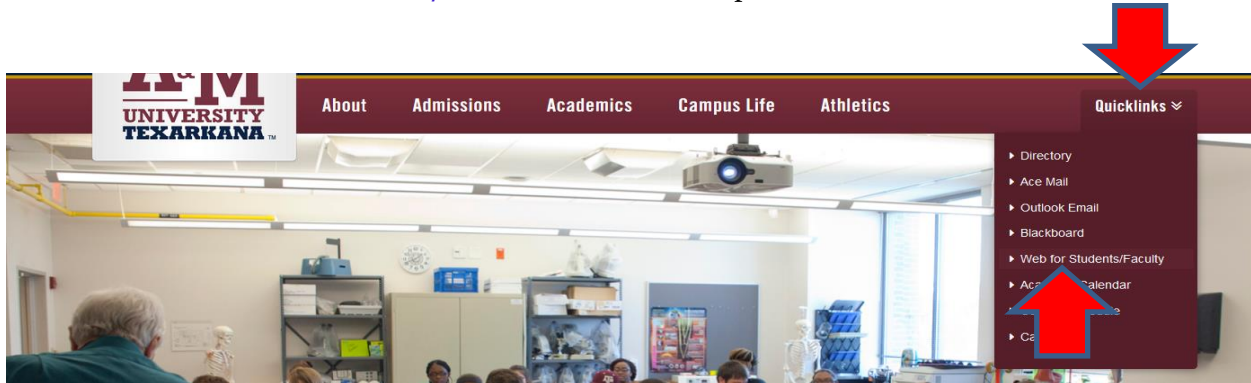


INSTRUCTIONS TO ACCESS AND SUBMIT FINAL CENSUS ROSTERS ELECTRONIC CLASS ROSTERS

- 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



User ID:
PIN:

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.*

[Personal Information](#) | [Student](#) | [Faculty Services](#) | [WebTailor Administration](#)
 Search

Faculty and Advisors

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Advisee Grade Summary
- Faculty Grade Summary
- Faculty Feedback
- Preliminary Class Rosters
- Final Census Roster**

RELEASE 8 5 3

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

Click on the **“Final Census Roster”** link at the bottom of the list

Roster Certification - Census

Below is a list of sections requiring your attention. We need to certify 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

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

Selecting 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 check box next to the student in the **“Never Attended”** column
 - 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 Certified Roster” icon. **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”**.
- Once the rosters have been certified, it will be removed from the list.
- Students who are marked as never attended **will not** be administratively dropped.
- Students will be sent a registration inquiry regarding their status in the class, and it will be their responsibility to drop/withdraw from the class

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.

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.*

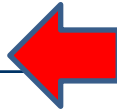
Certify Outstanding Rosters - Census

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



- 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**”.

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.