

## Steps to Approve a Class Attendance Roster

- 1.) In PeopleSoft, Navigate to the Self Service Class Roster page. (Located in the Faculty Center)
- 2.) Then you will see the "Class Roster Type" drop down field shown below.
- 3.) Select the Attendance option.

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster

### Class Roster

Academic Year 2012-13 | Annual Session 1 | LSUHSC - New Orleans | Medicine, New Orleans

ANAT 110 - 0001 (1578) change class

CELL BIOLOGY & MICROANATOMY (Course Req)

Days and Times	Room	Instructor	Dates
TBA	TBA	Jeffrey Green, Paula Gregory, Ramona Gibson	08/15/2012 - 12/21/2012

Class Roster Type: Regular Attendance Regular

\*Enrollment Status: Enrolled

Enrollment Capacity 200    Enrolled 196

Select display option:  Link to Photos     Include photos in list

Enrolled Students								Find	First	1-196 of 196	Last
Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Status Note			
<input type="checkbox"/>		0141202	Adamek, Kylie Elizabeth	Honors	104.00	Medicine (MD), New Orleans - Medicine, MD, NO	Prof 1				

The Class Attendance Roster page will be displayed next (see below).

- 4.) To update the Class Attendance Roster you may do either of the following:
  - If all students have attended class: Select the "All students have attended at least one day" field under the "Attendance Option" section or
  - If the student(s) have not attended class: Select the "Student Never Attended Class" field for each applicable student in the "Enrolled Students" grid.
- 5.) In the Attendance Action section do the following:
  - Indicate the Approval Status of the roster as "Ready to Review", "Not Reviewed", or "Approved". Once the "Approved" status is selected (and saved) then no more changes to the roster will be allowed.
- 6.) Save your changes by selecting the "Save" button.

go to ...

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Days and Times	Room	Instructor	Dates
TBA	TBA	Jeffrey Green, Paula Gregory, Ramona Gibson	08/15/2012 - 12/21/2012

Attendance Action:

Approval Status: Not Reviewed save cancel

Attendance Options:

All students have attended at least one day

Class Roster Type: Attendance

\*Enrollment Status: Enrolled

Enrollment Capacity 200    Enrolled 196

Select display option:  Link to Photos     Include photos in list

Enrolled Students								Find	First	1-196 of 196	Last
Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Status Note	Student Never Attended Class		
<input type="checkbox"/>		0141202	Adamek, Kylie Elizabeth	Honors	104.00	Medicine (MD), New Orleans - Medicine, MD, NO	Prof 1		<input checked="" type="checkbox"/>		