

Class List Verification

ATTENTION: You will be automatically logged out after 30 minutes of inactivity (submit button)

- 1 Select *Class List* from Faculty Services menu.
- 2 Select term (if needed) and choose *Submit* button.
- 3 Select section (CRN) and choose *Submit* button.
Only the faculty member teaching the section may verify class list.
- 4 Select *Enter* under Midterm column.

Summary Class List								
Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	
1	XXXXXXXXXX	XXXXXXXXXX	**Web Registered**	Graduate	3.000	Enter	Enter	

- 5 Select *Attended* or *Not Attended* for each student *-or-* select *Change All on this Page to "Attended"* if all students attended.

PLEASE NOTE: When selecting Not Attended, and student has NEVER attended, leave Last Attend Date blank. If student stopped attending, enter Last Attend Date as MM/DD/YYYY.

Last Attend Date MM/DD/YYYY	Attended/Not Attended
	Attended
9/23/2009	Not Attended
	Please Choose
	Attended
	Not Attended

- 6 Class list notes 25 students per page. Select *Submit* to save work on first page, then choose next record set at top or bottom of page to continue.

Record Sets: 1 - 25 26 - 50 51 - 59

Submit Reset

- 7 When all students on class list are verified, select *Submit* button at bottom of page.

- 8 Confirmation message displays and email notification of completion is sent to your Rowan network account.

The changes you made were saved successfully.



Select *Check All Sections for Class List Completion* from Faculty Services menu to confirm class list verification is complete for all sections you are teaching.