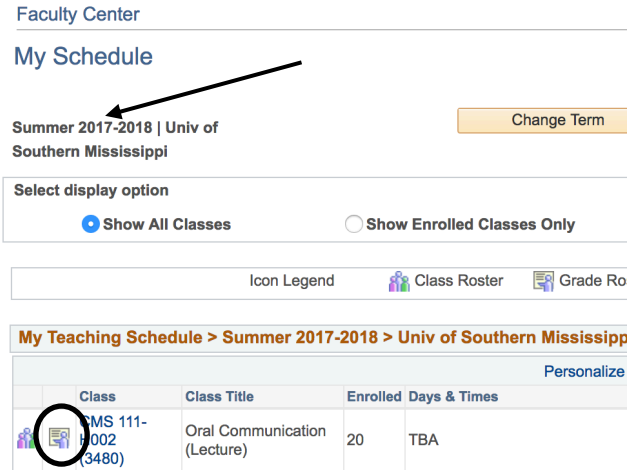
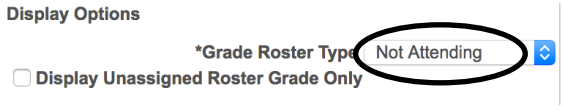
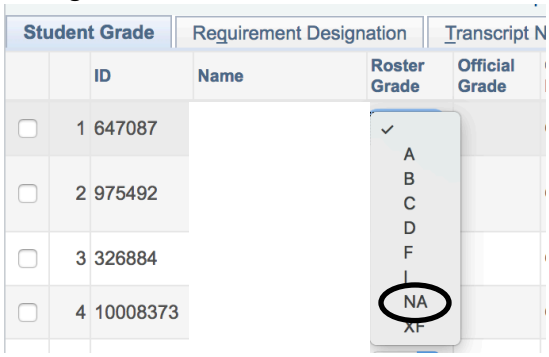
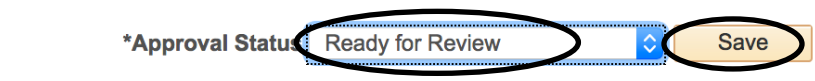
Not Attending Rosters

Navigation: Faculty Center tile > Faculty Center > My Schedule

1.	After verifying the correct semester is selected, click the Grade Roster icon. 
2.	Verify that the "Not Attending" roster is selected. 
3.	For each student who did not attend the first class meeting, click the Roster Grade dropdown and select NA. For everyone else, leave this space blank. There will only be an NA grade for those not attending. 
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.