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 Roster Certification – 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 Roster Certification 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 choose Attending or Never Attended, 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. This does not officially register student in course section. Send student to department chair.

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.

PLEASE KEEP IN MIND THERE ARE TWO WAYS TO UPDATE A STUDENT’S ATTENDANCE STATUS:

- **DURING THE CERTIFICATION PERIOD**: Simply login the Class Roster.Net application and make the appropriate change to “attending” or “not attending”. This may be completed multiple times during the certification period.

- **AFTER THE CERTIFICATION PERIOD ENDS**: Faculty or Chair must submit a Roster Attendance Adjustment Form.
Certifying Classes and Picture Rosters

1. Browse to 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 Roster Certification** – 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 Roster Certification** 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**

- Faculty Name: Lisa Renee Apostolo
- Faculty TxStateId: A08946799
- Term: Fall 2011

**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: 8/20/2011 11:59:00 PM

**Class Roster**

<table>
<thead>
<tr>
<th>Record Count: 10</th>
<th>Page Size: 20</th>
<th>Certify Roster</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>TxEStateId</th>
<th>Name</th>
<th>Roster Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Editor</td>
<td>Alvarez Anthony</td>
<td>Attending</td>
</tr>
<tr>
<td>Editor</td>
<td>Ambush Jessica</td>
<td>Attending</td>
</tr>
<tr>
<td>Editor</td>
<td>Contreras Martha</td>
<td>Attending</td>
</tr>
<tr>
<td>Editor</td>
<td>Cruz Nicholas</td>
<td>Attending</td>
</tr>
</tbody>
</table>

   a. Choose from Attending or Never Attended 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.

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. 
   This does not officially register student in course section. Direct student to department chair.
   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.

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PLEASE KEEP IN MIND THERE ARE TWO WAYS TO UPDATE A STUDENT’S ATTENDANCE STATUS:

- **DURING THE CERTIFICATION PERIOD:** Simply login the Class Roster.Net application and make the appropriate change to “attending” or “not attending”. This may be completed multiple times during the certification period.

- **AFTER THE CERTIFICATION PERIOD ENDS:** Faculty or Chair must submit a Roster Attendance Adjustment Form.