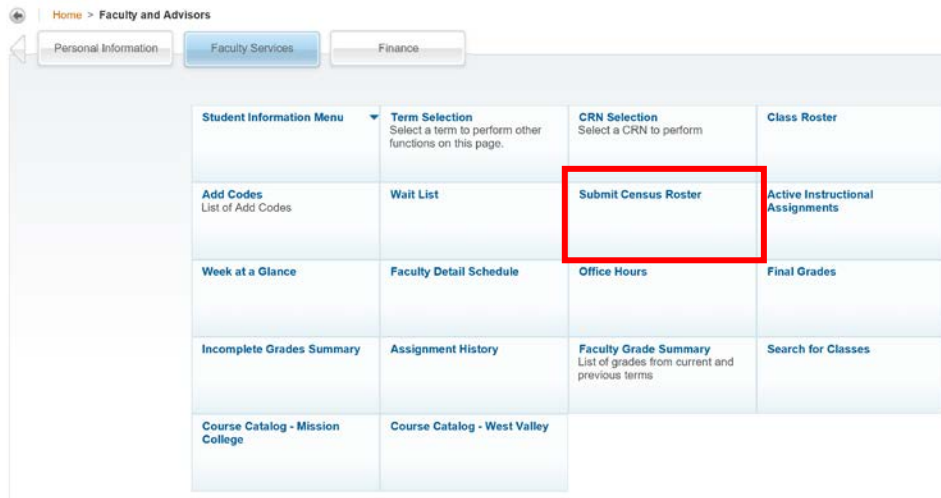


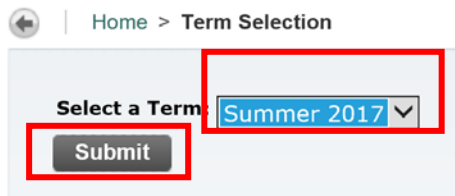
SUBMIT CENSUS ROSTERS

1. Log in to the Portal (CWS)
2. Go to Faculty Services and then Submit Census Roster button



3. Select the appropriate term and click Submit

Term Selection



- You will see a list of your courses and their Drop roster dates; the notation next to the Census Roster should indicate "Now" under the Active Column; click on the blue CRN link

Drop Roster Status

Home > Faculty and Advisors > Submit Census Roster

This page lists the classes for which you are the primary instructor for the term. The Drop Rosters that are available for each class are listed with the dates of availability. Additionally, the current grades for each class are listed with a notation if at least one student's grade has been rolled.

The grade-roll status of each class is noted in the Rolled column.

Current Drop Roster Summary

CRN	Subj	Crse	Sec	Title	Rule ID	Roster Type	Census Type	Active	Available	Last Submitted	Recorded Grades	Role
50043	KINS	4.05	001	Aqua Aerobics	1	Opening Day Roster	Not Applicable	Expired	May 12, 2017-May 18, 2017	Not Submitted	Total:0 of 11	No
					2	Census Roster	Census 1	Now	May 19, 2017-Jul 19, 2017	Not Submitted		
					3	W Roster	Not Applicable	Future	Jul 20, 2017-Aug 10, 2017	Not Submitted		

Sections Disabled or Without Defined Drop Rosters

- This will open your Census Roster

Course Information

CRN	Title	Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
50043	Fitness-Aqua Aerobics - KINS 4.05 001	2	Census Roster	Census 1	May 19,2017-Jul 19,2017	Not Submitted

Students Eligible to be Dropped

Record Number	Student ID	Student Name	Current Registration	Action	Student Email
1	G01719	...	**Web Registered**	None	...
2	G01719	...	**Web Registered**	None	...
3	G01719	...	**Web Registered**	None	...
4	G01719	...	**Web Registered**	None	...
5	G01719	...	**Web Registered**	None	...

- Identify the students who were not active participants/attendees up to the Census Date by selecting the "Drop w/o record" item on the drop down menu and then clicking the Submit button

Students Eligible to be Dropped

Record Number	Student ID	Student Name	Current Registration	Action	Student Email
1	G01	A. ...	**Web Registered**	Drop w/o record (Instructor)	...
2	G01	...	**Web Registered**	None	...
3	G01	...	**Web Registered**	None	...
4	G08	...	**Web Registered**	None	...
5	G01	...	**Web Registered**	None	...
6	G01	...	**Web Registered**	Drop w/o record (Instructor)	...
7	G01	...	**Web Registered**	None	...
8	G01	...	**Web Registered**	None	...
9	G01	...	**Web Registered**	Drop w/o record (Instructor)	...
10	G01	...	**Web Registered**	None	...
11	G01	...	**Registered**	None	...

Submit Reset

- You will then see a confirmation request regarding which students you want to drop; after confirming that that information is correct, click the Submit Changes button to confirm those drops

Drop Roster Maintenance Confirmation

Home > Drop Roster Maintenance Confirmation

Course Information

CRN	Title	Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
50043	Fitness-Aqua Aerobics - KINS 4.05 001		Census Roster	Census 1	May 19,2017-Jul 19,2017	Not Submitted

The following students were selected to drop from this class. Please select the Submit Changes button to confirm the drop, or select the Cancel button to abort.

Students Selected to be Dropped

Record Number	Student ID	Student Name	Pending Registration
1	G01	A. ...	Drop w/o record (Instructor)
2	G01	...	Drop w/o record (Instructor)
3	G01	...	Drop w/o record (Instructor)

Submit Changes Cancel


8. You will then see a confirmation of having dropped those students and submitted your Census Roster. Congratulations! You have now submitted your Census Roster! (Note: you will still be able to see your roster with the option to drop students again – you may resubmit your roster repeated times up to the deadline – dropped students will remain on your roster list with a notation that they have been dropped)

Course Information

CRN	Title	Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
50043	Fitness-Aqua Aerobics - KINS 4.05 001	2	Census Roster	Census 1	May 19,2017-Jul 19,2017	05-JUL-2017

✔ You successfully dropped 1 student(s), and it was recorded that you reviewed the CRN roster.

Students Eligible to be Dropped

Record Number	Student ID	Student Name	Current Registration	Action	Student Email
1	GC		**Web Registered**	None	 f
2	GC		**Web Registered**	None	
3	G0:		**Web Registered**	None	