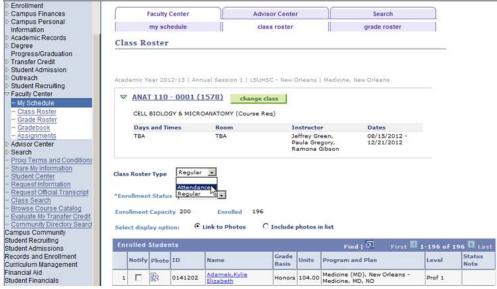
## **Steps to Approve a Class Attendance Roster**

- 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.



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.

