
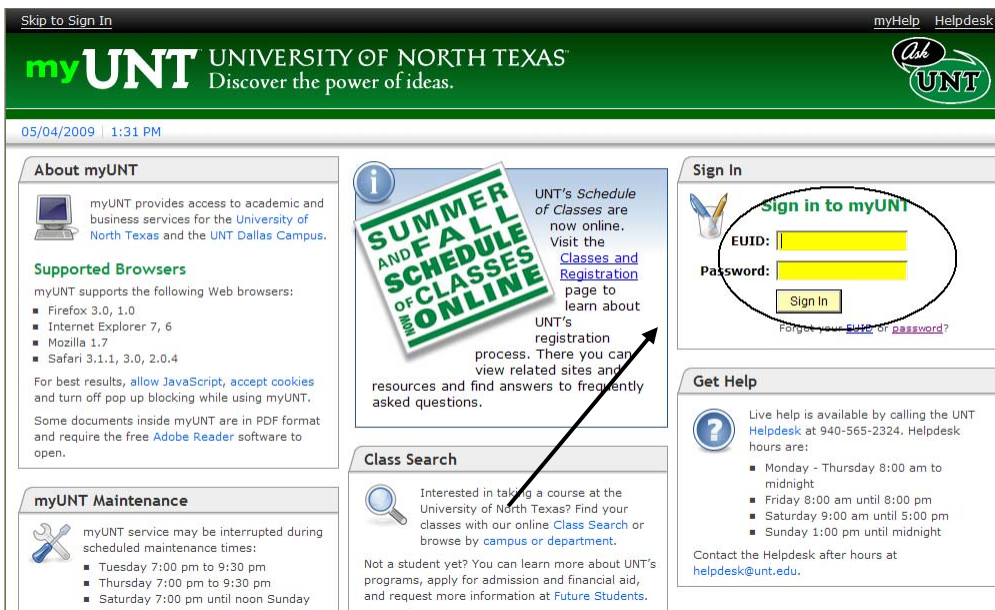



The EIS Faculty Center at <http://my.unt.edu>

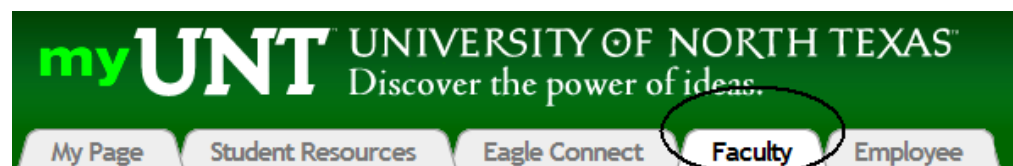
PROCESSING AUDIT CLASS ROLLS IN THE FACULTY CENTER

1. You can use  to process and approve audit class rolls for all courses taught at UNT and the UNT Dallas campus. To process an audit class roll,
2. Go to <https://my.unt.edu> and login to the website using your EUID and Password.

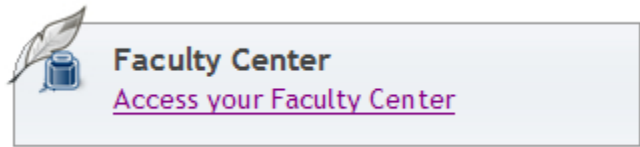


NOTE: If you do not know your EUID and password, use the links below the  prompt to help you navigate for assistance.

3. Once logged into , select the “Faculty” tab in the top menu.



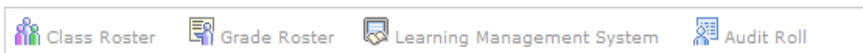
4. In the “Faculty” page, select the EIS Faculty Center link in the Faculty Resources Box.



- The Faculty Center will appear. The Faculty Center is a “one-stop-shop” for most faculty needs, from printing rosters, processing audit class rolls to entering final grades and sending emails to their students.
- Verify that the correct term is selected at the top of the page. If the term is incorrect select the **change term** button and choose the correct term.
- Select the option to display, “**Only classes with Enrollments.**” Only courses with actual enrollments for the term will display.

2008 Fall | University Of North Texas

Show all classes Only classes with enrollment View My Weekly Schedule



My Teaching Schedule > 2008 Fall > University Of North Texas						
	Class	Class Name	Enrolled	Days and Time	Room	Class Dates
	MATH 1010-007 CRE 2640	FUND OF ALGEBRA (Credit)	38	MoWe 2:00PM - 3:20PM	Lang 217	Aug 25, 2008- Dec 12, 2008

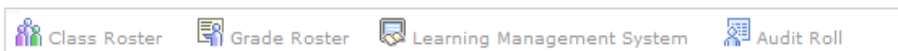
- Click on the Audit Roll icon to the left of the class to process.

faculty center

Faculty Center

2008 Fall | University Of North Texas

Show all classes Only classes with enrollment View My Weekly Schedule



My Teaching Schedule > 2008 Fall > University Of North Texas						
	Class	Class Name	Enrolled	Days and Time	Room	Class Dates
	MATH 1010-007 CRE 2640	FUND OF ALGEBRA (Credit)	38	MoWe 2:00PM - 3:20PM	Lang 217	Aug 25, 2008- Dec 12, 2008

- The Audit Roll/Progress Report page will display.

Audit Roll/Progress Report

Must be completed by: 09/26/2008
 Audit Status - Not Approved

[Instructions for completing the audit roll/progress report](#)

14096 - MATH 1010 - FUND OF ALGEBRA

Class Roster Information			
Course	MATH 1010	Institution	University Of North Texas
Title	FUND OF ALGEBRA	Term	2008 Fall
Class Number	14096	Session	Regular Academic Session
Class Section	004	Career	Undergraduate
Component	Credit		
Day		Mon Wed Fri	Instructor
Time		10:00AM 10:50AM	
Room		BUSI 166	

*Enrollment Status: Approval Status:

Total Students 14 Enroll Capacity 38

Enrolled Students											
ID	Name	Grade Basis	Units	Primary Program	Attended at least once	Never Attended	Academic Progress	Current Grade	# of Absences	Link to Comment	Early Alert
1	[REDACTED]	Graded	3.00	Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[Dropdown]	[Magnifying Glass]	[Text Box]	Comment	
2	[REDACTED]	Graded	3.00	Arts and Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[Dropdown]	[Magnifying Glass]	[Text Box]	Comment	

10. To complete your audit class roll, at the minimum you must check *Attended at least once* or *Never Attended* for each student. These are required fields.

Enrolled Students											
ID	Name	Grade Basis	Units	Primary Program	Attended at least once	Never Attended	Academic Progress	Current Grade	# of Absences	Link to Comment	Early Alert
1	[REDACTED]	Graded	3.00	Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[Dropdown]	[Magnifying Glass]	[Text Box]	Comment	
2	[REDACTED]	Graded	3.00	Arts and Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[Dropdown]	[Magnifying Glass]	[Text Box]	Comment	

If a student is attending the class, but is not on the audit class roll, you will need to enter the ID number at the bottom. Use the magnifying button to look up the student number using the name.

If you do not have the student ID and are unable to find the student using the look up function or the ID, enter the name in the text box.

ID	Name	Enter name if student not found with ID look-up
1	[Magnifying Glass]	[Text Box]

To add multiple students, use the plus sign icon on the right.

11. If you would like to send class progress information to one or more students via email, please use any of the following options.

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Satisfactory/Unsatisfactory progress: select from the drop down box.

Enrolled Students					Customize	Find	First	1-14 of 14	Last		
ID	Name	Grade Basis	Units	Primary Program	Attended at least once	Never Attended	Academic Progress	Current Grade	# of Absences	Link to Comment	Early Alert
1	[REDACTED]	Graded	3.00	Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Satisfactory	[input]	[input]	Comment	EA
2	[REDACTED]	Graded	3.00	Arts and Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unsatisfactory	[input]	[input]	Comment	EA
3	[REDACTED]	Graded	3.00	Arts and Science	<input type="checkbox"/>	<input type="checkbox"/>	[input]	[input]	[input]	Comment	EA

Current Grade/ # of Absences: enter appropriate information.

Enrolled Students					Customize	Find	First	1-14 of 14	Last		
ID	Name	Grade Basis	Units	Primary Program	Attended at least once	Never Attended	Academic Progress	Current Grade	# of Absences	Link to Comment	Early Alert
1	[REDACTED]	Graded	3.00	Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[input]	[input]	[input]	Comment	EA
2	[REDACTED]	Graded	3.00	Arts and Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[input]	[input]	[input]	Comment	EA

Comment: click on the Comment link to enter a note for the student.

Enrolled Students					Customize	Find	First	1-14 of 14	Last		
ID	Name	Grade Basis	Units	Primary Program	Attended at least once	Never Attended	Academic Progress	Current Grade	# of Absences	Link to Comment	Early Alert
1	[REDACTED]	Graded	3.00	Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[input]	[input]	[input]	Comment	EA
2	[REDACTED]	Graded	3.00	Arts and Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[input]	[input]	[input]	Comment	EA

A new window will display and you can enter additional information. Select **SAVE**. Then close window.

Academic Progress Information

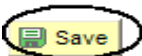
2008 Fall

[REDACTED] MATH-1010-004 - FUND OF ALGEBR

of Absences: Current Grade:

Comments

[input area]



- You may save your work at any time using the Save **SAVE** button found at the bottom of the page. Please save your work every time you leave this page.
- As the instructor of record, you may give other individuals access to entering information on the audit roll and update grade roster information. These individuals can enter attendance and progress information and select the status "Ready for Review". To do this, please use the form for additional grader found on line at <http://essc.unt.edu/eis/faculty.htm> and submit it to the Registrar's Office.

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14. After all entries for your Audit Class Roll have been completed, change the Approval Status to “**Approved**”. You must have checked every student as either *Attended at least once* or *Never Attended*.

*Enrollment Status: Enrolled Approval Status: Ready for Review

Total Students: 14 Enroll Capacity: 38

ID	Name	Grade Basis	Units	Primary Program	Attended at least once	Never Attended	Academic Progress	Current Grade	# of Absences	Link to Comment	Early Alert
1	[REDACTED]	Graded	3.00	Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>				Comment	E

REMINDER: Once the Approved status is chosen, no further changes/updates can be made to this Audit Class Roll. Emails will then automatically be sent overnight to the student(s). Once the emails have been sent, the status will automatically change to Notice Sent and no further updates may be made.

15. After saving the Audit Class Roll, select to view additional rolls in the course list.
16. If you would like to send an Early Alert, please refer to the instructions found on line at <http://essc.unt.edu/eis/faculty.htm>.