Certifying Rosters
1. Browse to https://tim.txstate.edu/classrosters or click the Certify Rosters link on the Faculty Services tab.
2. Log in using your NetID and password.
3. The Home navigational menu on the left offers 2 selections:
   • Class Selection – displays all your classes on one screen; click class names to view each one.
   • Inquire Class Rosters – offers the option to view Student Photos in the roster.

Certifying Classes
1. Click Class Selection in the navigation menu on the left.
2. Under Faculty Classes, click a class name to open that class in the Roster Certification screen.
3. The roster status may be changed for a student by clicking Edit on their corresponding row.
   a. Within the Edit window, click Update when finished, or Cancel to back out of the changes.
   b. Repeat as necessary for individual students.
4. You may add a new student by clicking the “Add New Student” button at the top of the roster.
5. When you are finished, click the Certify Roster button to certify your roster.
6. Red text will appear: “Roster Certified Successfully” indicating your changes are complete.
7. To certify another class, return to the Class Selection screen and choose another class.

Attending = attended at least one day of course through census
Never attended = never attended any day of course through census
Certifying Classes and Picture Rosters

1. Browse to [https://tim.txstate.edu/classrosters](https://tim.txstate.edu/classrosters) or click the **Certify Rosters** link on the Faculty Services tab in SSB.

2. Log in using your NetID and password.

3. The Home navigational menu on the left offers 2 selections:
   - **Class Selection** – displays all your classes on one screen; click class names to view each one. Use this link to certify rosters.
   - **Inquire Class Rosters** – offers the option to view Student Photos in the roster.
Certifying Classes

1. The **Class Selection** screen displays the classes by term and by session for which you are responsible.
2. Under **Faculty Classes**, click a class name to open that class to review for certification.
3. The Roster Certification screen will be displayed for the selected class.

Roster Certification

Course Information

Session Code: 01  Course: 11267 CJ 2355  Location: HINE, ROOM-00207
Certification Begin Date: 8/1/2011 12:01:00 AM  Certification End Date: 9/20/2011 11:59:00 PM

Class Roster

Add New Student

<table>
<thead>
<tr>
<th>TxEStaId</th>
<th>Name</th>
<th>Roster Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Alvarez Anthony</td>
<td>Attending</td>
</tr>
<tr>
<td>Edit</td>
<td>Ambush Jessica</td>
<td>Attending</td>
</tr>
<tr>
<td>Edit</td>
<td>Contraras Martha</td>
<td>Attending</td>
</tr>
<tr>
<td>Edit</td>
<td>Cruz Nicholas</td>
<td>Attending</td>
</tr>
<tr>
<td>Edit</td>
<td>Daniel Michael</td>
<td>Attending</td>
</tr>
<tr>
<td>Edit</td>
<td>Davis James</td>
<td>Attending</td>
</tr>
<tr>
<td>Edit</td>
<td>McGee Cody</td>
<td>Attending</td>
</tr>
<tr>
<td>Edit</td>
<td>Paugh Tyler</td>
<td>Attending</td>
</tr>
<tr>
<td>Edit</td>
<td>Salari Morgan</td>
<td>Attending</td>
</tr>
<tr>
<td>Edit</td>
<td>Staton Matthew</td>
<td>Attending</td>
</tr>
</tbody>
</table>

4. The roster status may be changed for a student by clicking Edit on their corresponding row, expanding the edit box:

   a. Choose from Attending, Not Attending, or Pending from the drop down menu.
   b. Click Update when finished, or Cancel to back out of the changes.
   c. Repeat as necessary for individual students.
5. You may add a new student by clicking the “Add New Student” bar at the top of the roster to expand the window.

   ![Add New Student](image)

   a. Enter the student’s Texas State ID number and click “Add Student”
   b. The student’s name will be retrieved from Banner and added to the roster grid.

6. When you are finished, click the [Certify Roster] button to certify your roster.

7. Red text will appear: “Roster Certified Successfully” indicating your changes are complete.

8. To certify another class, return to the Class Selection screen and choose another class.