Initial Student Roster Verification

1. Navigate to the Control Panel, and click the down arrow next to Course Tools.
2. Click on Student Roster.
3. Filter Inactive Enrollments by checking the box at the top of the page.

Note: Students attending Liberty University for the first time will be annotated as 1st subterm or 2nd subterm in the first column to assist with new student retention.

4. Scroll down and click Post Attendance.
   Note: If all students are not showing on one page, click Show All.