

# ***Course Rosters Instructions***

Taken the **Week after Add/Drop**

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

The screenshot displays the ellucian student portal. The top navigation bar is blue with white text for various sections: ellucian, REGISTRATION, GRADES, PLANNING, FINANCES, CLASSES, ADVISING, SEARCH, and SHARED ACCESS. On the right side of the bar are a shopping cart icon, a search input field, and a menu icon. Below the navigation bar, the main content area has a light blue background. On the left, there is a 'Today's Overview' section. To its right, a vertical menu contains two options: 'MY SCHEDULE' and 'COURSE MANAGEMENT', with a mouse cursor hovering over the latter. Below the 'Today's Overview' section is a 'Your Calendar' widget. This widget includes a calendar for August 2022, with the 15th highlighted in blue. To the right of the calendar, the date 'Monday, August 15, 2022' is displayed. Below the date is a calendar icon and the text 'There are no calendar events for this day'. To the right of the calendar widget is a large, empty rectangular box.

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

CPTR 335: ONA:Intro to Programming with Javascript

<September 2022>

Monday, August 29, 2022

SU

MO

TU

WE

TH

FR

SA

1

2

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4

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10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

● Taken

● Missing

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

Apply status

Select...

▼

Apply one status to the whole class

Student

J

●

SAVE

Select a date between August 31 - September 6

Choose one of the following for each student

Select...

Absent

No Show

**Present**

Stopped Attending

ON  
EGE

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