

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

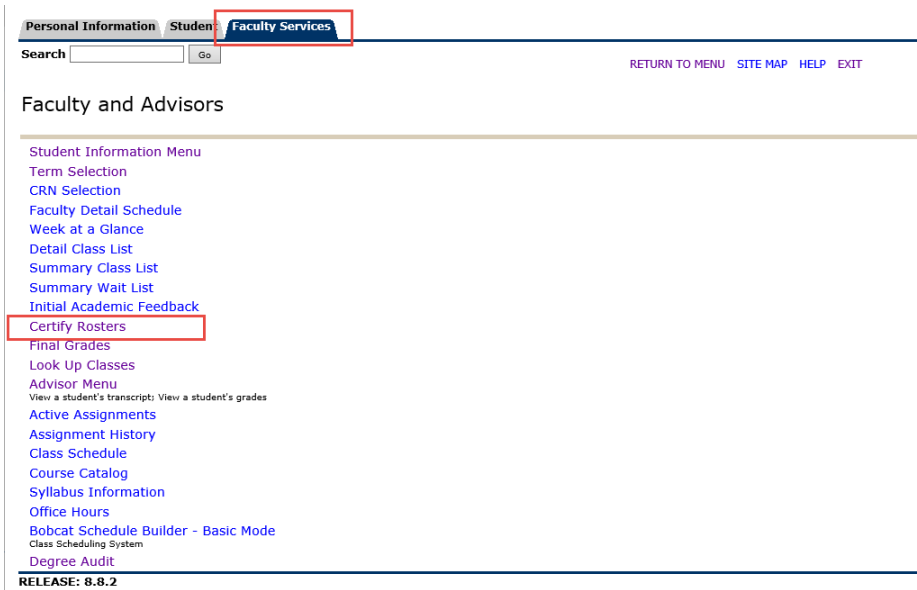
1. Click **Class Roster Certification** in the navigation menu on the left.
2. Under **Faculty Classes**, click a class name to open that class in the Roster Certification screen.
3. The roster status may be changed for a student by clicking **Edit** on their corresponding row.
 - a. Within the Edit 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:

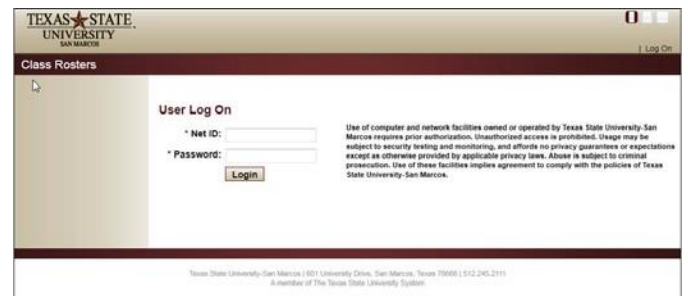
- DURING THE CERTIFICATION PERIOD: Simply login the Class Roster.Net application and make the appropriate change to “attending” or “not attending”. This may be completed multiple times during the certification period.
- AFTER THE CERTIFICATION PERIOD ENDS: Faculty or Chair must submit a [Roster Attendance 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.

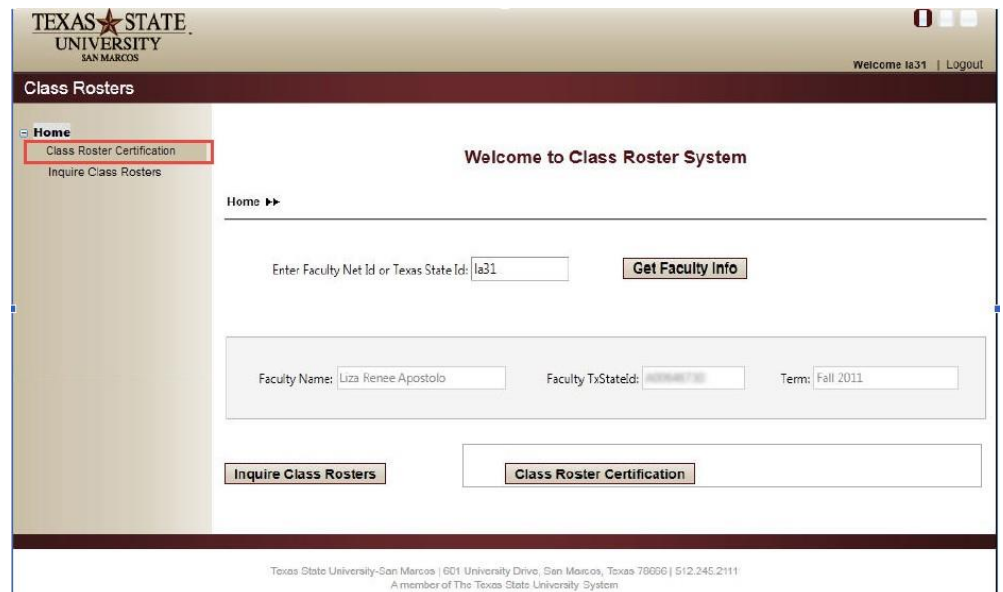


2. Log in using your NetID and password.



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.



3. The **Roster Certification** screen will be displayed for the selected class.

Roster Certification

Home ►► Class Selection ►► Roster Certification ►►

Faculty Name: <input type="text" value="Liza Renee Apostolo"/>	Faculty TxStateId: <input type="text" value="A00446730"/>	Term: <input type="text" value="Fall 2011"/>
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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	

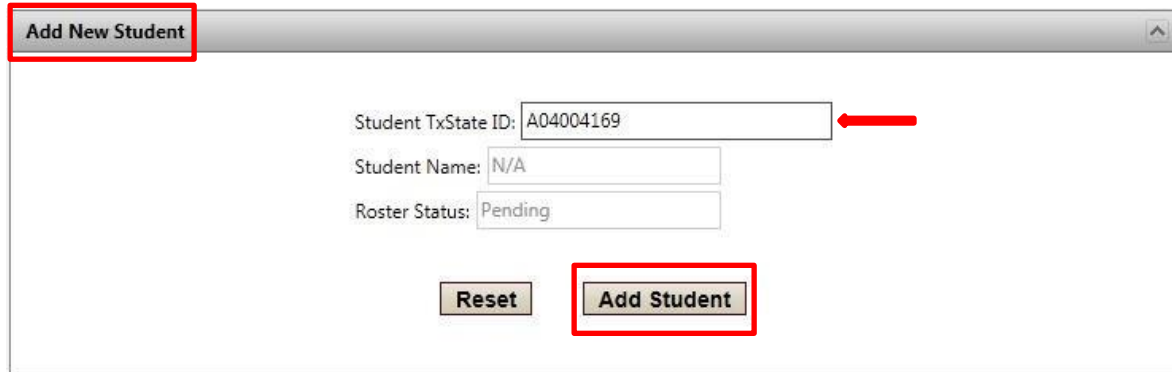
Class Roster			
Record Count: 10	Page Size: 20 ▼	Certify Roster	
Add New Student ▼			
<input type="button" value="Print"/> <input type="button" value="Refresh"/>			
	TxStateID	Name	Roster Status
Edit	A00446730	Alvarez Anthony	Attending
Edit	A00802314	Ambush Jessica	Attending
Edit	A00174725	Contreras Martha	Attending
Edit	A00495944	Cruz Nicholas	Attending
Edit	A00446730	Daniel Michael	Attending
Edit	A00155872	Davis James	Attending
Edit	A02591521	McGee Cody	Attending
Edit	A00026388	Paugh Tyler	Attending
Edit	A00157811	Salari Morgan	Attending
Edit	A04040302	Staton Matthew	Attending

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

Edit	A02449511	Garcia Alyssa	Attending
Student TxState ID: <input type="text" value="A02449511"/>			
Student Name: <input type="text" value="Garcia Alyssa"/>			
Roster Status: <input type="text" value="Attending"/> ▼			
<input type="button" value="Update"/> <input type="button" value="Cancel"/>			

- 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 “AddStudent”
 - 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.



	TxStateID	Name	Roster Status
Edit	A04004169	Alvarez Anthony	Attending

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

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- AFTER THE CERTIFICATION PERIOD ENDS: Faculty or Chair must submit a [Roster Attendance Adjustment Form](#).