1) Find the reporting period for each of your classes:

Semester Description	Attendance Begin	Attendance Due
Full semester (16 weeks)	1/28/2013	2/3/2013
CCPA courses (16 weeks)	1/28/2013	2/3/2013
First half of semester (8 weeks)	1/28/2013	2/3/2013
Late start term (13 weeks)	2/11/2013	2/17/2013
Online Courses (13 weeks)	2/11/2013	2/17/2013
Second half of semester (7 weeks)	3/25/2013	3/31/2013
Spring Break Intensive (1 week)	3/25/2013	3/31/2013
Paralegal program (12 weeks)	2/11/2013	2/17/2013
Paralegal program (16 weeks)	2/11/2013	2/17/2013
Paralegal program (14 weeks)	2/25/2013	3/3/2013
Paralegal program (9 weeks)	2/25/2013	3/3/2013
Paralegal program (8 weeks)	5/6/2013	5/12/2013
Paralegal program (6 weeks)	5/13/2013	5/19/2013
Saturdays at Schaumburg, 1st half (8 saturdays)	1/28/2013	2/3/2013
Saturdays at Schaumburg, 2nd half (7 Saturdays)	4/1/2013	4/7/2013
Pharmacy courses	3/4/2013	3/10/2013

2) Log in to RU Access using the link at the top of the RU home page http://www.roosevelt.edu/.



If you forgot your PIN, and already set up security questions, click the "Forgot PIN?" button to retrieve your PIN.

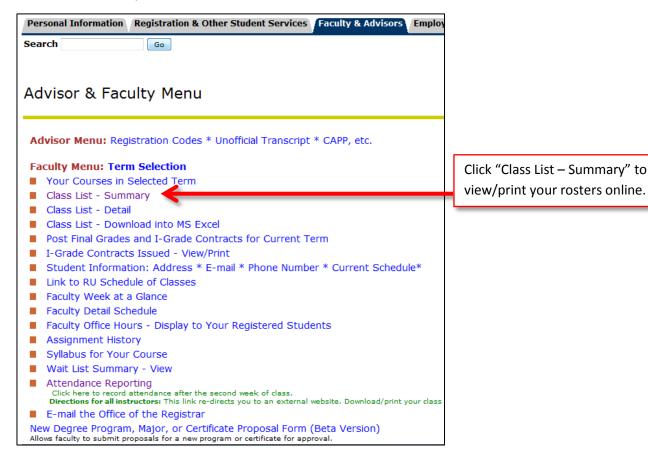


Otherwise, contact the Registrar's Office at 312-341-3535 to have it reset.

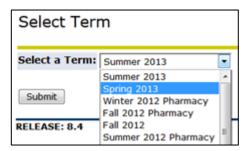
3) Click on the "Faculty & Advisors" tab:



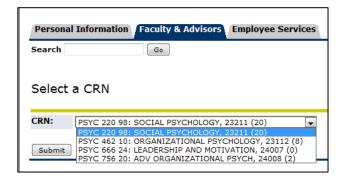
Download and view your class rosters online.



5) Select the current term

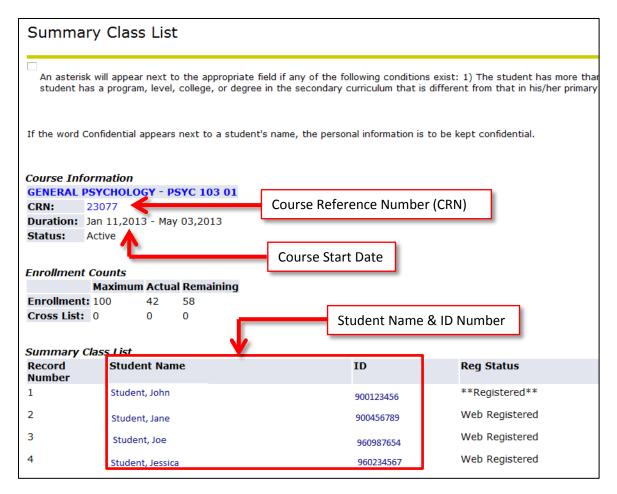


6) Select the course from the drop down menu



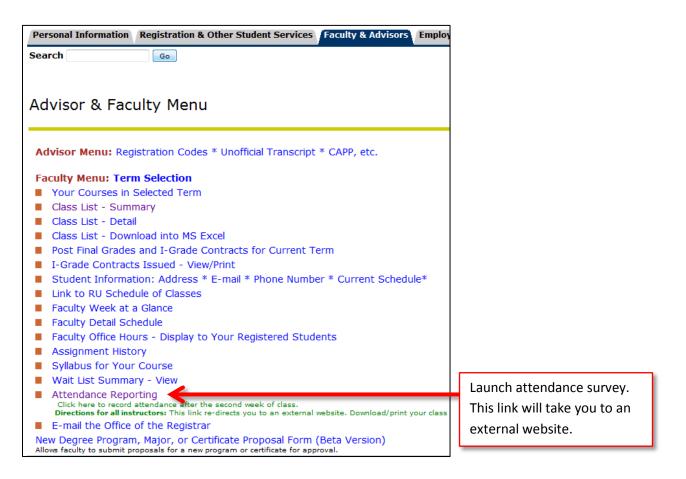
7) Review your roster. If you have a large class, your roster may consist of multiple pages. Please be sure to review all students on the list.

If you are viewing the Summary Class List online, the information will be displayed as shown below:



- Look at the course start date and make sure the first two weeks of the course are over.
- If <u>all</u> of the students on the roster have attended the class **at least once**, then note the **Course Reference Number**.
- If any student has <u>NEVER</u> attended the class, print the roster and highlight the Course Reference Number, Student name and Student ID number of each non-attending student. You will need this information for the attendance report.

8) Once you have reviewed all of your rosters and have the Course Reference Numbers, names and IDs of any non-attending students, return to the Faculty/Advisor menu in RU Access. Click the "Attendance Reporting" link to launch the attendance survey.



9) Follow the instructions in the survey and click submit.

If all students in all of your sections have attended class, you will need to enter your ID number, name, and indicate that all of your students have attended.

If you indicate that you have any non-attending students to report, you will be prompted to fill out the Course Reference Number, Student Name and Student ID for each student.

If you experience technical difficulties with RU Access or the attendance survey, please contact Laura Kehoe in the Registrar's Office: lkehoe@roosevelt.edu

For general questions regarding attendance procedures, email registrar@roosevelt.edu.