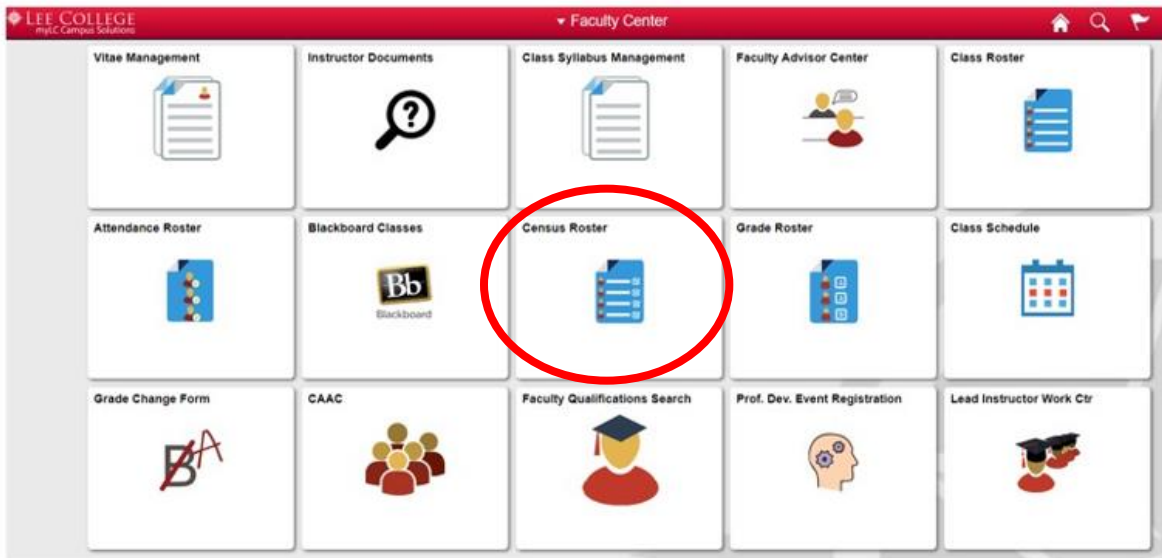


Census Roster Approval Instructions

From your Faculty Center, select the Census Roster (fluid) box.



The current term will be displayed, listing each of your classes. Not all classes will have Census Rosters available at the same time, so you must click through each class to find the Census Roster currently open and in need of approval. Note the message below informing that the Census Roster for the first class is not yet available and the date the roster will be made available. Click on the class in the list to the left to check each class.

Faculty Center

Census Roster

Spring 2021

Change Term

WLDG1200.H01A (2352) LEC

WLDG1200.H01B (2353) LAB

WLDG1313.F001 (2390) LEC

WLDG1430.F01A (2375) LEC

WLDG1430.F01B (2376) LAB

WLDG1200.H01A (2352) LEC

Introduction to Welding

ⓘ

Census Roster is not yet available.
The Census Roster will be available on 1/29/2021, 2 days after the Official Day of Record.

When a Census Roster is available, the roster will open for your review when the class is selected.

Faculty Center

Census Roster

Spring 2021

Change Term

WLDG1323.F002 (2391) LEC

WLDG1323.F005 (2791) LEC

Welding Safety, Tools & Equipment

Check the Present box for each student to confirm they are officially enrolled in the class. Uncheck those students that have not attended class. When finished click the Approve Roster button.

Select All

Approve Roster

4 rows

Present	Empl ID	Name	Add Dt	Drop Dt	Acad Plan	Student Groups
☐ No	0191245		12/09/2020		GS4	DC, HS
☐ No	0191250		12/09/2020		GS4	DC, HS
☐ No	0188939		12/10/2020		GS4	DC, HS
☐ No	0191239		01/08/2021		GS4	DC, HS

If a student does not appear on the roster above but is enrolled in the class then add them below by typing in their Student ID#. Click the + sign to add additional rows.

Add Student(s) Not Included in Roster Above

Empl ID

Name

1 row

+

-

Admissions Office Notes

Consider each student individually to determine if the student has ever attended the class or participated in the class online at any time since the class started, through the actual Census Date or day of record. If the student has attended/participated online, click on the button to toggle to “Yes”. If the student has never attended or participated online in the class, leave the button toggled to “No”. If a student is attending but not listed on the Census Roster, enter the student ID# in the box at the bottom, using the +/- buttons to add or delete rows as needed.

WLDG1323.F005 (2791) LEC

Welding Safety, Tools&Equipment

Check the Present box for each student to confirm they are officially enrolled in the class. Uncheck those students that have not attended class. When finished click the Approve Roster button.

Select All

Approve Roster

4 rows

Present	Empl ID	Name	Add Dt	Drop Dt	Acad Plan	Student Groups
☒	0191245		12/09/2020		GS4	DC, HS
☐	0191250		12/09/2020		GS4	DC, HS
☐	0188939		12/10/2020		GS4	DC, HS
☐	0191239		01/08/2021		GS4	DC, HS

If a student does not appear on the roster above but is enrolled in the class then add them below by typing in their Student ID#. Click the + sign to add additional rows.

Add Student(s) Not Included in Roster Above

Empl ID

Name

1 row

+

-

Admissions Office Notes

If all of the students listed have attended/participated online, you may use the **Select All** button to adjust the entire roster to “Yes”. This option cannot be undone using that button, but corrections can be made individually, by student.

Select All

Present

☒

☒

☒

☒

If a student does not appear on the roster above but is enrolled in the class then add them below by typing in their Student ID#. Click the + sign to add additional rows.

Once you are satisfied with your entries, select the **Approve Roster** button to the upper right. You will be asked to review your Census Roster to be sure all students’ attendance/participation has been considered and is marked correctly. If you approve, select OK, if you must reconsider or make corrections, select CANCEL to return to the roster for corrections.

Once you have Approved the Census Roster, the following message will appear. Select **OK** to complete the approval process and submit your Census Roster.

This census roster is an official document required by state of Texas auditors for our college to collect state reimbursements. Late/inaccurate rosters can result in loss of state funding. By submitting this roster you are certifying that the records are true and accurate.

OK

Cancel

☒

0191239

Want, Clayton Lee Mitchell

01/08/2021

GS4

DC, HS

Once successfully Approved, you will see the final approved roster with the date/time stamp of approval noted as below. You can view this approved roster at any time in your Faculty Center.

WLDG1323.F005 (2791) LEC

Welding Safety,Tools&Equipment

Check the Present box for each student to confirm they are officially enrolled in the class. Uncheck those students that have not attended class. When finished click the Approve Roster button.

Roster approved by [REDACTED] on 01/20/21 11:26AM

4 rows

Present ▾	Empl ID ▾	Name ▾	Add Dt ▾	Drop Dt ▾	Acad Plan ▾	Student Groups ▾
Yes	0191245	[REDACTED]	12/09/2020		GS4	DC, HS
Yes	0191250		12/09/2020		GS4	DC, HS
No	0188939		12/10/2020		GS4	DC, HS
Yes	0191239		01/08/2021		GS4	DC, HS

If a student does not appear on the roster above but is enrolled in the class then add them below by typing in their Student ID#. Click the + sign to add additional rows.

Add Student(s) Not Included in Roster Above

1 row

Empl ID ▾	Name ▾

Admissions Office Notes