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.*
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.
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.
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 attended at least one class.

24. Click the Attendance Action Approved option.
   Click the Save button.