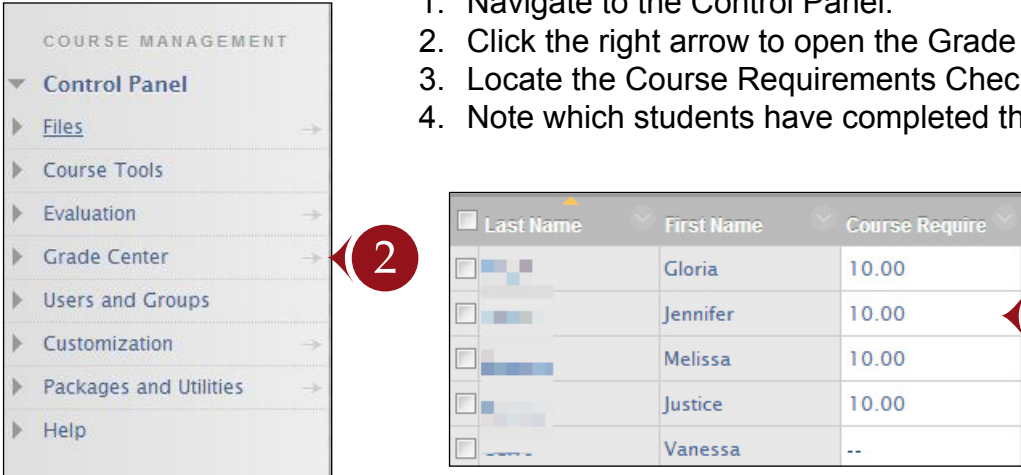


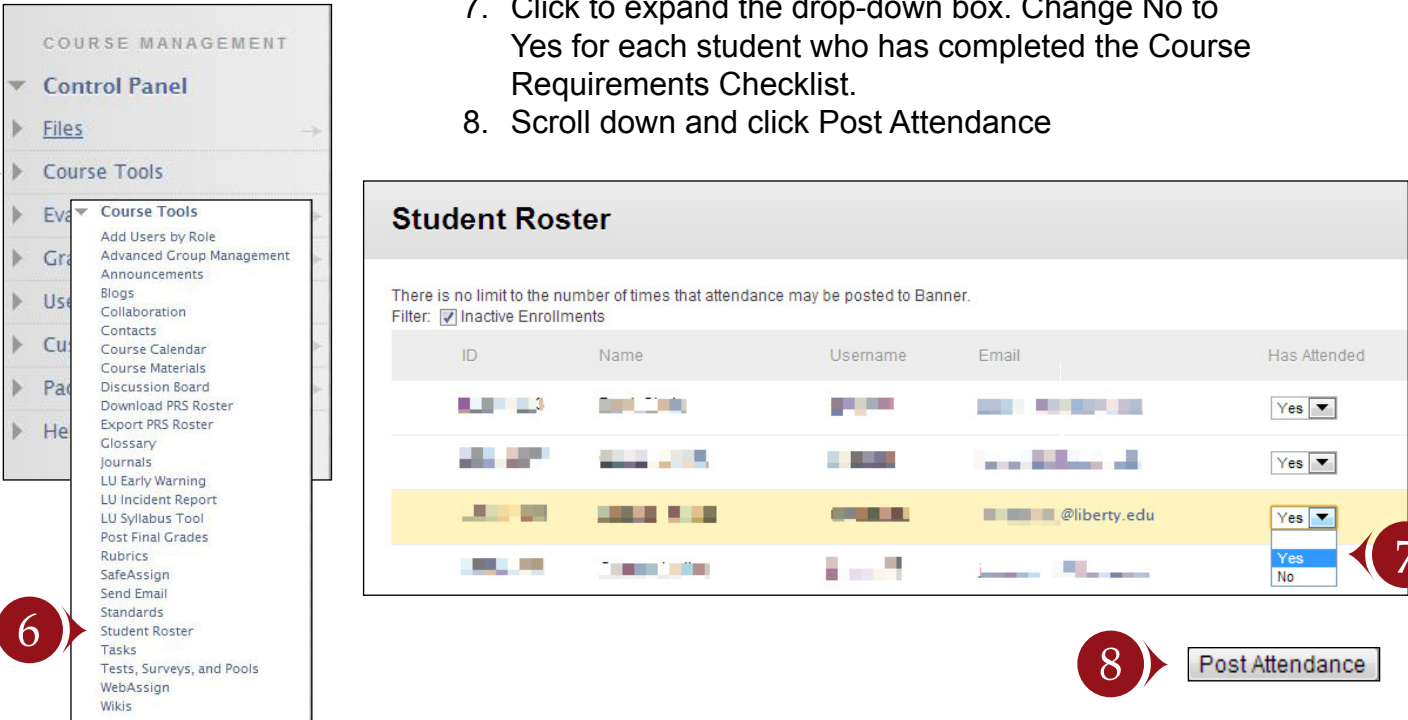
Final Student Roster Verification

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.



Last Name	First Name	Course Require
[Redacted]	Gloria	10.00
[Redacted]	Jennifer	10.00
[Redacted]	Melissa	10.00
[Redacted]	Justice	10.00
[Redacted]	Vanessa	--

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



Student Roster

There is no limit to the number of times that attendance may be posted to Banner.
Filter: Inactive Enrollments

ID	Name	Username	Email	Has Attended
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Yes
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Yes
[Redacted]	[Redacted]	[Redacted]	[Redacted]@liberty.edu	Yes
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Yes
[Redacted]	[Redacted]	[Redacted]	[Redacted]	No

Post Attendance