

# CENSUS ROSTER INSTRUCTIONS

## FACULTY - WEBADVISOR FOR FACULTY MENU

You have 30 minutes to submit your changes such as grades. Your time lapse is reset upon each submit.

### Step 1: Login into your WebAdvisor Account

#### User Account

[What's my User ID?](#)  
[Contact Information Change](#)  
[SSN Entry](#)

#### Faculty Information

[My Class Schedule](#)  
[Search for Sections](#)  
[Class Roster](#)  
[Grading](#)  
[Census Drop Roster](#)  
[Census Drop Roster Inquiry](#)  
[Instructor Drop Roster](#)  
[Add Authorization Codes](#)

### Step 2: Select Census Drop Roster

**Step 3: Select Term**

Census Drop Roster

Select A Term

- 2014 Spring Semester
- 2014 Summer Term
- 2014 Fall Semester

SUBMIT

WebAdvisor 3.1  
POWERED BY DATATEL

**Step 4: Select Course**

Census Drop Roster - Section Selection

Choose One	Class Name and Title	Submitted	Census Date	Start Date	End Date	Loc	Bldg	Room	Meeting Times	Days of Week	Term
<input checked="" type="radio"/>	ATHL-101A4-01 Functional Sports Performance	N	09/02/14	08/25/14	10/03/14	MAIN	9	9109	03:15PM - 04:25PM	MTWTFH	2014FA
<input type="radio"/>	ATHL-120A3-02 Cross Training for the Athlete	N	09/08/14	08/25/14	12/12/14	MAIN	9	9109	03:00PM - 04:35PM	TTH	2014FA
<input type="radio"/>	HLTH-160-01 Human Sexuality	N	09/08/14	08/25/14	12/12/14	WEB	WEB	WEB			2014FA
<input type="radio"/>	KIN-242-01 Sociology of Sport	N	09/08/14	08/25/14	12/12/14	WEB	WEB	WEB			2014FA

SUBMIT

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**Step 5:** Add a check to every student that has **NOT** shown up to this point or who **will not** be attending class from this point forward.

ID	Student	Inactive	Status
C12345		<input type="checkbox"/>	Registered
C12343		<input type="checkbox"/>	Registered
C12341		<input checked="" type="checkbox"/>	Registered
C12343	er	<input type="checkbox"/>	Registered
C12348		<input type="checkbox"/>	Added
C12349		<input type="checkbox"/>	Added
C12348		<input type="checkbox"/>	Registered
C12341	s J.	<input type="checkbox"/>	Registered
C12345		<input type="checkbox"/>	Registered
C12342		<input type="checkbox"/>	Registered
C12348		<input checked="" type="checkbox"/>	Registered
C12347		<input type="checkbox"/>	Registered
C12344		<input type="checkbox"/>	Registered
C12346		<input type="checkbox"/>	Registered
C12347		<input type="checkbox"/>	Registered
C12349		<input type="checkbox"/>	Registered
C12341		<input type="checkbox"/>	Registered
C12341		<input type="checkbox"/>	Registered

**Step 6: Check Box to Certify**

By checking this box, I certify that all listed students are actively enrolled as of the census date except those I have marked as Inactive.

**SUBMIT**

**Step 7: Click the Submit Button**

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**Step 8: Verify roster has successfully been submitted**

**Congratulations! You are done submitting your Census Roster for this course. Repeat steps 1-8 for all your courses.**