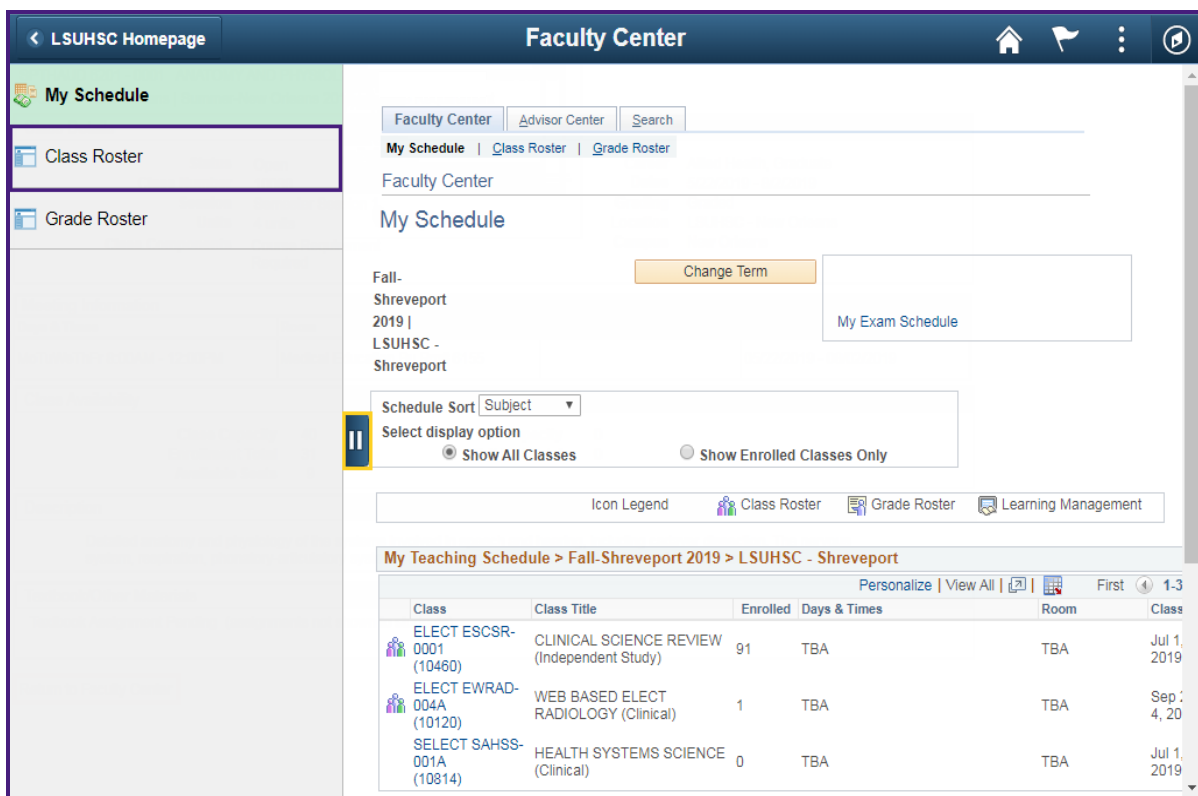## Access and Approve Class/Attendance Rosters

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.

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

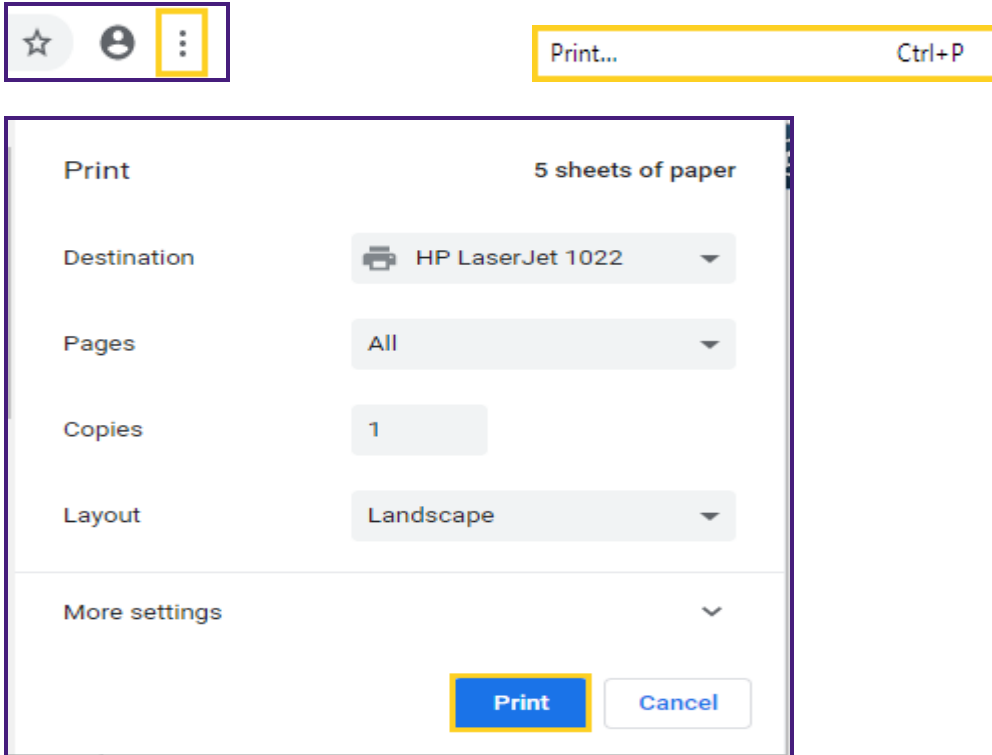4. The selected class roster information displays in the images shown above. *You must scroll down to view roster names.*

Printer Friendly Version

5. 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.

Print	5 sheets of paper
Destination	HP LaserJet 1022
Pages	All
Copies	1
Layout	Landscape
More settings	

Print Cancel

Print...   Ctrl+P

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.
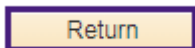
Return

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

Enrolled Students

	Notify	Photo	ID
1	☐		
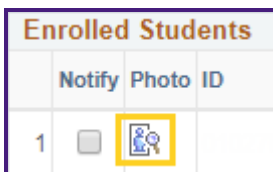
8. Click the **Photo** icon left of the student's name to view that photo; or

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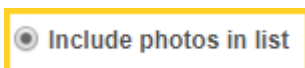
9. Click the **Include photos in list** radio button.

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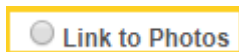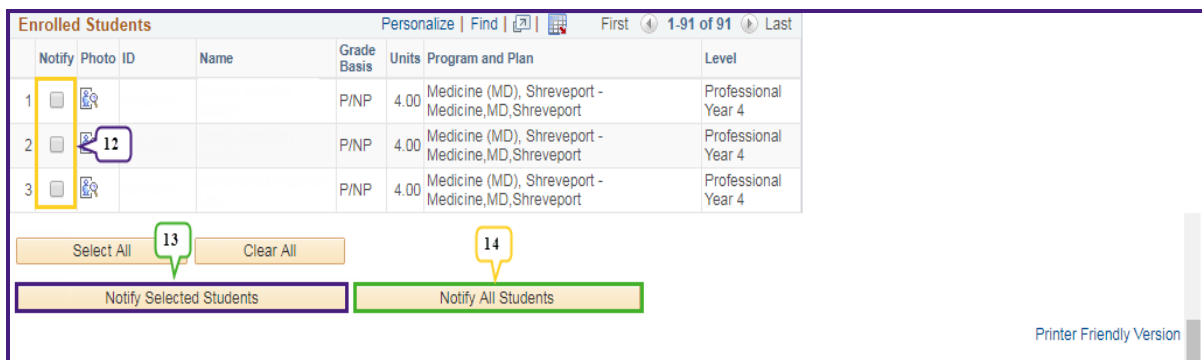
13. Click the **Notify Selected Students** button, or

14. To send email to **ALL** students listed on the class roster, click the **Notify All Students** button.
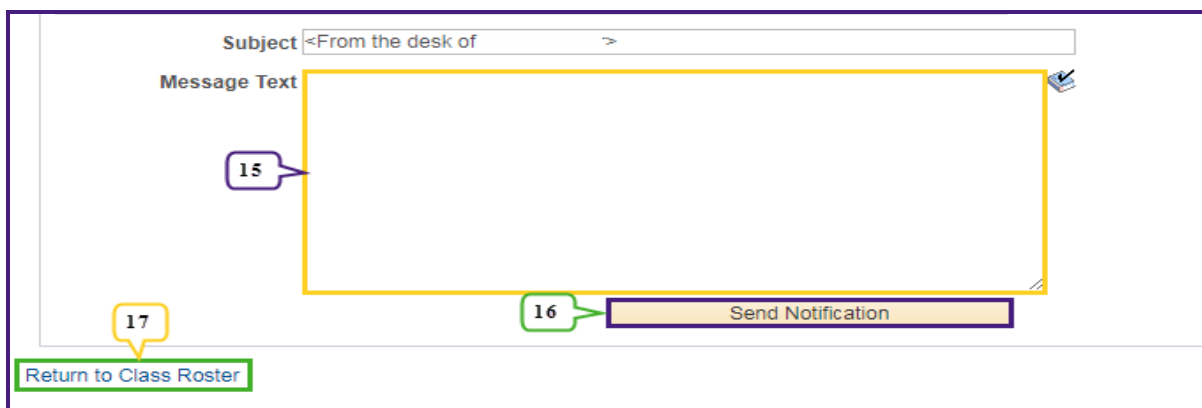
15. Enter the desired information into the **Message Text** field.

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.

Approving Attendance

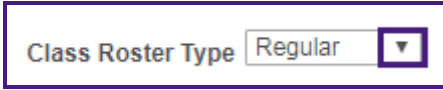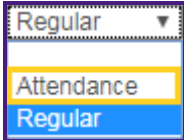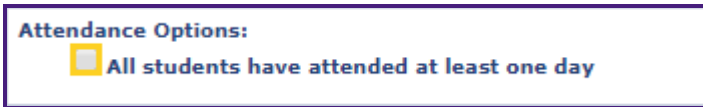From the **Class Roster** tab:

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

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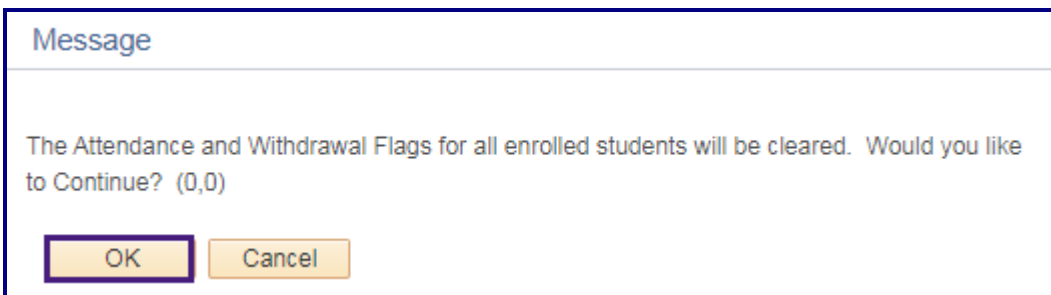

20. Click the **Attendance Options: All students have attended at least one day** option

    NOTE: This option will only be selected if <u>ALL</u> 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.

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

    Click the **Save** button.

    NOTE: These steps will be performed if <u>NOT</u> 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 attended at least one class.

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

    Click the **Save** button.