

Enrollment Verification Process – Quick Help Sheet

Office of the Registrar – Systems Division, Indiana University, Bloomington Last Updated January 17, 2012

The purpose of this process is to report to the Registrar:

- Students who are enrolled in your class, but are not attending (or not participating in an on-line course).
- Students who are attending or participating in your class, but are not enrolled (i.e., not registered).
- Students who have never attended or participated in your class (even those who have dropped the class).

***Important:** Do not report non-enrolled students who are participating in your class to remove a prior Incomplete (I) grade.

To begin this process, log in to **OneStart**: <https://onestart.iu.edu/my2-prd/portal>

• **Select the Services tab** at the top of the page, and then from the left menu bar select **Faculty Systems**. Then select **Go to Faculty Center** to access your Student Performance (SPF) Rosters.

• You can also access Student Performance Rosters in **Oncourse** by clicking the Performance Roster link at the bottom of the left side menu. Under “My Teaching Schedule” in the Faculty Center,

• Select your Roster by clicking the link in the Student Performance Roster column.

• Compare the names listed on the SPF roster and their attendance status with your class attendance or participation information.

• Select the appropriate status for each student. There are five possible attendance statuses:

○ “**Not Attending**” status indicates a student who is no longer attending. Withdrawn students and “drops” in the first week are pre-set to this value, and also show a Student Status of “Dropped” or “Withdrawn” respectively.

○ “**Never Attended**” status indicates that the student was never seen in class. Apply as appropriate for both enrolled and withdrawn/dropped students.

○ “**Attending**” status indicates a student who is regularly attending class.

Two new options have been added to the Attendance list of values to identify students that have:

○ “**Irregular Attendance**”

○ “**Started Attending**”

Attendance values can be set to “**Attending**” for all students listed as **Enrolled** by clicking the option “**Set blank attendance to Attending**” located at the top of the roster on the **Student Summary** page. These can be also be updated individually through the Assessments page of the SPF roster. To make updates to the listed students, click the Assessments tab at the top of the roster page, or click the University ID number for the student that you want to update. This will open a new page with the available values.

Roster updates can be saved for later review, but will only be visible to students and advisors after the “**SUBMIT**” button is clicked. Updates can be saved or submitted multiple times throughout the term.

After reviewing the roster and comparing it with your class records, if there are no changes to report:

• Simply click the **SUBMIT** button.

• All students listed **must have an attendance value reported before you can SUBMIT** the roster.

• This roster will continue to be available after the deadline to verify attendance for further updating until final grades begin.

• This review must be completed for all your rosters. Instructors teaching courses with multiple components should review and report attendance issues through the **Graded** class. Reporting attendance for all the other classes within the same course is not required, but is also an option.

To report a student who is enrolled but not attending, or has never attended:

• On the Assessment page of the SPF roster, change the attendance status on the first column to the left by selecting “**Not Attending**” or “**Never Attended**,” as appropriate. When selecting “**Not Attending**,” a **last date of attendance** must be provided.

• After making any changes, click “**SUBMIT**” on the Student Summary page to make the updates visible to students and advisors.

The Roster Status column on the Faculty Center page indicates the date of the last update, (whether the update was only Saved or Submitted).

• The Last Submitted date can be found at the top of the Student Summary page of the SPF roster.

*Updates submitted through the SPF roster will be visible to the incumbent students through the Student Center in OneStart.

To report a student who is attending but not listed on the official roster:

• Go to the “Students attending but not on roster” section at the bottom of the page.

• Enter the student’s UID in the ID field. Click the magnifying glass and select the student.

• If the UID is unknown, then:

○ Click the magnifying glass to search for a student. Enter the student’s name and click “**Search**.”

○ Select the student name from the Search Results list.

• The student’s name will be displayed for verification. Added students will be listed below the roster as “Attending-Not Enrolled.”

• This is an indication of only the student’s attendance; the student is not enrolled by this action.*

• To remove a student “added” in error, use the [-] button to delete the row added in error and “**SAVE**.”

*The Registrar will contact each “Attending-Not Enrolled” student to instruct the student that he or she must enroll in the course, unless he or she is attending to remove an Incomplete grade from a previous term, in order to receive a grade and credit for the course.

• Click “**SUBMIT**” prior to exiting to make the updates available to your students. The roster(s) you have updated will remain enabled for later updating until the day before final grade rosters are available.

• **Class Attendance Verifications are due Monday of the 6th week of the Spring and Fall terms.** A due date reminder can be found on the Faculty Center above the instructor’s teaching schedule.

For assistance, email the Office of the Registrar, regroost@indiana.edu, or call (812) 855-0255 between 8:00 a.m. and 5:00 p.m., Monday-Friday.