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.
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 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**

   ![Image of Roster Certification screen]

   - Faculty Name: Lisa Renee Apostolo
   - Faculty TxStateId: 0112673
   - 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: 9/20/2011 11:59:00 PM

   **Class Roster**

   ![Image of Class Roster]

   - Record Count: 10
   - Page Size: 20
   - Certify Roster

   **Add New Student**

   ![Image of Add New Student]

   - TxDxStateID
   - Name
   - Roster Status

<table>
<thead>
<tr>
<th>TxDxStateID</th>
<th>Name</th>
<th>Roster Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0112673</td>
<td>Alvarez Anthony</td>
<td>Attending</td>
</tr>
<tr>
<td>0112673</td>
<td>Ambush Jessica</td>
<td>Attending</td>
</tr>
<tr>
<td>0112673</td>
<td>Contreras Martha</td>
<td>Attending</td>
</tr>
<tr>
<td>0112673</td>
<td>Cruz Nicholas</td>
<td>Attending</td>
</tr>
<tr>
<td>0112673</td>
<td>Daniel Michael</td>
<td>Attending</td>
</tr>
<tr>
<td>0112673</td>
<td>Davis James</td>
<td>Attending</td>
</tr>
<tr>
<td>0112673</td>
<td>McGee Cody</td>
<td>Attending</td>
</tr>
<tr>
<td>0112673</td>
<td>Paugh Tyler</td>
<td>Attending</td>
</tr>
<tr>
<td>0112673</td>
<td>Salari Morgan</td>
<td>Attending</td>
</tr>
<tr>
<td>0112673</td>
<td>Station 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:

   ![Image of Editing Roster Status]

   - **Edit**
   - **Student TxDxStateId**: A0112673
   - **Student Name**: Garcia Alyssa
   - **Roster Status**: Attending

   - Click **Update** when finished, or **Cancel** to back out of the changes.
   - 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. 
       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.

![Roster Certified Successfully](image)

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