Roster Certification - Attendance Tracking

Faculty members are expected to monitor attendance for class meetings for the first 10 class days of the semester and report this information in their class roster(s).

Login to Faculty & Staff eServices

2. At the top right, click the myUHD icon.
3. Click the red Faculty & Staff eServices square.
4. Click the My Class Roster & e-Syllabi link.
5. Enter your user id and password (it is the same login information that you use to log into your computer), and click Submit.

6. Select the appropriate semester from the drop down box, and click Go.

7. Then click the Continue button.
8. Your password may be required again for security purposes.

**Reporting Attendance**
Before proceeding, be sure to read important date information. When accessing the roster for the first time, this message will appear.
1. Select class roster.

2. Select Roster Certification.
3. To update attendance, Select **Attended** OR **Did Not Attend**. Notice the Certification status changes after attendance is updated.

*Note:* Notice the Certification status changes after attendance is updated. No Selection indicates faculty did not certify attendance for a student.

Be aware that student records are updated as soon as an attendance option is selected. Edits can be made during the roster certification period and are updated immediately.
4. Once all attendance statuses have been certified, a confirmation message will appear.

![Confirmation Message]

5. Once you are finished updating your roster select **Save** or **Back to Course Information**.

![Save or Back To Course Information]
For more assistance with the Roster Certification system, please contact the IT Training group at 713-221-8200.