



## How Do I?

# Certify Official Class Roster

PeopleSoft version 9

1. Sign In to PeopleSoft Version 9 using your **W#** as User ID.  
*Remember to use CAPS when entering your User ID.*
2. Select Self Service > Class Attendance Update. On the search screen, click the magnifying glass, select current term and click Search.

### Update Class Attendance

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Term: begins with

[Basic Search](#)

3. Select the appropriate class.
4. Your Class Roster will be displayed.

Class Attendance

Southeastern Louisiana University

Instructor ID 0211389 D'Lion.Roomie  
Term 2009 Spring 2009 Deadline Date 02/01/2009  
CLASS FREN 101 Section 01 Class Nbr 423  
Session Eight WK 1  All students have attended at least one day

EmpID	Name	Units Taken	Status	Wdrl Dt	Student has not attended any class sessions	Withdraw Student?
1		3.00	Enrolled		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2		3.00	Enrolled		<input type="checkbox"/>	<input type="checkbox"/>
3		3.00	Enrolled		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5. If no students are being marked for non-attendance click the check box "All students have attended at least one day" at the top of your class roster.

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EmpID	Name	Units Taken	Status	Wdrl Dt	Student has not attended any class sessions
1		3.00	Enrolled		<input checked="" type="checkbox"/>
2		3.00	Enrolled		<input checked="" type="checkbox"/>
3		3.00	Enrolled		<input checked="" type="checkbox"/>

6. For any student(s) that are being marked for non-attendance you will need to click the check box in the column labeled "Student has not attended any class sessions" for that student. Once the student has been marked for non-attendance you will then be given the option to have the student administratively withdrawn from the class by clicking on the check box in the column labeled "Withdraw Student". Leaving this box **unchecked** means that you do not want the student administratively withdrawn from your class.

EmpID	Name	Units Taken	Status	Wdrl Dt	Student has not attended any class sessions	Withdraw Student?
1		3.00	Enrolled		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2		3.00	Enrolled		<input type="checkbox"/>	<input type="checkbox"/>
3		3.00	Enrolled		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

7. Once you have completed the roster scroll to the bottom of the screen and click the save button.
8. Click Return to Search to enter attendance for a different class.
9. Remember to Sign Out of LEONet when you have finished your session.

## Things to Remember

when entering class attendance:

- **Please be aware** of the deadline date located on the top right-hand side of your roster(s). Once this date has passed you will no longer have access to make changes to your Official Roster(s).
- After the deadline date **you must email** Records and Registration with any corrections that need to be made to your roster(s).
- **Contact Records and Registration** (ext. 5624 or 3698) if you have any questions about or problems with certifying your Official Class Roster(s).