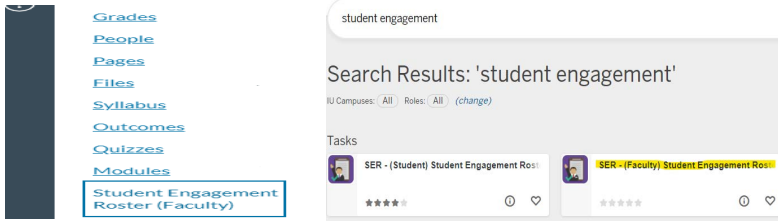
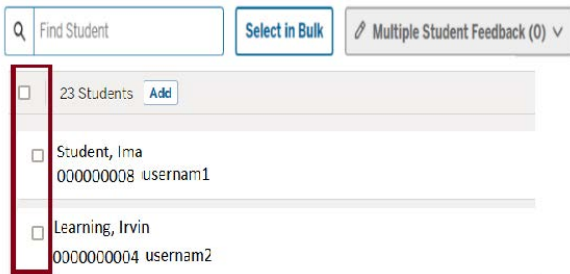


Student Engagement Roster (SER) : Submitting Attendance

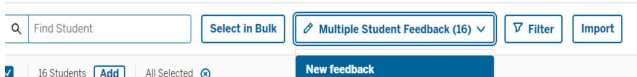
1. Within Canvas: Click the SER link in the side menu for your course. Outside of Canvas: Go to One.iu.edu, search for "Student Engagement". Click the *SER - (Faculty) Student Engagement Roster* tile. This will take you to the SER landing page, which will display all of your available rosters.



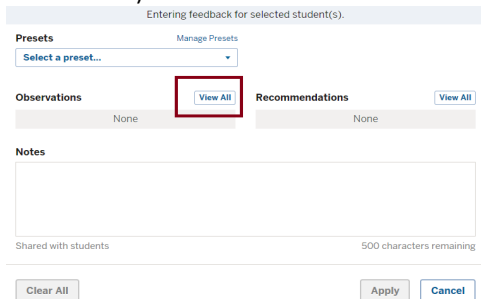
2. Click the checkbox at the left of the student count to select all (individual students may also be selected by checking the boxes next to students). Once selection of students is made, the *Multiple Student Feedback* button will be available.



3. Select *Multiple Student Feedback* then click *New Feedback* to enter data for selected students.



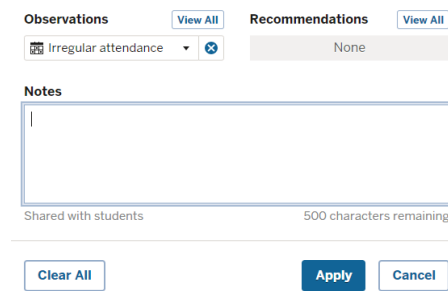
4. Select *View All* for Observations (attendance is an observation).



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 selections are necessary.

- Observations**
- Attendance**
- No feedback
 - Attending
 - Attendance improving
 - Irregular attendance
 - Stopped attending
 - Never attended
- Participation**
- No feedback
 - Outstanding participation
 - Passing participation
 - Inconsistent participation

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, those who are not attending can be changed to *Stopped Attending* or *Never Attended* in two ways:

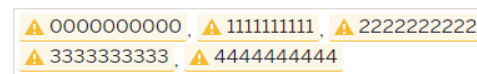
- A. **Individually:** To adjust entries, click the box next to one or more student names and enter the new observation for those students using steps 3-6.
- B. **Select in Bulk:** To adjust using the 'Select in Bulk' feature, click 'Select in Bulk' and enter the students' IDs, either via pasting or by manually typing the ID followed by a comma or space. Follow steps 3-6 to save new observations



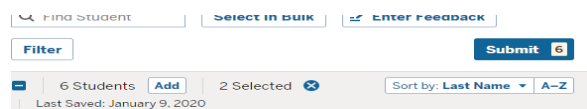
Select in Bulk

Usernames or University IDs

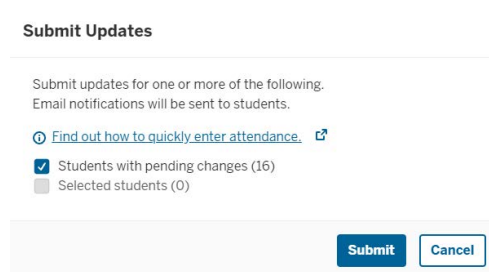
Separate values by a comma or space.
Try copying and pasting values from a spreadsheet.



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



9. When the submission window appears, select *Students with pending changes*. Upon submission, green checks will appear on the right side of 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, REGCOMP@iu.edu, or call (812) 855-5680, Monday-Friday until 4:30 p.m.