

Not Attending Rosters

Navigation: Faculty Center tile > Faculty Center > My Schedule

1.	After verifying the correct semester is selected, click the Grade Roster icon. Faculty Center
	My Schedule
	Summer 2017-2018 Univ of Change Term Southern Mississippi
	Select display option
	Show All Classes Show Enrolled Classes Only
	Icon Legend 🛛 🏦 Class Roster 📑 Grade Ro
	My Teaching Schedule > Summer 2017-2018 > Univ of Southern Mississipp
	Personalize Class Title Enrolled Days & Times
	MS 111- 002 3480) Oral Communication (Lecture) 20 TBA
2.	Verify that the "Not Attending" roster is selected.
	Display Options
	*Grade Roster Type Not Attending
	Display Unassigned Roster Grade Only
3.	For each student who did not attend the first class meeting, click the Roster Grade dropdown and
	attending.
	Student Grade Requirement Designation Transcript N
	ID Name Roster Official Grade
	□ 1 647087
	2 975492 B C
	D D F F F
	□ 4 10008373
	XF
4.	Once you have entered NA for all of the students who did not attend the first meeting, change the Approval Status to Ready for Review .
5.	Click the Save button to the right.
	NOTE: If you must NA several students, be sure to save frequently.
	Grade Roster Action
	*Approval Status Ready for Review Save

