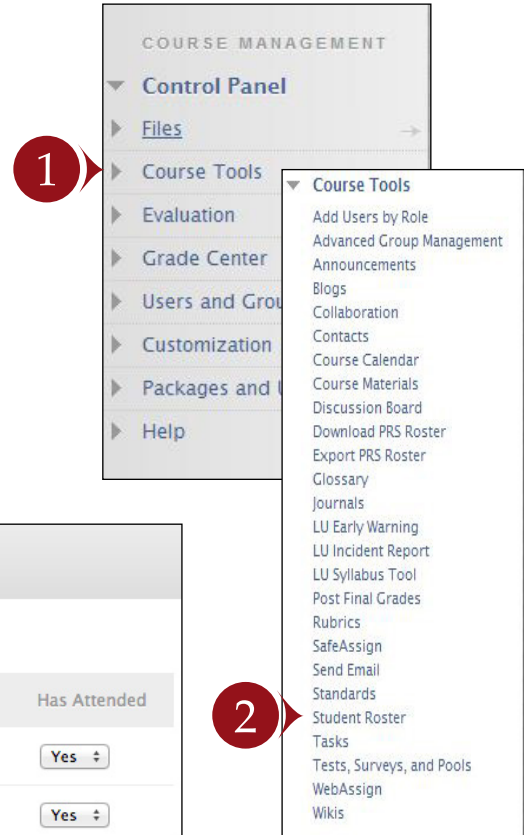


Initial Student Roster Verification

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.



Student Roster						
There is no limit to the number of [n] that attendance may be posted to Banner.						
Filter: <input checked="" type="checkbox"/> Inactive Enrollments						
New Student?	ID	Name	Username	Email	Has Attended	
1st subterm	L24506000	King, Joe	jking99	jking99@liberty.edu	Yes ▾	
[n]	L25230000	Lear, Shanda	slear92	slear92@liberty.edu	Yes ▾	
2nd subterm	L25450000	Vader, Ella	evader77	evader77@liberty.edu	Yes ▾	

Displaying 1 to 12 of 12 items | Show All | Edit Paging...

Students shown in filtered view: 3
Total students on roster: 12

Photo Roster
Printable Attendance Sheet
Printable Attendance Sheet with 20 columns

Post Attendance

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