

## 1<sup>st</sup> 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:

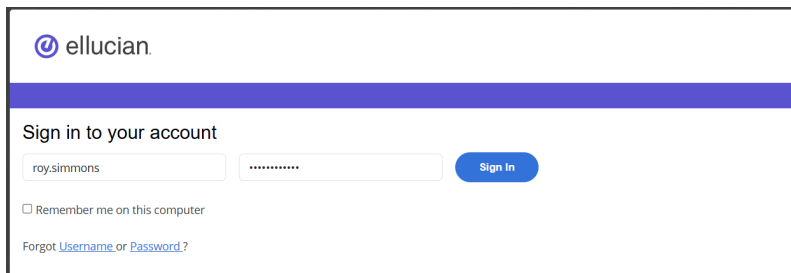
**Office of the Registrar:** <mailto:registration@wvstate.edu>

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



The screenshot shows the login interface for ellucian. At the top left is the ellucian logo. Below it is a blue horizontal bar. Underneath the bar, the text "Sign in to your account" is displayed. There are two input fields: the first contains the username "roy.simmons" and the second contains a masked password "\*\*\*\*\*". To the right of these fields is a blue "Sign In" button. Below the input fields is a checkbox labeled "Remember me on this computer". At the bottom left, there is a link that says "Forgot Username or Password?".

Step-2: Select the Faculty Services Tab

Personal InformationAlumni and FriendsStudentFinancial AidFaculty ServicesEmployee

SearchGo

ACCESSIBILITYSITE MAPHELPEXIT

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### Main Menu

Student information. Advisor and other student information.

Students, please update your address and phone number(s) under the Personal Information Tab.

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Student & Financial Aid

Apply for Admission, Register, View your academic records and Financial Aid

Faculty & Advisors

Enter Grades and Registration Overrides, View Class Lists and Student Information

[ WVSU Home | Bookstore | Email | Library | Class Schedules | Annual notification of FERPA rights ]

RELEASE: 8.11

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Step-3: Select Term

Personal InformationAlumni and FriendsStudentFinancial AidFaculty ServicesEmployee


SearchGo

Faculty Services

Attendance Tracking - (New MyState)

Faculty Self Service - (New MyState)

Student Retention (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

Personal InformationAlumni and FriendsStudentFinancial AidFaculty ServicesEmployee

SearchGo

Select Term

Select a Term:

Fall 2025 - 1st Sem 2025-26

▼

Submit

←

## Step-4: Select Midterm Grades

**Personal Information** **Alumni and Friends** **Student** **Financial Aid** **Faculty Services** **Employee**

Search

### Faculty Services

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



Student Information Menu  
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## Step-5: Select Course and Section CRN

**Personal Information** **Alumni and Friends** **Student** **Financial Aid** **Faculty Services** **Employee**

Search

### Select a CRN

CRN:

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

Search

### Mid Term Grades

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

A0000000 ROY W. SIMMONS  
Fall 2022 - 1st Sem 2022-23  
Jun 08, 2025 04:21 pm

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

#### 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			
6		A0000000	3.000	**REGISTERED** Aug 26, 2022	None			
7		A0000000	3.000	**REGISTERED** Aug 31, 2022	None			7
8		A0000000	3.000	**REGISTERED** Aug 31, 2022	None			8

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

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

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