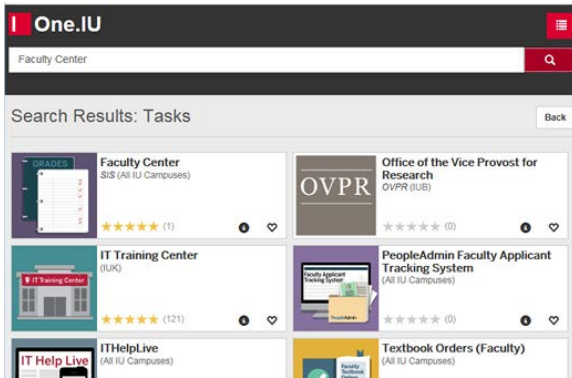


Entering Student Performance (Attendance) to SIS – One.IU

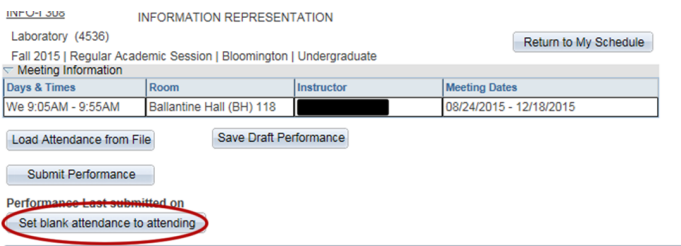
1. Log into One.IU with your username and passphrase.
2. Search for "Faculty Center" (or use direct link <https://one.iu.edu/task/iu/faculty-center>)
3. Click the Faculty Center icon to **Go to Faculty Center**.



4. From the **My Teaching Schedule** screen, **verify the term and campus** in the blue header. Under the **Student Performance Roster** column, click the **Student Performance Roster** link for your class.

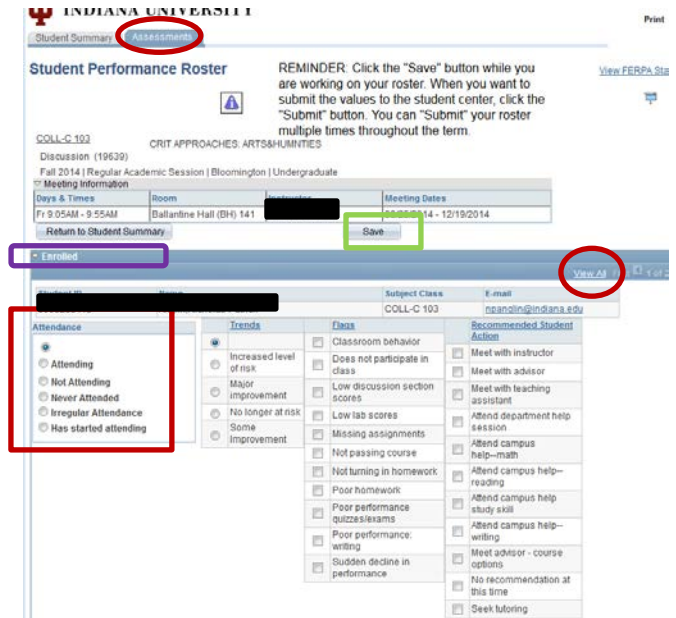
The screenshot shows the 'My Teaching Schedule' page for 'Fall 2011 > Bloomington'. It features a table with columns: Class Roster, Grade Roster, Roster Status, Grade Proxy, Student Performance Roster, Student Performance Roster Status, and Class. The 'Student Performance Roster' column contains links to 'Student Performance Roster' for two classes, HISP-S 280 (10738) and HISP-S 280 (10739). Red arrows point to these links, and a red circle highlights the 'Fall 2011 > Bloomington' header.

5. Your roster will appear with the names of all of the students officially enrolled in your class. If all students are attending regularly, you may click the **Set Blank Attendance to Attending** link which populates the Attendance column with the word *Attending*.



6. To change a student's attendance status to another value, click on the word *Attending* in the Attendance column for that student. Other values will appear. (Click [here](#) to read what action each status prompts.)

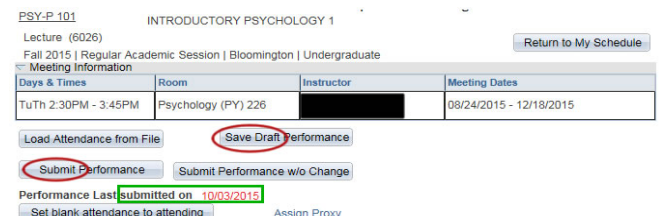
If you have not clicked the Set Blank Attendance to Attending link, you will need to click the **Assessments** tab at the top of the page and then the **View All** link to see all students. On a student-by-student basis, you may then enter attendance values using the choices in the **Attendance** box. Entering Trends, Flags, and Recommended Student Actions is optional.



7. Click **SAVE** frequently to avoid system time-outs if you are entering attendance on a long list of students. Click **Return to Student Summary**.
8. **IMPORTANT:** On the Student Summary page, enter the University ID numbers for any students who are Attending but not on your roster by completing the **Attending, but not Enrolled** section at the bottom of the roster



9. **Save AND Submit**. Only when the current date appears in red is **your roster in submitted status**.



Student Performance Rosters are due the Sunday after the 6th week of the term.

For assistance with attendance verification, email the Office of the Registrar, REGROST@indiana.edu, or call (812) 855-6758, Monday-Friday until 4:30 p.m.