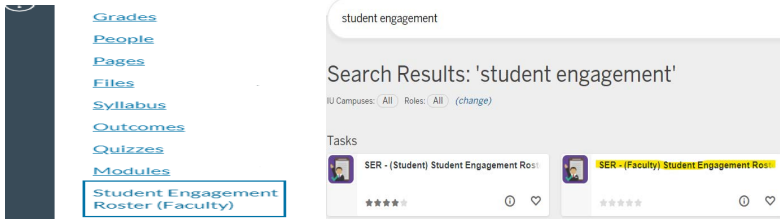
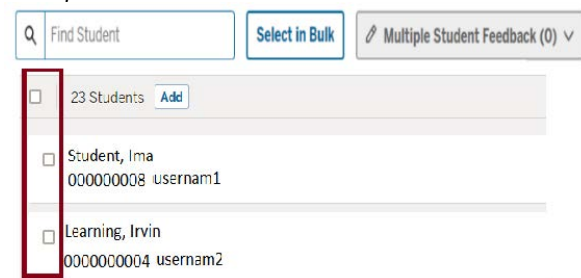


Student Engagement Roster (SER) : Submitting Attendance

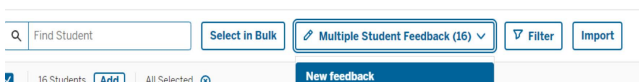
1. Within Canvas: Click the SER link in the side menu for your course. Outside of Canvas: Go to One.iu.edu, search for "Student Engagement". Click the *SER - (Faculty) Student Engagement Roster* tile. This will take you to the SER landing page, which will display all of your available rosters.



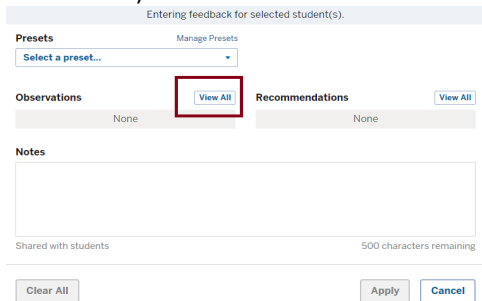
2. Click the checkbox at the left of the student count to select all (individual students may also be selected by checking the boxes next to students). Once selection of students is made, the *Multiple Student Feedback* button will be available.



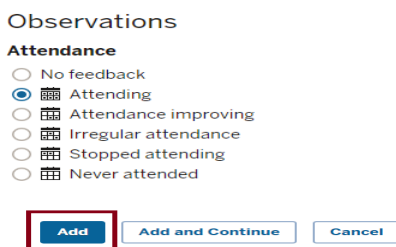
3. Select *Multiple Student Feedback* then click *New Feedback* to enter data for selected students.



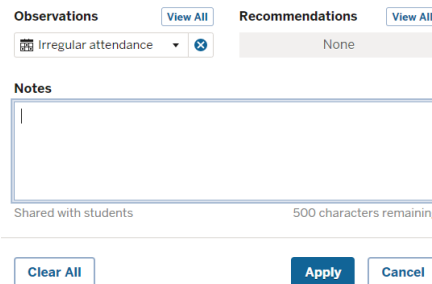
4. Select *View All* for Observations (attendance is an observation).



5. Check *Attending* for selected students, and scroll down through all observations and click *Add*. If all students are attending and you wish to add no other feedback, no other selections are necessary.



6. Click *Apply*. The observations will be "saved" but "not yet submitted". If all students are attending and no other individual observations are needed, skip to step 8. ******The observation of *Attending* alone will not generate an email to the student, but use of a free-form note will generate an email to the student. ******



7. After all students are set to attending, those who are not attending can be changed to *Stopped Attending* or *Never Attended* in two ways:

A. **Individually:** To adjust entries, click on the observation value displaying by the student's name and adjust as necessary.

B. **Multiple students:** Click the check box next to each student's name and follow steps 3-6 to update values.

8. When all values are entered, before proceeding, verify that your information has auto-saved by looking for the "Last Saved" text below the *Submit* button. Submitting before entries are saved will result in empty submissions to students.

Click on the *Submit* button at the top of the roster.



Last Saved: Today at 12:01 PM

9. When the submission window appears, select Students with pending changes. You may also change the From email address from your personal email address to `noreply@iu.edu`.

Upon submission, green checks will appear on the right side of the roster to indicate a successful submission.

Submit Updates

Submit updates for one or more of the following

- Students with pending changes (4)
- Selected students (0)

Email information

Email notifications will be sent to students.

If you are only reporting a student's attendance, they will not receive a notification.

[Find out how to quickly enter attendance.](#)

From

`instructor@iu.edu`

- Set 'replyto' email as `noreply@iu.edu`



Attendance Verification is due the Sunday after the 6th week of the term.
For assistance, email the Office of the Registrar at REGCOMP@iu.edu, or call (812) 855-5680, Monday-Friday until 4:30 p.m.