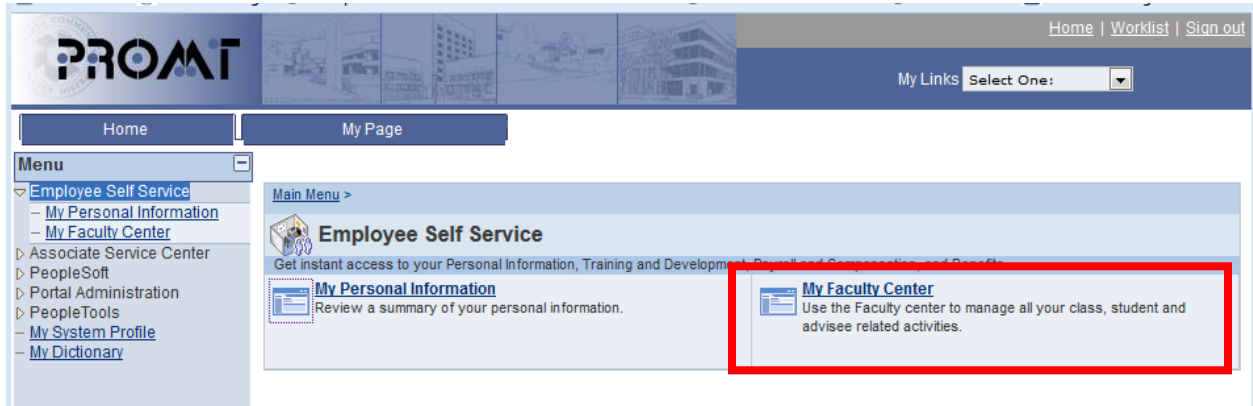


How to Submit Census and Attendance Rosters

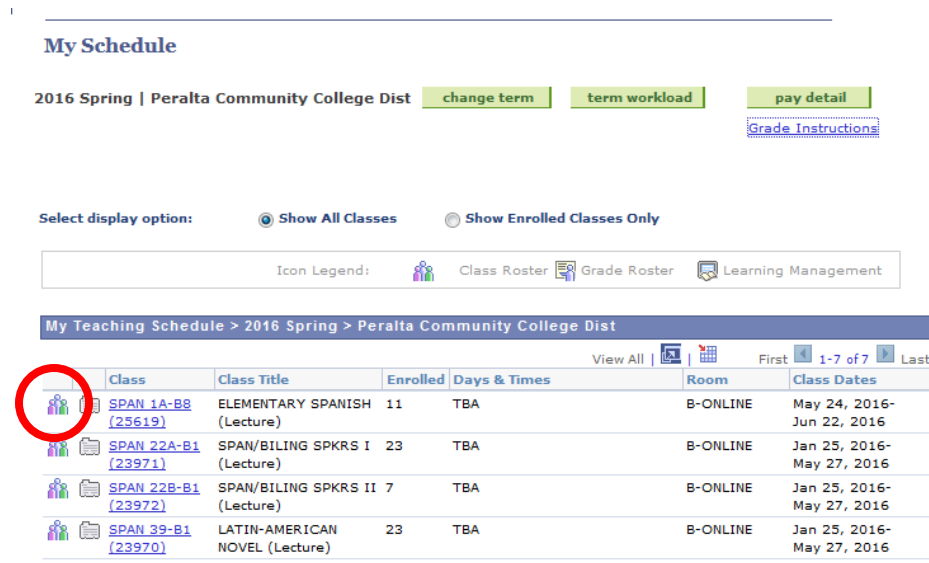
Census Rosters are due within the first two weeks of the semester and students dropped will not receive a W. Attendance Rosters are due towards the end of the semester and students dropped at this time will receive a W.

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



- 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.

Enrolled Students										
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Drop Date	Level	Status Note
1					Graded	6.00	Matriculating-Laney - BUS Management and Supervision	NONE	ophomore	
2					Graded	6.00	Matriculating-Laney - BIOL Biomanufacturing	NONE	ophomore	
3					PNP	6.00	Matriculating - GENERAL CURRICULUM/LIBERAL ART	NONE	ophomore	
4					Graded	6.00	Matriculating - BUSINESS/BUSINESS ADMINISTRATI	NONE	ophomore	
5					Graded	6.00	Matriculating-Laney - SOCSC Social Sciences	NONE	freshman	

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

Drop Student

Term 1167 Class Nbr 22012 EmplID 10828290

Drop
 No Show
 None

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	
Class Roster:	Printable
No Show Roster:	Not Available
Census Roster:	Due: 10/14/2015, Wednesday at 11:59 pm (Click Here)
Attendance Roster:	11/20/2015 - 11/23/2015 at 11:59 pm

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

Term 1162 **Class Nbr** 21003

Click Ok to Submit Attendance Roster

OK **Cancel**

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