1. Navigate to the “Control Panel.”
2. Click the right chevron ( ) 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,” click the down chevron next to “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.”