

## Submitting Roster Verification

1. Log onto Okta to Access Self Service: <https://aurorauniversity.okta.com/>
2. Select Self-Service Login from the menu.
3. Select the **Faculty** category.

The screenshot shows the Aurora University self-service portal. The header includes the Aurora University logo and navigation links for 'Sign out' and 'Help'. The main content area is titled 'Hello, Welcome to Aurora University...' and 'Choose a category to get started.' There are five category tiles: 'Tax Information', 'Employee', 'Advising', 'Faculty', and 'Retention Alert'. The 'Faculty' tile is highlighted with a red box, and a red arrow points to it from the 'Advising' tile.

4. Select the course to complete Roster Verification.

The screenshot shows the Aurora University self-service portal course selection page. The header includes the Aurora University logo and navigation links for 'Sign out' and 'Help'. The breadcrumb trail is 'Daily Work > Faculty > Faculty Overview'. The main content area is titled 'Manage your courses by selecting a section below'. There are two sections: 'Summer Term 2022' and 'Spring Semester 2022'. Each section has a table with columns: 'Section', 'Times', 'Locations', 'Availability', 'Books', and 'Roster Verification (RV)'. The 'BUS-1200-TEST: Business Communication' course is highlighted with a red box, and a red arrow points to it from the 'Times' column.

Section	Times	Locations	Availability	Books	Roster Verification (RV)
Summer Term 2022					
<a href="#">BUS-1200-TEST: Business Communication</a>	TBD	TBD	0 / 2 / 0		
Spring Semester 2022					
<a href="#">BUS-1200-TEST: Business Communication</a>	TBD	TBD	1 / 3 / 0		

5. Select Roster Verification (RV) in your selected course.

The screenshot shows the Aurora University Faculty Overview page for the course BUS-1200-TEST: Business Communication. The page is titled "Section Details" and includes a "Back to Courses" link. The course information is: Summer Term 2022, Aurora - Main Campus, Seats Available 0 of 2, and Waitlisted 0. The "Roster Verification (RV)" tab is highlighted with a red box and a red arrow pointing to it. Below the tabs, there are options for "Print", "Email All", and "Export". A table lists the students in the roster:

Student Name	Student ID	Class Level	Pass/Audit	Repeated	Preferred Email
Star Spartan	[ID]	Sophomore, Graduate-at-Large		Yes	[Email]
Susie A. Spartan	[ID]	Graduate-at-Large		Yes	[Email]

6. If all students on your roster have attended, simply click Certify to submit your Roster Verification. If not, proceed to Step 7.

The screenshot shows the Aurora University Faculty Overview page for the course BUS-1200-TEST: Business Communication. The page is titled "Section Details" and includes a "Back to Courses" link. The course information is: Summer Term 2022, Aurora - Main Campus, Seats Available 0 of 2, and Waitlisted 0. The "Roster Verification (RV)" tab is selected. Below the tabs, there are options for "Print", "Email All", and "Export". A table lists the students in the roster with columns for "Never Attended", "Last Date of Attendance", "Class Level", and "Credits". The "Certify" button is highlighted with a red box and a red arrow pointing to it.

**If all students have attended, click Certify**

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
Star Spartan	[ID]	<input type="checkbox"/>	M/d/yyyy	Sophomore, Graduate-at-Large	4
Susie A. Spartan	[ID]	<input type="checkbox"/>	M/d/yyyy	Graduate-at-Large	4

- Mark students on your roster that have Never Attended by checking their corresponding box. If a student has attended class, leave their Never Attended box blank.
- Once you indicate which students have Never Attended, if any, review your Roster Verification entries. Then click Certify.

**Step 1** Mark students on your roster that have Never Attended by checking their corresponding box. If a student has attended class, leave their Never Attended box blank.

**Step 2** → **Certify**

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
Star Spartan		<input type="checkbox"/>	M/d/yyyy	Sophomore, Graduate-at-Large	4
Susie A. Spartan		<input checked="" type="checkbox"/>	M/d/yyyy	Graduate-at-Large	4

- Click Submit to proceed with submitting your Roster Verification.

**Certify Roster Verification**

I certify that these students are in attendance, except those marked not in attendance.

Cancel **Submit**

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
Star Spartan		<input type="checkbox"/>	M/d/yyyy	Sophomore, Graduate-at-Large	4
Susie A. Spartan		<input checked="" type="checkbox"/>	M/d/yyyy	Graduate-at-Large	4

10. If you identify an error in your Roster Verification once it is submitted, email [rvcorrect@aurora.edu](mailto:rvcorrect@aurora.edu) with:

- Your Course Name (including section number)
- Updated information to be corrected