

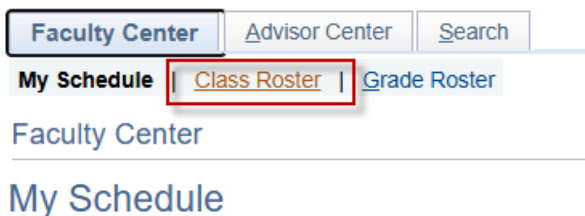
Access and Approve Class/Attendance Rosters

After logging in, navigate to the Class Roster page as follows:



1. Click the **Faculty Center** tile.

John Doe6052067





2. Click **Class Roster** from the tabs at the top.

Job Aid

My Teaching Schedule > Fall-Shreveport 2019 > LSUHSC - Shreveport

Personalize | View All | First 1-3 of 3 Last


Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 ELECT ESCSR-0001 (10460)	CLINICAL SCIENCE REVIEW (Independent Study)	91	TBA	TBA	Jul 1, 2019- Jul 26, 2019
 ELECT EWRAD-004A (10120)	WEB BASED ELECT RADIOLOGY (Clinical)	1	TBA	TBA	Sep 23, 2019- Oct 4, 2019
SELECT SAHSS-001A (10814)	HEALTH SYSTEMS SCIENCE (Clinical)	0	TBA	TBA	Jul 1, 2019- Jul 12, 2019

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > Fall-Shreveport 2019 > LSUHSC - Shreveport

You have no final exams scheduled at this time.

[Go to top](#)


- Click the **Class Roster** button () next to the class you want to view. This example uses *Clinical Science Review (Independent Study)*.


Faculty Center | Advisor Center | Search

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Class Roster

Fall-Shreveport 2019 | Semester Session 4 | LSUHSC - Shreveport | Medicine, Shreveport

 **ELECT ESCSR - 0001 (10460)** [Change Class](#)
CLINICAL SCIENCE REVIEW (Ind Study)

Days and Times	Room	Instructor	Dates
TBA	TBA		07/01/2019 - 07/26/2019

Class Roster Type

Enrollment Capacity 95 Enrolled 91

*Enrollment Status

- The selected class roster information displays in the images shown above. *You must scroll down to view roster names.*

Select display option
☒ Link to Photos ☐ Include photos in list

Enrolled Students Personalize | Find | First 1-91 of 91 Last

	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport	Professional Year 4
2	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport	Professional Year 4
3	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport	Professional Year 4
4	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport	Professional Year 4
5	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport	Professional Year 4
6	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport	Professional Year 4
7	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport	Professional Year 4
8	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport	Professional Year 4
9	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport	Professional Year 4
10	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,OMS,Shreveport	Professional Year 4
11	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport	Professional Year 4
12	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport	Professional Year 4
13	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport	Professional Year 4
14	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine MD Shreveport	Professional Year 4

Select display option
☒ Link to Photos ☐ Include photos in list

Enrolled Students Personalize | Find | First 1-91 of 91 Last

	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport	Professional Year 4
2	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport	Professional Year 4
3	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport	Professional Year 4
4	<input type="checkbox"/>				P/NP	4.00	Medicine (MD), Shreveport - Medicine,MD,Shreveport	Professional Year 4

Select All Clear All

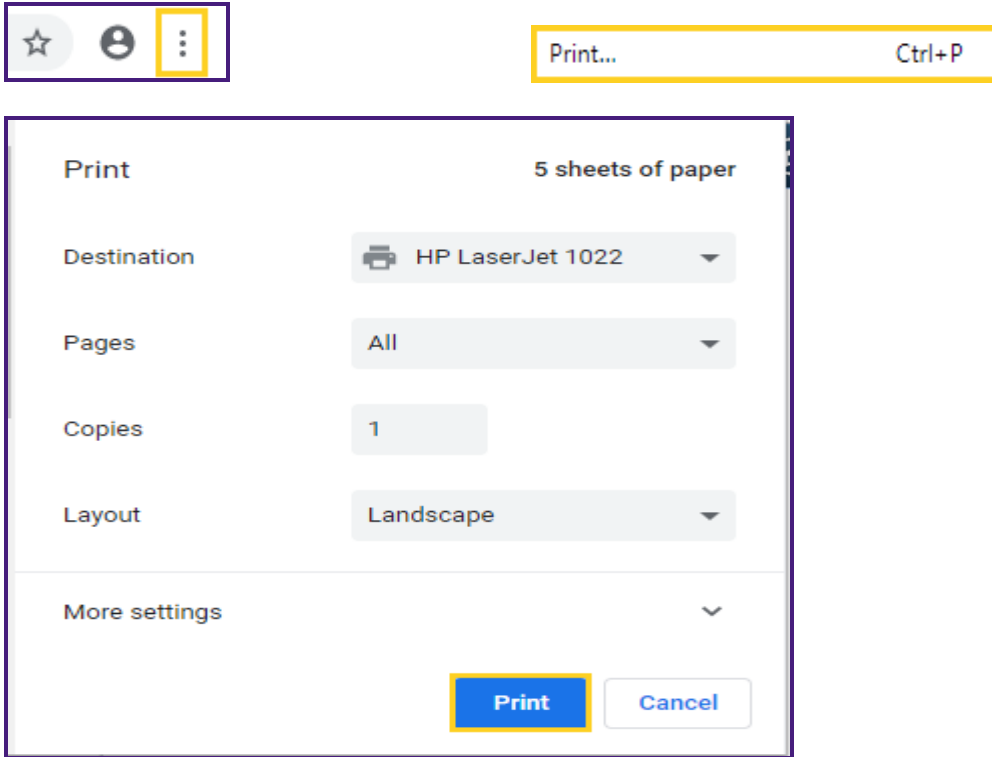
Notify Selected Students Notify All Students

Printer Friendly Version

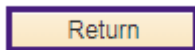
Printer Friendly Version

- 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.

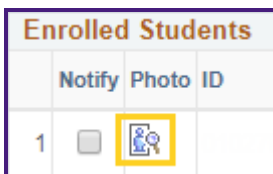
Job Aid



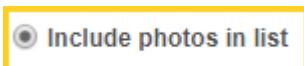
6. Click the *Customize and control Google Chrome* (3 dots) browser buttons located at the top right of the screen, select the *Print* option from the list, make sure appropriate print options are selected and click **Print** to print the class roster on your default printer.



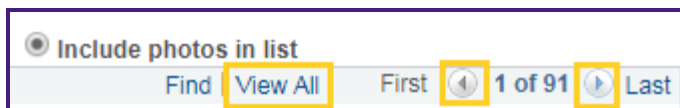
7. After printing the class roster; click the **Return** link located at the bottom of the class roster.



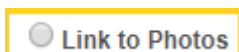
8. Click the **Photo** icon left of the student's name to view that photo; or



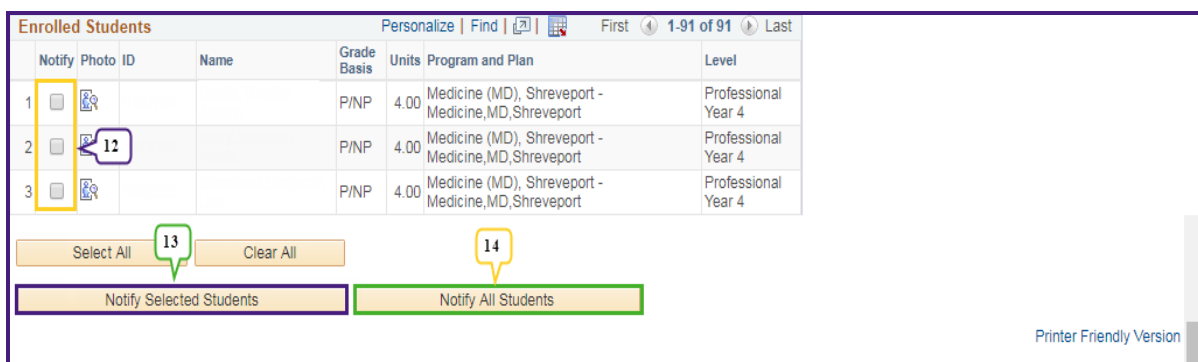
9. Click the **Include photos in list** radio button.



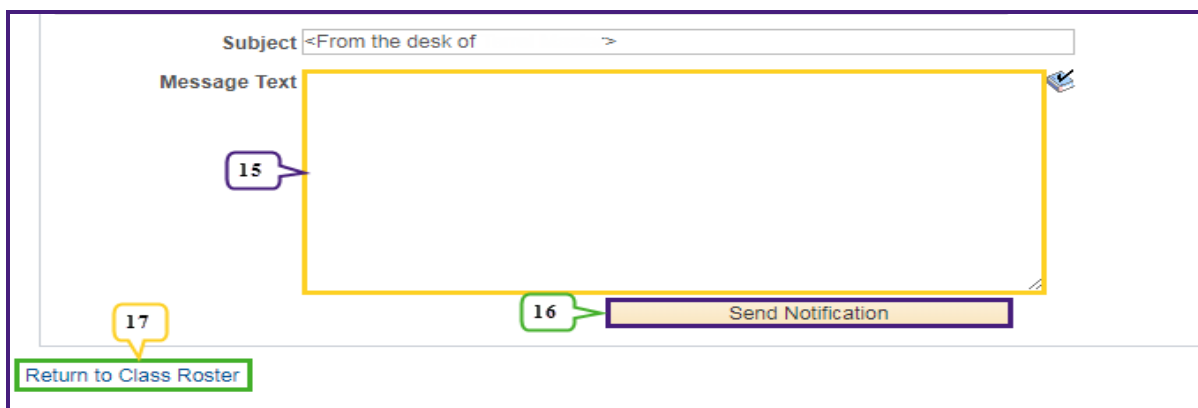
- Click the **View All** link to view all photos or the arrow buttons to scroll through the student photos.



- Click the **Link to Photos** radio button to return to the Class Roster page.



- To send email to one student or to multiple students, select the **Notify Checkbox** option.
- Click the **Notify Selected Students** button, or
- To send email to **ALL** students listed on the class roster, click the **Notify All Students** button.

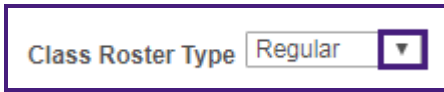


- Enter the desired information into the **Message Text** field.
- Click the **Send Notification** button to send the email.
- Click the **Return to Class Roster** link in the bottom left corner of the screen to return the class roster page.

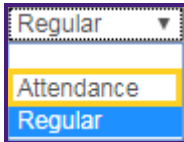
Job Aid

Approving Attendance

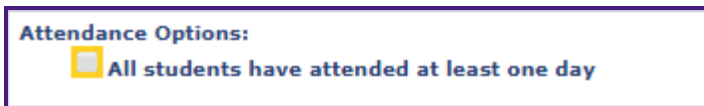
From the **Class Roster** tab:

A screenshot of a web interface showing a dropdown menu labeled "Class Roster Type". The menu is currently set to "Regular" and has a downward arrow icon to its right.

18. Click the **Class Roster Type** dropdown button to activate the menu.

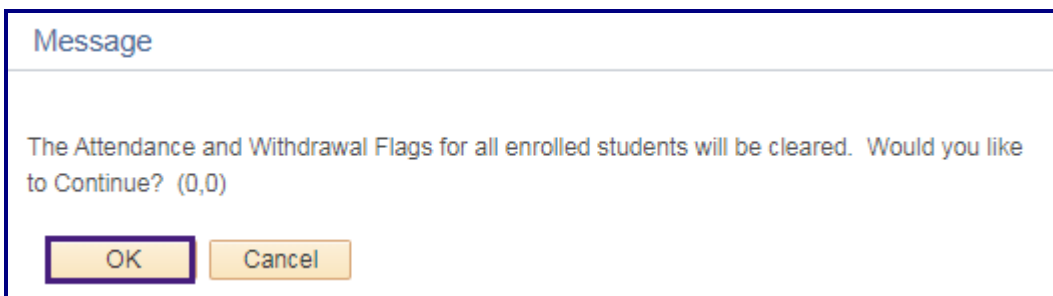
A screenshot of the "Class Roster Type" dropdown menu. The menu is open, showing three options: "Regular" (top), "Attendance" (middle, highlighted with a yellow border), and "Regular" (bottom, highlighted with a blue background).

19. Click the **Attendance** list item.

A screenshot of a web interface showing a section titled "Attendance Options:". Below the title is a checkbox labeled "All students have attended at least one day". The checkbox is currently unchecked.

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.

A screenshot of a warning message dialog box. The title bar says "Message". The main text reads: "The Attendance and Withdrawal Flags for all enrolled students will be cleared. Would you like to Continue? (0,0)". At the bottom, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a yellow border.

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.