How do I mark attendance and submit my roster for my session?

Tell Me

Follow the steps below to mark attendance for the session you teach.

1) Find your **Events and Sessions**.

2) Result: All tentative and approved sessions will display. Click on the **View Roster** icon under the **Options** category for the session as pictured below.

3) Result: Your **Roster** page will populate. Under **Session Roster** at the top of this page, click the **Attendance and Scoring** tab as pictured below.

4) In the **Attendance** column, check the box beside each attendee’s name, as pictured below, if they were present for the duration of your Session. Do NOT check the box beside the names of registrant(s) that did not attend.

5) Click the **Submit Roster** button as pictured below to update the roster and grant credit to the selected attendees.

6) Result: A confirmation pop-up box will display; click **OK** as pictured below.
Note: Leave the **Score** and **Pass** fields blank.

**Related FAQs**

- Where do I begin with the Tuition Waiver process?
- Help With Tuition Waivers
- How do I access a transcript of the CTL workshops I have attended?