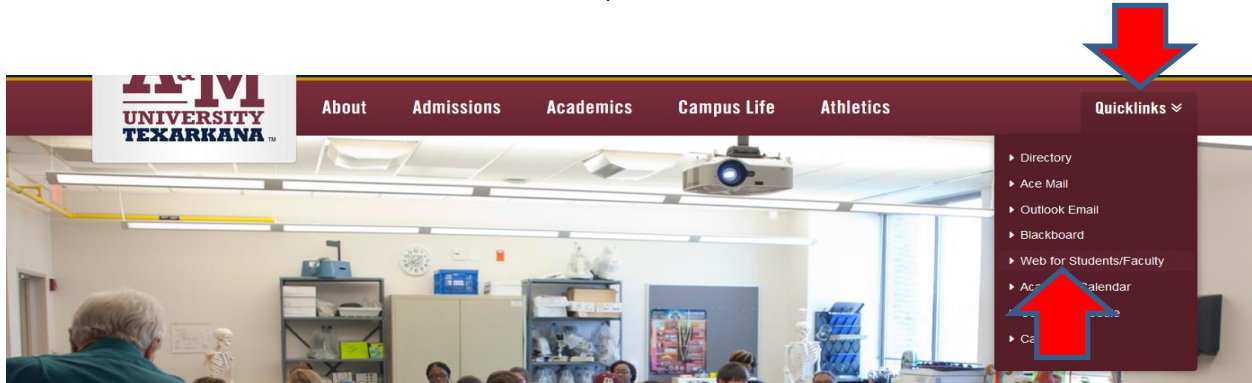


INSTRUCTIONS TO ACCESS AND SUBMIT ELECTRONIC CLASS ROSTERS

FINAL CENSUS ROSTERS

- Go to www.tamut.edu
- Click on **QUICK LINKS** at the top of the page
- Select **WEB FOR STUDENTS/FACULTY** from the drop down menu



- Enter your assigned **USER ID (CWID) and PIN**; click Login. *If this is the first time you have logged in, you will need to reset your pin and enter your security question and answer.*

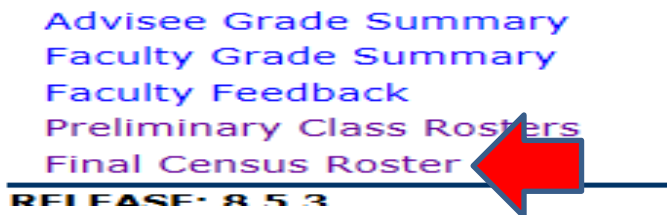
User ID:

PIN:

- Once you log in, click on the **FACULTY SERVICES TAB**



- Click on the **"Final Census Roster"** link at the bottom of the list



- Select the **CLASS/CRN** from the drop down menu
- Click **“Select Section”**

Roster Certification - Census

Below is a list of sections requiring your attention. We need to identify students who have not attended on the census date for each course.

Select the section in the list below that you would like to certify.

ESL472.01E - Instr for Eng Language Learner (CRN #80335)	▼
ESL472.01E - Instr for Eng Language Learner (CRN #80335)	
SPAN1311.001 - Beginning Spanish I (CRN #80143)	
SPAN1312.001 - Beginning Spanish II (CRN #80205)	
SPAN1312.002 - Beginning Spanish II (CRN #80216)	

Select Section

- There are **TWO** options when viewing your Final Census Roster:
 - **Students who have Never Attended:** If any student(s) listed have never attended a face-to-face class or participated in web or web enhanced classes
 - check the **“Never Attended”** column for those student(s)
 - Click the **“Submit Certified Roster”** icon - *you will be directed to a confirmation page*
 - **All students are in attendance:** if ALL students are in attendance, click the **“SUBMIT CERTIFIED ROSTER”** icon- *you will be directed to a confirmation page.*

Certify Outstanding Rosters - Census

This is your FINAL official class roster. Please certify this roster by clicking on the “Submit

Please note: you will be directed to a confirmation screen to confirm your roster.

Beginning Spanish I - SPAN1311.001 (CRN#80143)

Student	Never Attended
Daniels, Kishon Shandell	<input type="checkbox"/>
Elliott, Shelby Lynae	<input type="checkbox"/>
Gray, Caitlin Sierra	<input type="checkbox"/>
Schenfeld, Wendy Aileen	<input type="checkbox"/>

Submit Certified Roster

- Students that you have marked as **“never attended”** will be listed under the course information
 - If these selections are correct, click **“Confirm Roster”**
 - If you wish to review the roster again, click **“Redo the Certified Roster”**.
- If **ALL** students are in attendance, no students will be listed under the course information
 - If this is correct, click **“Confirm Roster”**
 - If you wish to review the roster again, click **“Redo the Certified Roster”**.
- Once the rosters have been certified, it will be removed from the list.

Confirmation of Submitted Rosters - Census

You are certifying that none of your students have been absent from every class so far. Click to confirm this and return to the list.

Beginning Spanish I - SPAN1311.001 (CRN#80143)

There are no students from this section to report as not attending.

[Confirm Roster](#)

[Redo the Certified Roster](#)

- Once you have certified the roster, select another **CLASS/CRN** from the drop down menu. Complete the above steps for all rosters.