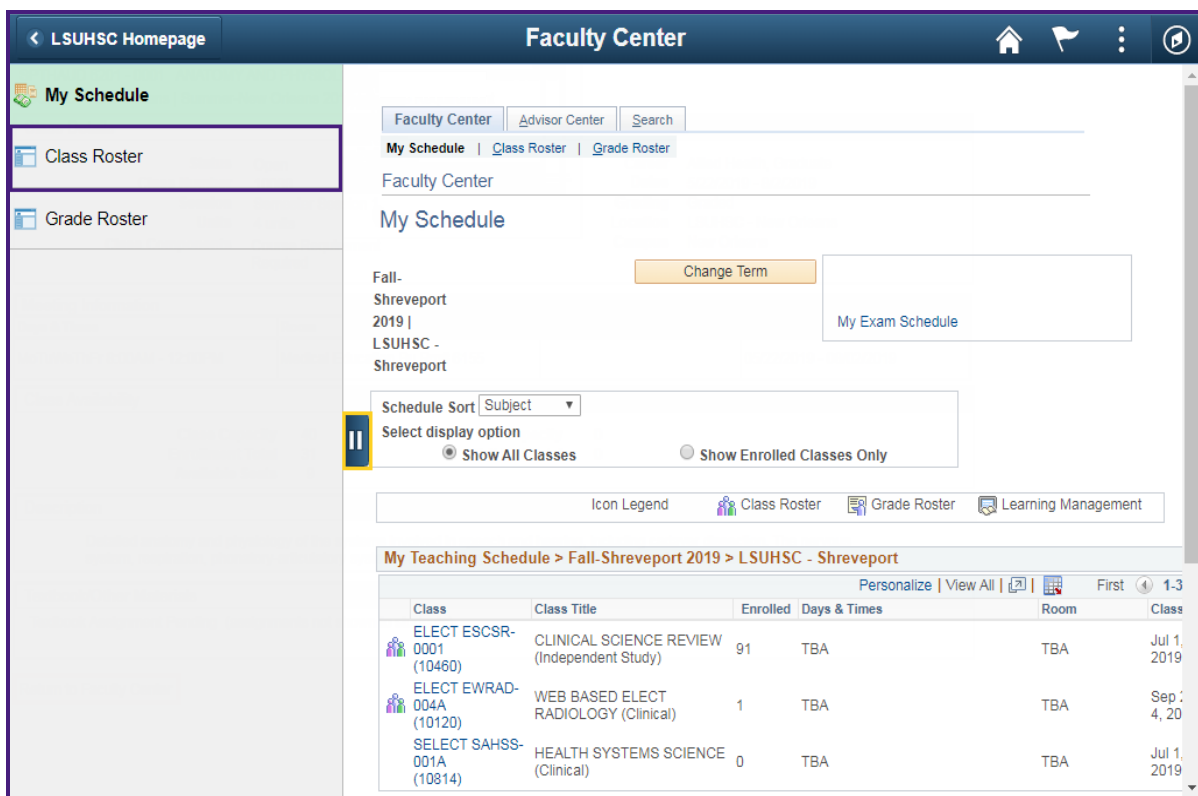


## Access and Approve Class/Attendance Rosters

After logging in, navigate to the Class Roster page as follows:



1. Click the **Faculty Center** tile.



2. Click the **Tab** button to close the Activity Guide Navigation Area.

**NOTE: Do not use the Class Roster option in the Activity Guide Navigation Area. The Class Roster will not display from this option.**

# Job Aid

**My Teaching Schedule > Fall-Shreveport 2019 > LSUHSC - Shreveport**

Personalize | View All | First 1-3 of 3 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ELECT ESCSR-0001 (10460)	CLINICAL SCIENCE REVIEW (Independent Study)	91	TBA	TBA	Jul 1, 2019- Jul 26, 2019
ELECT EWRAD-004A (10120)	WEB BASED ELECT RADIOLOGY (Clinical)	1	TBA	TBA	Sep 23, 2019- Oct 4, 2019
SELECT SAHSS-001A (10814)	HEALTH SYSTEMS SCIENCE (Clinical)	0	TBA	TBA	Jul 1, 2019- Jul 12, 2019

View Weekly Teaching Schedule Go to top

**My Exam Schedule > Fall-Shreveport 2019 > LSUHSC - Shreveport**

You have no final exams scheduled at this time.

Go to top

Go to top

3. Click the **Class Roster** button for *Clinical Science Review (Independent Study)*.

Faculty Center | Advisor Center | Search

My Schedule | **Class Roster** | Grade Roster

Class Roster

Fall-Shreveport 2019 | Semester Session 4 | LSUHSC - Shreveport | Medicine, Shreveport

ELECT ESCSR - 0001 (10460)  
CLINICAL SCIENCE REVIEW (Ind Study)

Days and Times	Room	Instructor	Dates
TBA	TBA	[Redacted]	07/01/2019 - 07/26/2019

Class Roster Type: Regular

Enrollment Capacity 95 Enrolled 91

\*Enrollment Status: Enrolled

4. The selected class roster information displays in the images shown above. *You must scroll down to view roster names.*

Select display option  
 Link to Photos       Include photos in list

Enrolled Students								Personalize	Find	First	1-91 of 91	Last
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan					
1	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport					
2	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport					
3	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport					
4	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport					
5	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport					
6	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport					
7	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport					
8	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport					
9	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport					
10	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,OMS,Shreveport					
11	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport					
12	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport					
13	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport					
14	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport					

Select display option  
 Link to Photos       Include photos in list

Enrolled Students								Personalize	Find	First	1-91 of 91	Last
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan					
1	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport					
2	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport					
3	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport					
4	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport					

Select All      Clear All

Notify Selected Students      Notify All Students

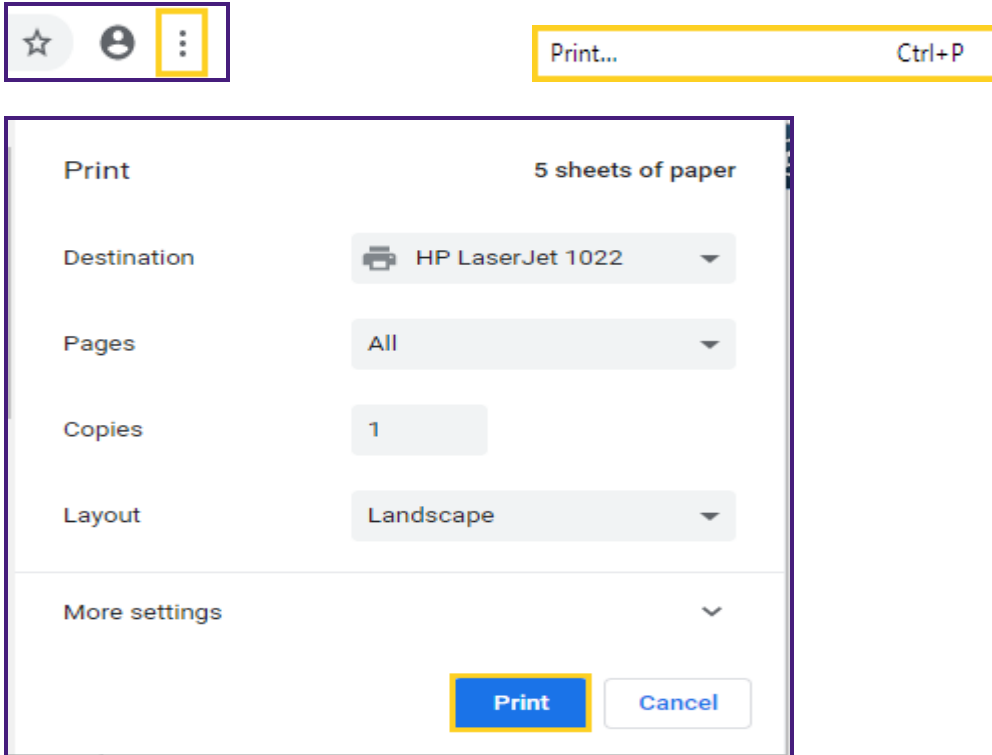
Printer Friendly Version

Printer Friendly Version

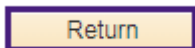
- To print a copy of the roster, scroll down and right to the right-hand bottom of the page, and click the **Printer Friendly Version** link.

## Job Aid

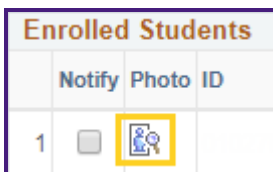
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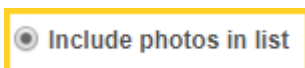
6. Click the *Customize and control Google Chrome* (3 dots) browser buttons located at the top right of the screen, select the *Print* option from the list, make sure appropriate print options are selected and click **Print** to print the class roster on your default printer.



7. After printing the class roster; click the **Return** link located at the bottom of the class roster.



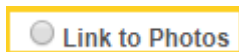
8. Click the **Photo** icon left of the student's name to view that photo; or



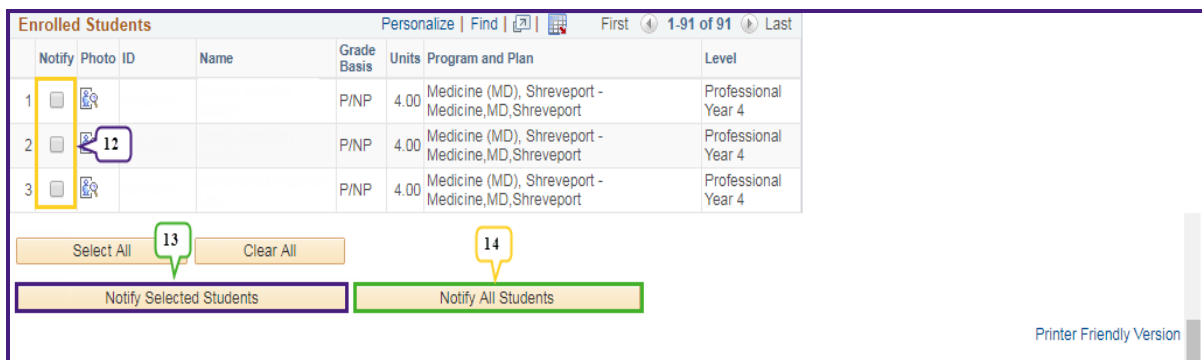
9. Click the **Include photos in list** radio button.



10. Click the **View All** link to view all photos or the arrow buttons to scroll through the student photos.



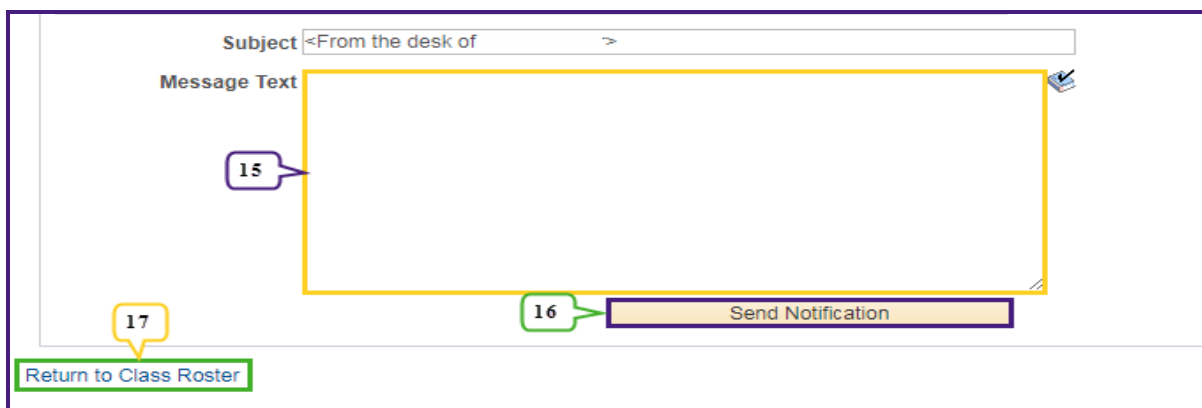
11. Click the **Link to Photos** radio button to return to the Class Roster page.



12. To send email to one student or to multiple students, select the **Notify Checkbox** option.

13. Click the **Notify Selected Students** button, or

14. To send email to **ALL** students listed on the class roster, click the **Notify All Students** button.



15. Enter the desired information into the **Message Text** field.

16. Click the **Send Notification** button to send the email.

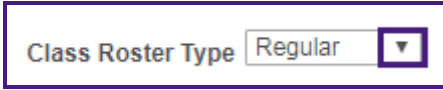
17. Click the **Return to Class Roster** link in the bottom left corner of the screen to return the class roster page.

# Job Aid

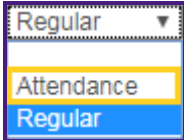
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## Approving Attendance

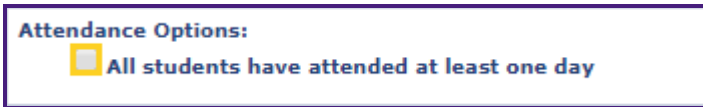
From the **Class Roster** tab:



18. Click the **Class Roster Type** dropdown button to activate the menu.

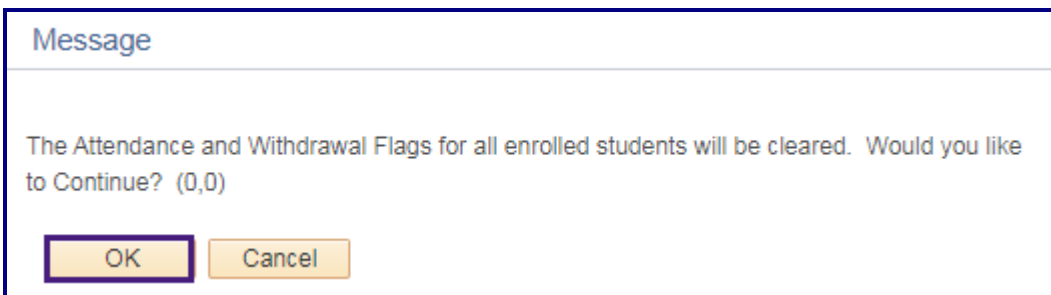


19. Click the **Attendance** list item.



20. Click the **Attendance Options: All students have attended at least one day** option

***NOTE:** This option will only be selected if ALL students have attended at least one class. Please see the approval instructions later in this exercise if a student has **NOT** at least attended one class.*



21. The warning message below will display.  
Click the **OK** button.



22. Click the **Attendance Action Approved** option.

Click the **Save** button.

*NOTE: These steps will be performed if NOT all students have attended at least one class.*



23. Click the **Student Never Attended Class** option to the far right of each student's name who did not attend at least one class.



24. Click the **Attendance Action Approved** option.

Click the **Save** button.