INSTRUCTIONS FOR COMPLETING ONLINE CENSUS ROSTERS

The Census Roster is intended for faculty to take attendance during census. The census roster must be filled out and certificated for each class within 2 days of your census date. You may not access the census roster prior to the census date of the course.

STEP 1   Click on "Census Roster" (located in the Faculty Information menu)

FACULTY - WEBADVISOR FOR FACULTY MENU   Welcome John!

Staff User Account
New Staff User
What's my User ID?
Reset my password
Update your email/telephone number/address

Personal Profile
Position Summary
Leave Plan Summary
My Stipends
Open Enrollment - 2008

Faculty Information
Attendance Roster
Census Roster   ⟵
Class Roster
Drop Roster
Grade Rosters
Incomplete Grade Form Report
Instructor Record Change Form
Search for Classes
Waitlist / Add Code Roster

Faculty Resources
Attendance Accounting Manual
Attendance Accounting Schedule
Bookstore Text Book Link
Class Schedule
Register to Vote - California Voter Registration

Work Orders
Maintenance Work Requests

Online Learning
Blackboard

Roster Tutorials
Class Roster Tutorial
Attendance Roster Tutorial
Waitlist / Add Code Roster Tutorial
Drop Roster Tutorial
Census Roster Tutorial
Procedures for Faculty Grading

STEP 2   Select the term, and click SUBMIT

FACULTY   Welcome John!

Census Roster

* = Required

Select a term to restrict your class list

Term＊ [▼]

Fall 2011
Spring 2012   ⟵

[SUBMIT]

CHANGE PASSWORD   LOG OUT   MAIN MENU   FACULTY MENU   HELP   CONTACT US

STEP 3   Select the box next to the class, and click SUBMIT

Faculty Census Class Select

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term	Roster Complete
☐	ES/A-181ABCD-05 Basketball	01/09/12	05/18/12	1500	1500	11:00AM - 12:15PM	MW	MC	12/SP	Complete
☐	ES/A-162ABCD-60 Basketball	01/09/12	05/18/12	1500	1500	06:00PM - 08:50PM	T	MC	12/SP	Complete
☐	ES/A-191-22 Intr Wt Trng/Phys Ft	01/09/12	03/29/12	RCRT	RCT8	01:30PM - 03:35PM	TTH	MC	12/SP	Complete

STEP 4   Drop students from the roster (if you have drops); if not just continue click SUBMIT at the end of the page
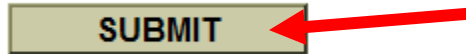
SUBMIT

STEP 5   Census Student Drop Results –
This screen confirms drops or no drops processed, on this screen you must check the box at the bottom of the screen which states "I certify the enrollment is complete and accurate as submitted and that I am supervising attendance" and click SUBMIT

Census Student Drop Results

TRANSACTION COMPLETE. Please print this transaction roster for your records.

Class Name	HLTH-101-15
Title	Principles of Health
Location	Main Campus
Term	Summer 2008

Instructors
Walter L. Justice

Student	ID	Status	Drop Date	Drop Reason	Credits
Guillen, Mitzi M.	0594296	Dropped	06/09/08	No Show	3.00

☐ I certify the enrollment information is complete and accurate as submitted and that I am supervising the attendance.

SUBMIT

CHANGE PASSWORD   LOG OUT   MAIN MENU   FACULTY MENU   HELP   CONTACT US

You must check off this box or the census roster will NOT be complete

STEP 6   To confirm that you have completed your Census Roster, in the initial Census Roster screen it will indicate if it is INCOMPLETE or COMPLETE

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term	Roster Complete
☑	ES/A-162ABCD-05 Basketball	01/09/12	05/18/12	1500	1500	11:00AM - 12:15PM	MW	MC	12/SP	Complete
☐	ES/A-162ABCD-60 Basketball	01/09/12	05/18/12	1500	1500	06:00PM - 08:50PM	T	MC	12/SP	Complete
☐	ES/A-191-22 Intr Wt Trng/Phys Ft	01/09/12	03/29/12	RCRT	RCT8	01:30PM - 03:35PM	TTH	MC	12/SP	Complete
☐	ES/A-192-22 Adv Weight Trng/Physical Fit I	01/09/12	03/29/12	RCRT	RCT8	01:30PM - 03:35PM	TTH	MC	12/SP	Complete