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.

Note: If you teach a multi-component course rosters for all components will be available, but you are only required to submit the roster for one of the components. For example, if your course is composed of a lecture and three discussions, either submit the lecture roster, or all three rosters for the discussion sections.

2. Click on the student's name that you would like to update. Alternatively, for adding the same grade to multiple students, click the checkbox at the left of each student's name for whom you wish to add a specific grade. Once a student, or group of students is selected, the 'Enter Feedback' button will be available.

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

4. Select 'View All' for Observations (early evaluation grades are observations).

5. Scroll down to grade options under observations. Check grade for selected student(s); then scroll down through all observations and click 'Add'.

6. Click 'Apply' to the observations. The observations will be *saved* but *not yet submitted*.

7. Follow steps 2-6 until all updates to early evaluation grades have been completed.

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 early evaluation grades email the Office of the Registrar, REGRROST@indiana.edu, or call (812) 855-5680, Monday-Friday until 4:30 p.m.