Final Student Roster Verification

1. Navigate to the Control Panel.
2. Click the right arrow to open the Grade Center.
3. Locate the Course Requirements Checklist.
4. Note which students have completed the checklist.
5. Then, on the Control Panel, expand the Course Tools.
6. Click on Student Roster.
7. Click to expand the drop-down box. Change No to Yes for each student who has completed the Course Requirements Checklist.
8. Scroll down and click Post Attendance.