Instructions for submitting Census Day Rosters are as follows:

- Login to your myLEO
- Select the 'Apps' tab
- Select Census Day Roster

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| Census Day Roster | |
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• Choose your course by clicking 'Select'

| | NS A | | Faculty Class Roster | | | | | | | | |
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| | | | | | | | | 0 | Select another term. | | |
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- Select 'Never' <u>OR</u> 'Yes' for each student on the Class Roster
 - NOTE: D2L's 'Class Progress' option will indicate attendance/participation.
- Click the check box above the 'Acknowledge' button at the bottom of the Class Roster and select 'Acknowledge'

By checking the box to the left and pressing 'Acknowledge' button below, I am certifying that the above information is complete, true and correct Acknowledge

Return to class listing without posting any changes.

• If the Census Day Roster saved correctly, your screen will look like this:

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|--|--|--|---|--|-----------------------------------|---|-----------------------|
| Changes posted. | | | | | | | |
| Term 202040-Sum | mer I 20 | 20 , DB I | instance-prod | | | Select another term: | 202040 ~ |
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| The class attendan | ce proce | dure is available at: Class Attendar | nce | | | | |
| Section ID | CRN | Class Title | Stat | Time & Location | Enr Max | Roster Completed | |
| BGS 404 01W | / 40066 Organizational Dynamics and Dv | | Open We | b Based Class | 37 35 | 6/4/2020 12:10:33 PM | Select |

We appreciate your willingness and assistance in completing the Census Day Rosters, indicating whether or not students have attended your course. This information is important for reporting, financial aid and student enrollment appeals.