

## 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	

• Choose your course by clicking 'Select.'

	IS A	N R C E	Faculty Class Roster								
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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:

Changes posted.						Select another term:	202040 ~
Term 202040-Sum	mer 1 20		object another term.	202040 5			
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Section ID	CRN	Class Title	Stat	Time & Location	For Max	Roster	
Section in		CTRACE THEFE	(arears)	time a cocation	Fun mark	Completes	

We appreciate your willingness and assistance in completing the Census Day Rosters, indicating whether students have attended your course. This information is important for reporting, financial aid, and student enrollment appeals.