Electronic Census Roster Instructions

1) Log in using your InSite credential.

2) Once you log in you will be asked to select the term and the section you want to view.

3) Once you have selected a section the dates will appear. Please allow 10-15 seconds for the API to bring in the course information. A snapshot of your roster will also appear at the bottom of the page with a list of your students.

4) Please ensure that you have the correct section and that you are submitting **after** the census date.

5) If you have drops to record click "yes" and a series of options will become available. To record a drop, click that box. If they are a No Show please select that option, the effective date of drop is NOT required for No Shows. Select a date only to record the last time you saw the student BEFORE the census date if they attended.

Are there any drops you would like to record? Please refer to your roster below for the student ID and verify the information before submitting. If you have students to drop you must either mark them as a no s include their last date of attendance that is BEFORE census.

* ⦿ Yes
  ◯ No

Select the student	Student name	Units	Status	Email	No Show?	Drop?	Effective date of drop
Select a Student ▾						☐	
Select a Student ▾						☐	
Select a Student ▾					☐	☐	
Select a Student ▾					☐	☐	
Select a Student ▾					☐	☐	
Select a Student ▾					☐	☐	
Select a Student ▾					☐	☐	
Select a Student ▾					☐	☐	
Select a Student ▾					☐	☐	
Select a Student ▾					☐	☐	

6) Select the drop-down menu titled "select a student", the student's ID will populate. The student's information will then populate, please double check that you are dropping the correct student.

7) Once you have recorded all your drops or if you have no drops to record sign the roster and click Submit Form. The signed roster will be forwarded automatically to Admissions and Records.

By signing this roster, I am verifying that I am dropping all no-shows or students who have stopped attending prior to census.

*

(click to sign)

_____   _____
Signature   Date

[Save Progress]   [Submit Form]