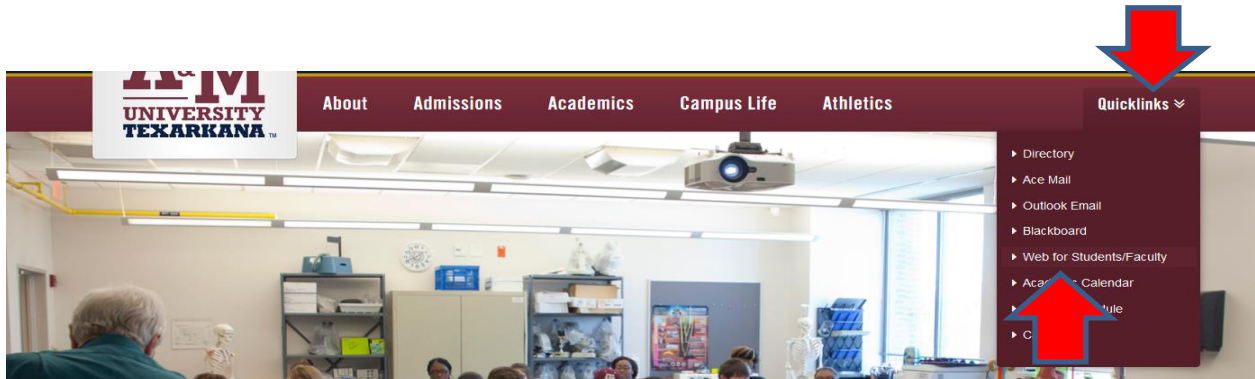


INSTRUCTIONS TO ACCESS AND SUBMIT ELECTRONIC CLASS ROSTERS

PRELIMINARY 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



- 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.*

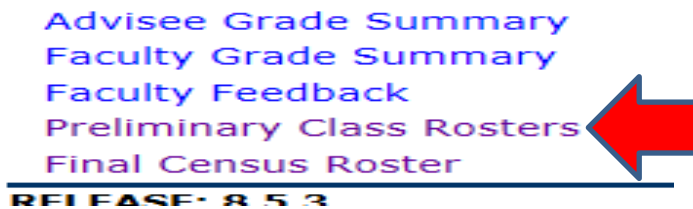
User ID:

PIN:

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



- Click on the **“Preliminary Class Roster”** link at the bottom of the list



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

Preliminary Class Rosters

Below is a list of sections requiring your attention. We need to identify students who have not attended and need to check those students who are absent on the first day.

Select the section that you would like to certify in the list below and you will be able to mark the students

AAS390.01E - Psychology of Work (CRN #80252) ▼

AAS390.01E - Psychology of Work (CRN #80252)

BE472.01E - Bilingual & Dual Lang Methods (CRN #80334)

ED593.01E - Tchng Multicultural Set (CRN #80254)

ENG555.001 - Linguistics (CRN #80259)

ESL472.01E - Instr for Eng Language Learner (CRN #80335)

ITED501.01W - Instructional Tech Foundations (CRN #80289)

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

SPAN1312.001 - Beginning Spanish II (CRN #80205)

SPAN1312.002 - Beginning Spanish II (CRN #80216)

Select Section

RELEASE: 8: 5

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- There are **TWO** options when viewing your Preliminary Class Roster:
 - **Absent students:** Select any student(s) who may be absent, then click “Submit Checked Absences”- *you will be directed to a confirmation page to certify your selection, OR*
 - **All students are present:** If ALL students are in attendance, click on “No Absences to Report”- *you will be directed to a confirmation page to certify your selection.*

Preliminary Class Rosters

Students who are absent: Click the **“ABSENT”** box beside each student who has not been in attendance for enhanced classes by the due date of this preliminary class roster. After selecting each absent student, click on the “Submit Checked Absences” button.

Please note: you will be directed to a confirmation screen with the absent students you have selected. You can click on the “No Absences to Report” button to return to the roster.

All students are present: If ALL students are accounted for and participating, click the “No Absences to Report” button.

Please note: you will be directed to a confirmation screen where a message will be displayed that there are no absences to report.

PLEASE INSTRUCT STUDENTS WHO HAVE BEEN ATTENDING CLASS BUT WHOSE NAMES DO NOT APPEAR ON THE ROSTER THAT THEY MAY NOT BE REGISTERED FOR YOUR CLASS.

Psychology of Work - AAS390.01E (CRN#80252)

Student	Absent
Dockery, Kendal Nicole	<input type="checkbox"/>

RELEASE: 8: 5

Confirmation page of student(s) listed as absent:

- Student(s) that you mark as absent will be listed under the course information
- If all is correct, select **“Confirm Roster”**.
- If you wish to review the roster again, click **“Redo the Certified Roster”**.
- Once the roster is certified, it will be removed from the roster list.

Confirmation of Preliminary Rosters

Below is a list of students that you have marked as not attending this section. Click to confirm the students. If you have made an error, go back to the roster list.

Submission of this PRELIMINARY CLASS ROSTER constitutes your signature on official roster documents and serves as confirmation of student's attendance.

Income Tax Accounting - ACCT489.001 (CRN#80387)

Footer, Kelcey Jo

RELEASE: 8: 5

Confirmation page of no absences to report:

- If the “No Absences to Report” is selected, no students will be listed under the course information.
- If all is correct, select “**Confirm Roster**”.
- If you wish to review the roster again, click “**Redo the Certified Roster**”.
- Once the roster has been certified, it will be removed from the list.

Personal Information Student **Faculty Services** WebTailor Administration

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Confirmation of Preliminary Rosters

You are certifying that the students listed on this roster have been in attendance in face to face classes, or are participating in web enhanced classes. If all information is correct, click to confirm this and return to the list.

Submission of this PRELIMINARY CLASS ROSTER constitutes your signature on official roster documents and serves as confirmation of student's attendance.

Psychology of Work - AAS390.01E (CRN#80252)

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

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