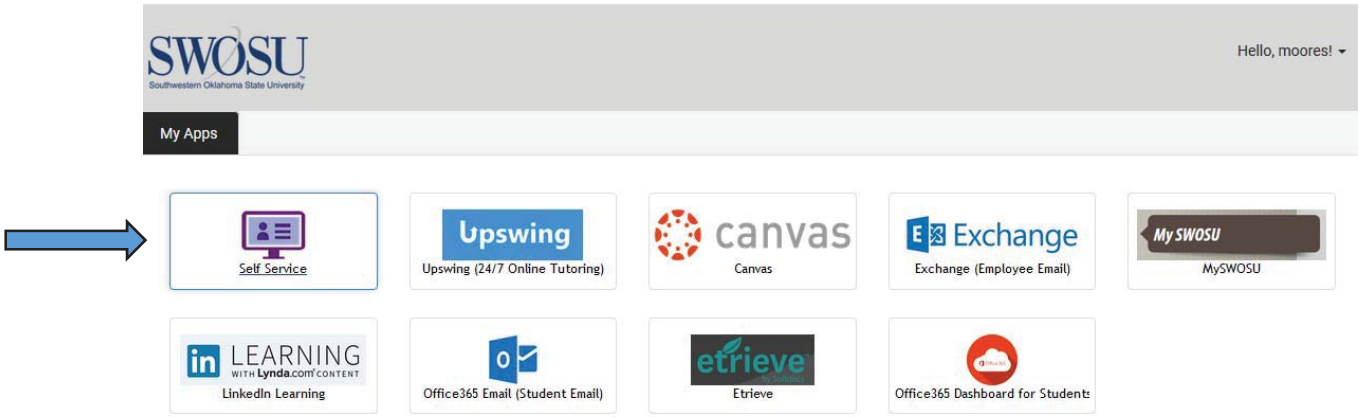
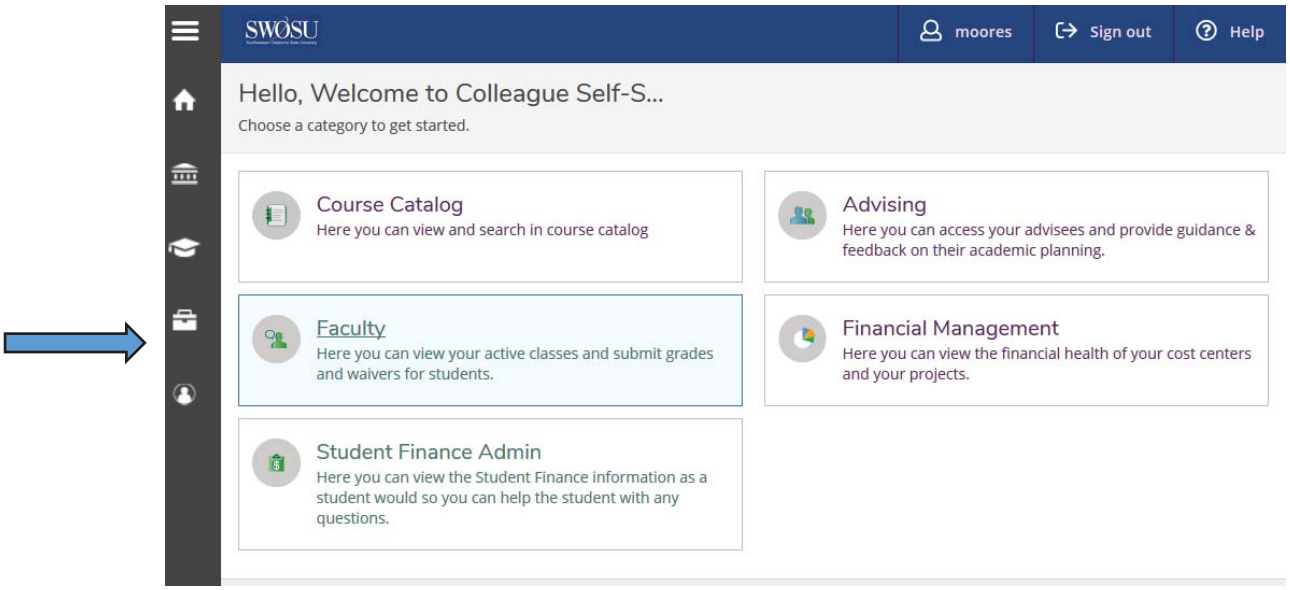
Roster Certification Instructions

1. Go to the SWOSU homepage and log in to Single Sign On (GoSWOSU).

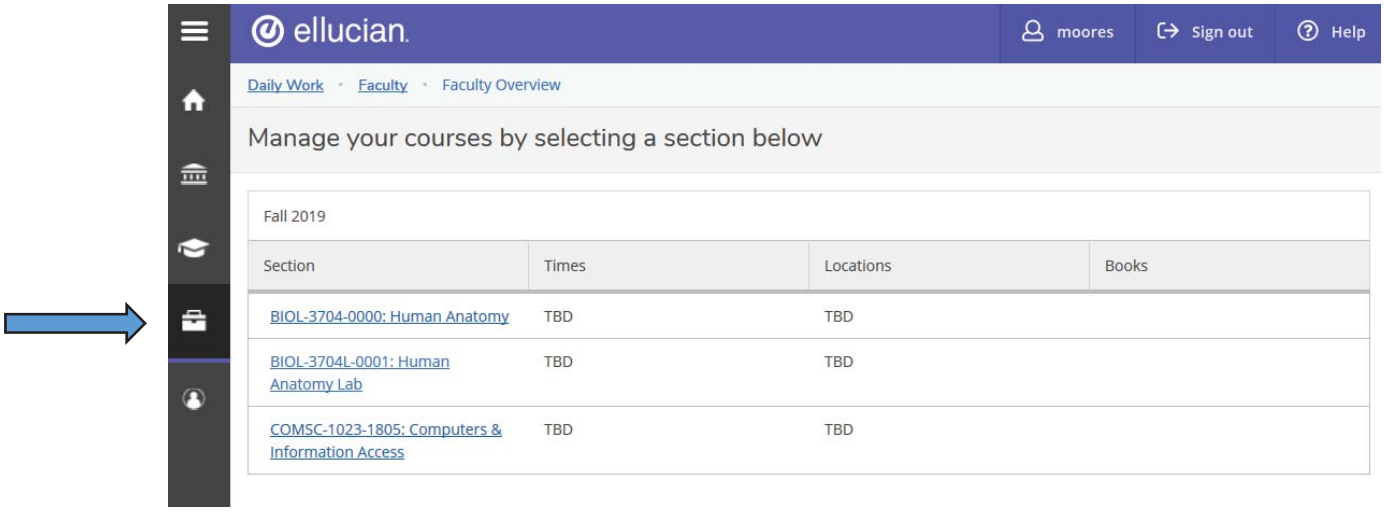
2. Go to Self-Service



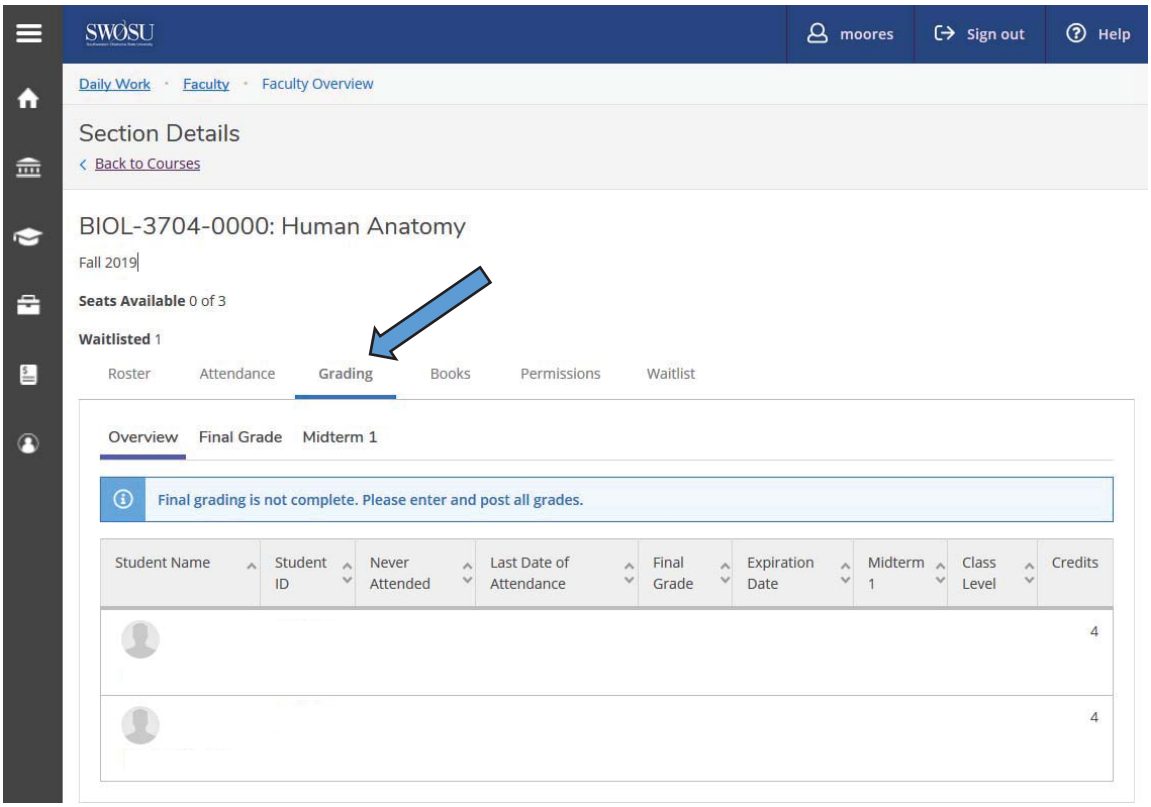
3. Click on Faculty



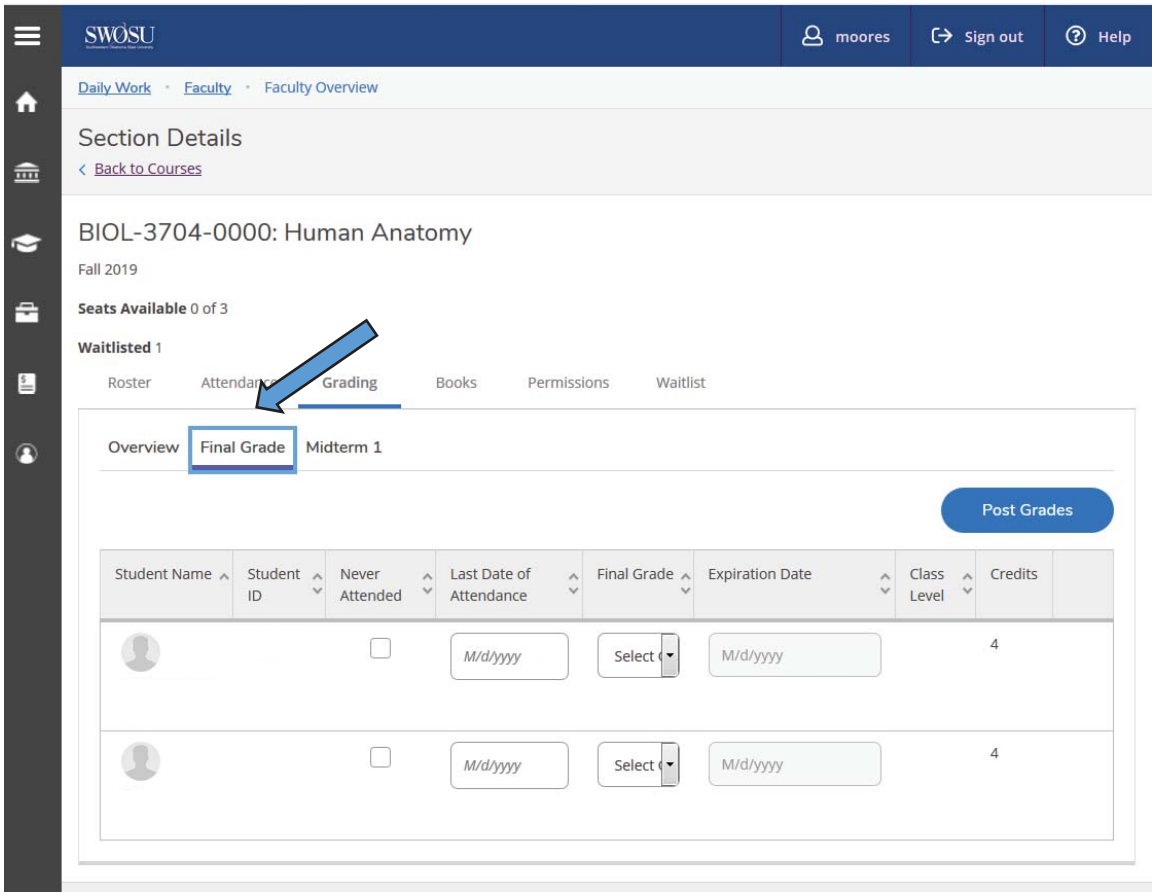
4. Click on the Class you want to certify



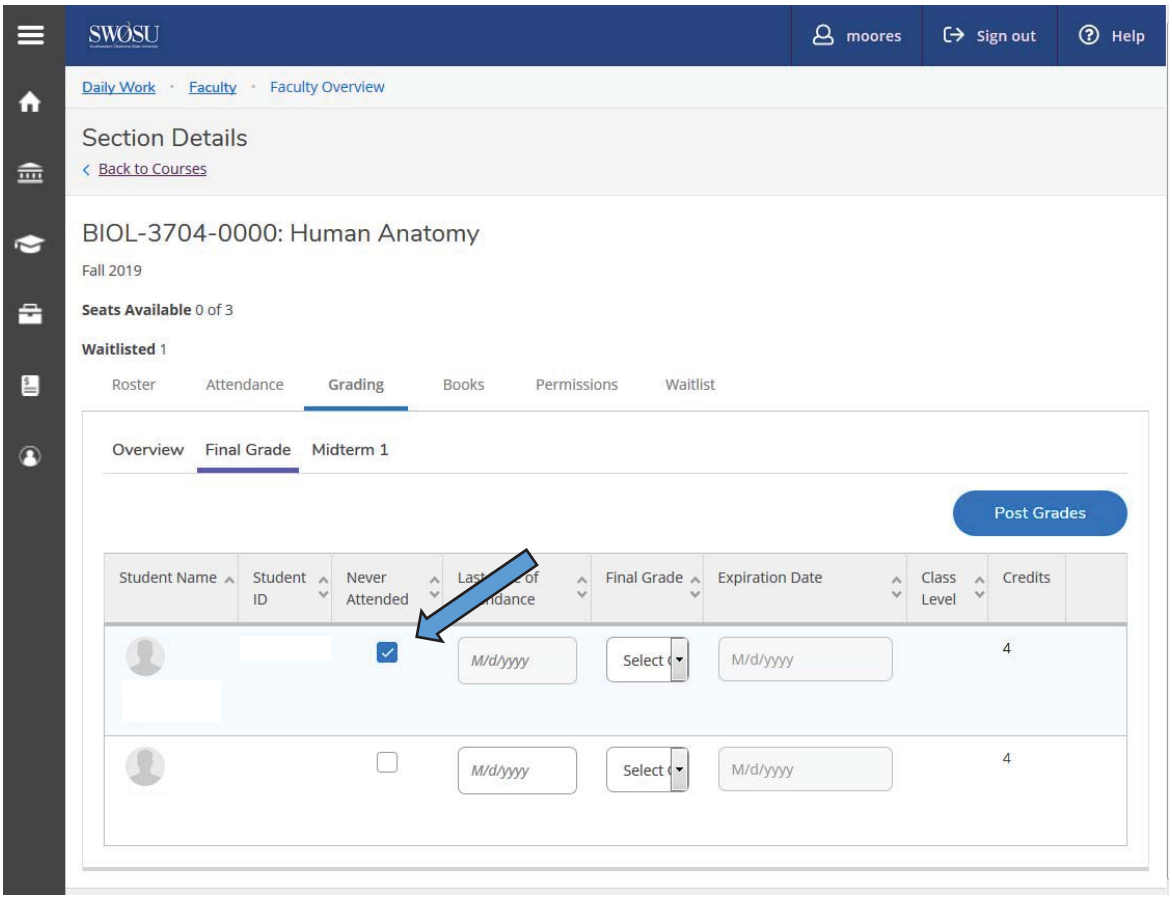
5. Click on Grading



6. Click on Final Grade



7. Select Never Attended if the student has not participated. You don't need to click on Post Grades to save what has been entered. You may leave everything else blank and return to your other courses.



PLEASE NOTE: If you certify a student as "Never Attended" and later wish to change this, please contact the Office of Student Financial Services at (580)774-3786 or by email at sfs@swosu.edu.

If you have questions on what qualifies as active participation please contact the Office of Student Financial Services at (580)774-3786 or by email at sfs@swosu.edu. If you need help logging in to Single Sign On contact ITS at (580)774-7070 or by email at helpdesk@swosu.edu. If you need assistance with certifying your roster contact Dr. Joel Kendall at (580)774-3252 or by email at joel.kendall@swosu.edu.