How to Submit Census and Attendance Rosters

Census Rosters are due within the first two weeks of the semester and students dropped will not receive a W. Attendance Rosters are due towards the end of the semester and students dropped at this time will receive a W.

1. Go to My Faculty Center

2. Click on the Roster Icon next to your class.
   NOTE: If your class includes a lab, click on the lab roster. Unless you are teaching a BIOL, CHEM, or PHYS class. In these instances the census and attendance rosters will be linked to the lecture
3. The Drop Date column becomes available. If the Drop Date column is not available, check the dates for your Census Roster in the To Do Box. Use the NONE link to access the drop values.

Select the NONE link corresponding to the student to be dropped. The following pop-up window will appear:

Select Drop or No Show, then click the Ok button. The No Show option will only work for Census Rosters.
4. After all drops are completed, go to the To Do Box located at the top of the class roster:

![To Do Box]

Click either the Census or Attendance Roster Date, depending on which roster you are submitting.

5. Click the OK button in the Submit Census (or Attendance) Roster pop-up window:

![Submit Census Roster]

Click Ok to Submit Attendance Roster

For additional assistance or to report any problems with your census or attendance roster, contact Silvia Cortez (scortez@peralta.edu)