

# ***Course Rosters Instructions***

Take within the **first four days of class**

# *Choose “Classes” then “Course Management”*

The screenshot displays the ellucian student portal. The top navigation bar is blue with white text for various services: ellucian, REGISTRATION, GRADES, PLANNING, FINANCES, CLASSES, ADVISING, SEARCH, and SHARED ACCESS. On the right side of the bar are icons for a shopping cart and a menu. Below the navigation bar, the 'Today's Overview' section is visible. It contains two sub-menus: 'MY SCHEDULE' and 'COURSE MANAGEMENT'. A mouse cursor is pointing at the 'COURSE MANAGEMENT' option. Below these menus is a 'Your Calendar' widget. The calendar shows the month of August 2022, with the date Monday, August 15, 2022, highlighted. The calendar grid shows days of the week (SU, MO, TU, WE, TH, FR, SA) and dates. The date 15 is circled in blue. To the right of the calendar grid, there is a calendar icon and the text: 'There are no calendar events for this day'.

ellucian REGISTRATION GRADES PLANNING FINANCES CLASSES ADVISING SEARCH SHARED ACCESS

Today's Overview

MY SCHEDULE  
COURSE MANAGEMENT

Your Calendar

< August 2022 > Monday, August 15, 2022

SU	MO	TU	WE	TH	FR	SA
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

There are no calendar events for this day

***Under “Period”, select the correct Term***  
***Under “Courses”, select the Course***

**Course Management**

Period  
2022/Fall/Main Session

Select...

- BIOL 111/Human Anatomy & Phys/Lab/50
- BIOL 111/Human Anatomy & Phys/Lab/54
- BIOL 111/Human Anatomy & Phys/Lecture/40
- BIOL 111/Human Anatomy & Phys/Lecture/44
- BUAD 445/ONA:Business Law/Lecture/20
- CPTR 126/Fund Computer Sci/Lecture/40
- CPTR 335/ONA:Prog JavaScript/Lecture/20
- CPTR 335/ONA:Web Devel PHP/Lecture/21
- ENGL 110/Writing General/Lecture/45
- FNCE 325/ONA:Business Finance/Lecture/20
- HHPT 287/ONA:Tpc:Sport Minist/Lecture/20
- MATH 111/College Algebra/Lecture/41
- MATH 111/College Algebra/Lecture/45
- MATH 111/ONA:College Algebra/Lecture/20
- MATH 117/Algebra Concise/Lecture/42
- MATH 119/Trigonometry/Lecture/42
- MATH 184/Calculus I/Lecture/40

# Select "Daily Attendance" and complete attendance. Make sure to SAVE

Dashboard

Class List

Wait List

Permission Requests

Activities

Grade Mappings

Activity Grades

Overall Grades

Alerts

Overall Attendance

**Daily Attendance**

Manage Assistants

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CPTR 335: ONA:Intro to Programming with Javascript

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August 2022

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Monday, August 22, 2022

12:00 AM - 12:00 AM

SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

● Taken

● Missing

Attendance for: 12:00 AM - 12:00 AM

Apply status  
Select...

Apply one status (either No Show or Present) to the whole class

Download

Student

J

SAVE

Select...

Absent

No Show

Present

Stopped Attending

***If a student is attending but NOT listed,  
please email [registrar@ucollege.edu](mailto:registrar@ucollege.edu) ASAP***