Instruction for completing Audit Rolls/Progress Reports

Processing Class Audit Rolls in the Faculty Center

You can use myUNT to process and approve audit class rolls for all courses taught at UNT and the UNT Dallas campus.

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 graders found on line at http://essc.unt.edu/eis/faculty.htm and submit it to the Registrar's Office.

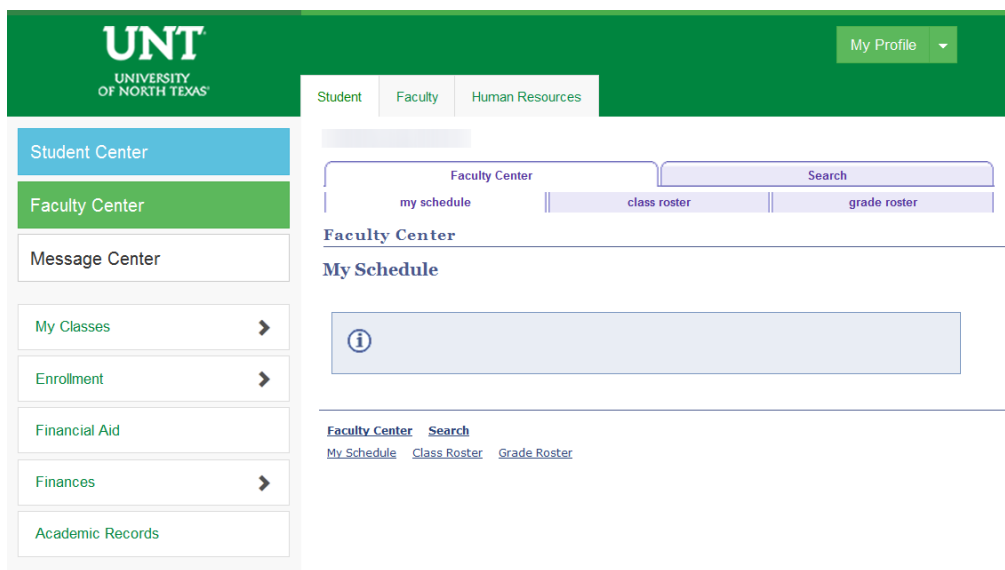- Go to my.unt.edu and login to the website using your EUID and Password.
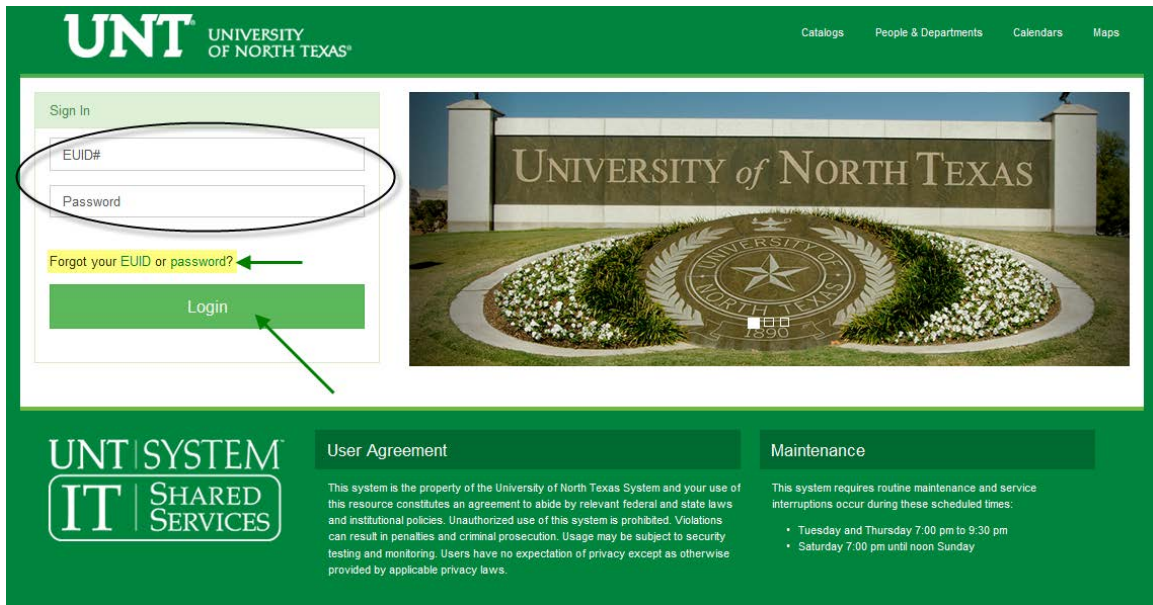
> **NOTE**: If you do not know your EUID and password, use the links below the Sign In prompt to help you navigate for assistance.
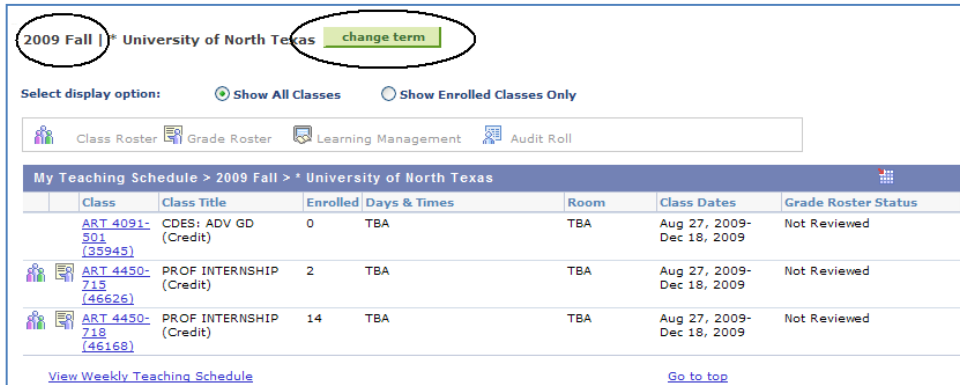
- Once logged into myUNT, select the Faculty Center tab from the left sidebar.
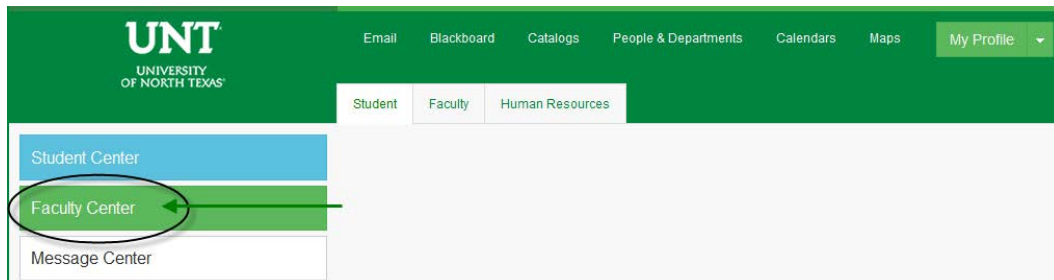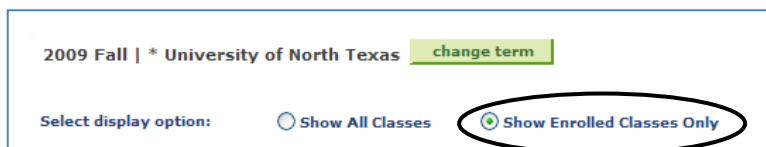

- Your Faculty Center will appear.

- 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.
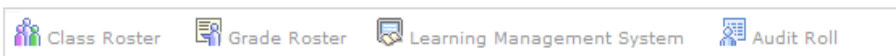

- Select the correct term and click **CONTINUE**.

- Select the "Show Enrolled Classes Only" display option to view only courses with actual enrollments for the term.

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

- The Audit Roll/Progress Report page will display.

Audit Roll/Progress Report

Must be completed by: 09/26/2008   Instructions for completing the audit roll/progress report
Audit Status - Not Approved

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 [Enrolled ▼] [change]   Approval Status [Ready for Review ▼]

Total Students   14   Enroll Capacity   38

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			Graded	3.00	Education	☑	☐	▼	⌕		Comment	
2			Graded	3.00	Arts and Science	☑	☐	▼	⌕		Comment	

- 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   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			Graded	3.00	Education	☑	☐	▼	⌕		Comment	
2			Graded	3.00	Arts and Science	☑	☐	▼	⌕		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, enter the name in the text box.

                        Customize | Find | Add Students to Roster 1 of 1 Last

	ID	Name	Enter name if student not found with ID look-up		
1	⌕			➕	➖

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

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 ▼] [change]   Approval Status [Ready for Review ▼]

Total Students   14   Enroll Capacity   38

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			Graded	3.00	Education	☑	☐	▼	⌕		Comment	

Approved
Ready for Review

> **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.

After saving the Audit Class Roll, select [RETURN] to view additional rolls in the course list.

Sending Progress Reports through the Faculty Center

You may send out progress reports to students via email using the Faculty Center. These reports can pertain to quality of work, current grade, or absences. You may also include a custom comment.

Select Satisfactory/Unsatisfactory from the drop down box.

Enter appropriate information for Current Grade and Number of Absences.

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

A new window will display and you can enter additional information. Select SAVE. Then close the window.
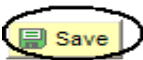
You may save your work at any time by clicking SAVE at the bottom of the page. Please save your work every time you leave this page.

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.