













## Not Attending Rosters

1.	<p>After verifying the correct semester is selected, click the <b>Grade Roster icon</b>.</p> <p>Spring 2011-2012   Univ of Southern Mississippi <a href="#">change term</a></p> <p>Select display option: <input checked="" type="radio"/> Show All Classes <input type="radio"/> Show Enroll</p> <p>Icon Legend:  Class Roster</p> <p>My Teaching Schedule &gt; Spring 2011-2012 &gt; Univ of Southern Mi</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Class Title</th> <th>Enrolled</th> <th>Days &amp; Times</th> </tr> </thead> <tbody> <tr> <td> <a href="#">CMS 310-H001 (4642)</a></td> <td>Research Methods (Lecture)</td> <td>9</td> <td>MoWe 2:00PM - 3:00PM</td> </tr> </tbody> </table>	Class	Class Title	Enrolled	Days & Times	 <a href="#">CMS 310-H001 (4642)</a>	Research Methods (Lecture)	9	MoWe 2:00PM - 3:00PM																	
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2.	<p>Verify that the "Not Attending" roster is selected.</p> <p>Display Options:</p> <p>*Grade Roster Type: <input type="text" value="Not Attending"/> </p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p>																									
3.	<p>For each student who has never attended your class, click the dropdown and select <b>NA</b>.</p> <table border="1"> <tbody> <tr> <td><input type="checkbox"/></td> <td>5</td> <td>712031</td> <td><a href="#">Elephant,Dumbo E</a></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>6</td> <td>783314</td> <td><a href="#">Fairyt,Tinkerbell</a></td> <td>A B C D F</td> </tr> <tr> <td><input type="checkbox"/></td> <td>7</td> <td>772250</td> <td><a href="#">Mouse,Mickie</a></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>8</td> <td>648288</td> <td><a href="#">Mouse,Minnie</a></td> <td><b>NA</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td>9</td> <td>805731</td> <td><a href="#">Pan,Peter</a></td> <td></td> </tr> </tbody> </table>	<input type="checkbox"/>	5	712031	<a href="#">Elephant,Dumbo E</a>		<input type="checkbox"/>	6	783314	<a href="#">Fairyt,Tinkerbell</a>	A B C D F	<input type="checkbox"/>	7	772250	<a href="#">Mouse,Mickie</a>		<input type="checkbox"/>	8	648288	<a href="#">Mouse,Minnie</a>	<b>NA</b>	<input type="checkbox"/>	9	805731	<a href="#">Pan,Peter</a>	
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4.	<p>Once you have entered NA for all of the students who have never attended, change the Approval Status to <b>Ready for Review</b>.</p>																									
5.	<p>Click the <b>Save</b> button to the right.</p> <p>NOTE: If you must NA several students, be sure to save frequently.</p> <p>Grade Roster Action:</p> <p>*Approval Status: <input type="text" value="Ready for Review"/>  <a href="#">save</a></p>																									