

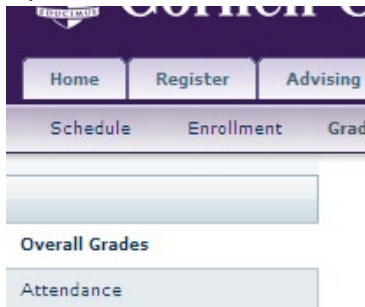
How to Submit Rosters:

Complete your rosters by noon on the fourth day of class.

1. Log in to Self-Service at: <https://selfservice.cornellcollege.edu/>.
2. Click on “Classes” and then “Grading”:



3. Open the course and then choose “Attendance” from the sidebar:



4. Choose “View Overall Section Attendance”.



5. Use the drop-down box under “Overall Attendance” to record the status for each student. The choices are “Attending”, “Dropped”, or “Never Attended”. If the student contacted you about dropping the class or if you signed an add/drop form, record the last date attended in the appropriate field and report as “Dropped”. If the student never attended, you do not need to fill out the last date of attendance field.
6. Although Faculty are not required to report daily attendance to the Registrar's office, faculty do need to keep their own attendance records. Further details on this policy can be found [here](#).
7. Scroll to the bottom of the list and click “SAVE”.

Complete this process for each class (including independently offered courses).

Please remember that your roster in Self-Service is the **official** roster, regardless of what you can see in Moodle. If there are students who are attending your class that are not listed on this roster, please send an email to cwhite@cornellcollege.edu giving us the student's name and the class they are attending.

Class meeting times are now required to be included in your syllabus (per faculty legislation) and will be used for audit purposes.