INSTRUCTIONS TO ACCESS AND SUBMIT
ELECTRONIC CLASS ROSTERS

FINAL 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.*

- 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 been certified on the census date for each course. Select the section in the list below that you would like to certify.

Select the CLASS/CRN from the drop down menu

• 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
  o check the “Never Attended” column for those student(s)
  o Click the “Submit Certified Roster” icon - you will be directed to a confirmation page

• All students are in attendance
  o 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)

<table>
<thead>
<tr>
<th>Student</th>
<th>Never Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniels, Kishon Shandell</td>
<td></td>
</tr>
<tr>
<td>Elliott, Shelby Lynae</td>
<td></td>
</tr>
<tr>
<td>Gray, Caitlin Sierra</td>
<td></td>
</tr>
<tr>
<td>Schenfeld, Wendy Aileen</td>
<td></td>
</tr>
</tbody>
</table>

Submit Certified Roster

• Students that you have marked as “never attended” will be listed under the course information
  o If these selections are correct, click “Confirm Roster”
  o 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
  o If this is correct, click “Confirm Roster”
  o 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

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