1. Within Canvas: Click the SER link in the side menu for your course. Outside of Canvas: Go to One.iu.edu, search for "Student Engagement". Click the SER-Student Engagement Roster (Faculty) tile. This will take you to the SER landing page, which will display all of your available rosters.

2. Click the checkbox at the left of the student count to select all (individual students may also be selected by checking the boxes next to students). Once selection of students is made, the 'Enter Feedback' button will be available.

3. Select 'Enter Feedback' to enter data for selected students.

4. Select View All for Observations (attendance is an observation).

5. Check 'Attending' for selected students, and scroll down through all observations and click 'Add'. If all students are attending and you wish to add no other feedback, no other student selections are necessary.

6. Click 'Apply' to the observations. The observations will be *saved* but *not yet submitted*. If all students are attending and no other individual observations are needed, skip to step 8. **Note:** The observation of 'Attending' alone will not generate an email to the student.

7. After all students are set to attending by individually selecting them or using the select all feature (see step 2), those who are not attending can be changed to 'Stopped Attending' or 'Never Attended' in two ways:

   A. **Individually:** To adjust entries, click the box next to one or more student names and enter the new observation for those students under Feedback (steps 3-6).

   B. **Select in Bulk:** To adjust using the 'Select in Bulk' feature, click 'Select in Bulk' and enter the students' IDs, either via pasting or by manually typing the ID followed by a comma or space. Follow steps 3-6 to save new observations.

8. Click on the 'Submit' button at the top of the roster.

9. When the submission window appears, select both pending changes and selected students, so all will be submitted. Upon submission, green checks will appear on the roster.

Student Engagement Rosters are due the Sunday after the 6th week of the term.
For assistance with attendance verification, email the Office of the Registrar, REGRROST@indiana.edu, or call (812) 855-5680, Monday-Friday until 4:30 p.m.