend Date" blank**

> **If the student ever attended, then enter the last attendance date**

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1		A0000000	3.000	**REGISTERED** Aug 26, 2022	Q			1	✉
2		A0000000	3.000	**REGISTERED** Aug 31, 2022	None	08/22/2025		4	✉
3		A0000000	3.000	**REGISTERED** Aug 26, 2022	None			2	✉
4		A0000000	3.000	**REGISTERED** Aug 31, 2022	None			6	✉
5		A0000000	3.000	**REGISTERED** Aug 31, 2022	None			5	✉
6		A0000000	3.000	**REGISTERED** Aug 26, 2022	None			3	✉
7		A0000000	3.000	**REGISTERED** Aug 31, 2022	None			7	✉
8		A0000000	3.000	**REGISTERED** Aug 31, 2022	None			8	✉

Submit   Reset

⚠ Please submit grades often. There is a 15 minute time limit on this page.

☞ *After entering all data and hitting submit, log out and log back into the system to ensure the entry saved properly.*