

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.

Level	Credits	Midterm	Final
Undergraduate	3.000	Enter	Enter

- 5 Select *Attended* or *Not Attended* for each student.
TIP: Select *Change All on this Page to Attended* link above Attended column 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
09/12/2006	Not Attended
	Please Choose
	Please Choose
	Attended
	Not Attended
	Please Choose

- 6 Class list notes first 25 students. Select *Submit* to save work on first page, then choose record set 26-XX at top or bottom of page to continue.

Record Sets: [1 - 25](#) [26 - 30](#)

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

- 8 Confirmation message appears 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.