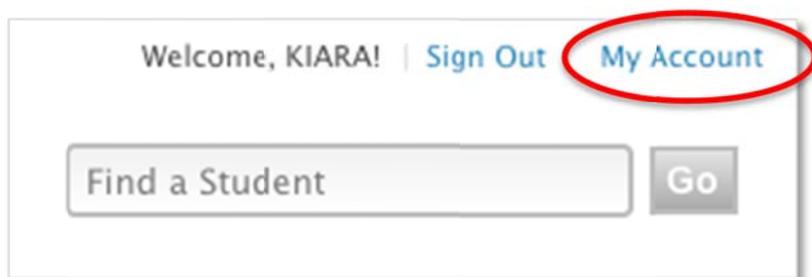
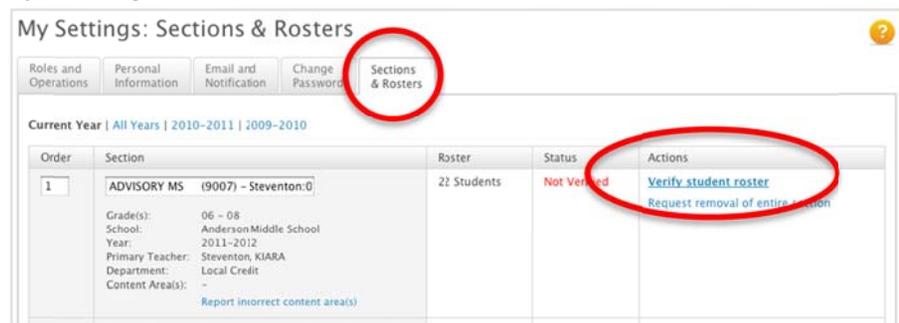


Verify Your Roster

As a teacher, you may periodically be required to verify the accuracy of your student rosters. You can only verify rosters for sections for which you are the primary teacher. From the CIITS Homepage, at the top right of the screen, click **My Account**.



1. My Settings will open: click the Sections & Rosters tab.

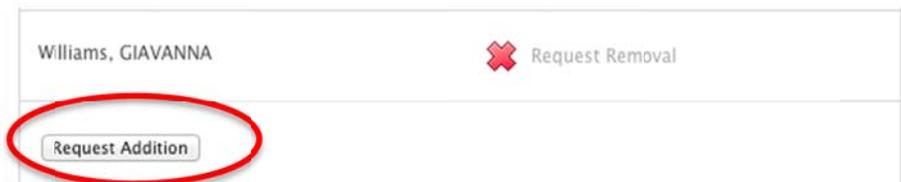


2. To verify each section's roster, click **Verify student roster** in the Actions column.
3. On the Verify Roster page for a section, review the student list.
4. For each student who does not belong on this section's roster, click **X Request Removal**.

5. Enter a removal reason and/or the appropriate teacher name if you have that information, then click **Submit**.

The student's name will appear crossed out on your roster and marked as "Pending Removal" until the school Infinite Campus administrator reviews the request and makes the update in Infinite Campus and the data is updated in CIITS during the next refresh cycle.

6. To add a student missing from this section's roster, click **Request Addition**.



7. On the Request Addition page, enter the student's name in Last, First format and Student ID if you have it, then click **Submit**.

The student's name will appear on your roster marked as "Pending Addition" until the school Infinite Campus administrator reviews the request and makes the updates in Infinite Campus and the data is updated in CIITS during the next refresh cycle.

(continued)

- At the bottom of the Verify Roster page, check **I have verified the roster and requested adds and drops as appropriate.**

The screenshot shows a user interface for verifying a roster. At the top, the name "Williams, GIAVANNA" is displayed next to a red "X" icon and the text "Request Removal". Below this is a button labeled "Request Addition". At the bottom, there is a yellow highlighted box containing a checked checkbox and the text "I have verified the roster and requested adds and drops as appropriate.", followed by a "Submit" button.

- Then click **Submit**.

Request Removal of a Section

If you do not teach a section listed on your My Settings: Sections & Rosters page, or if the entire roster is incorrect for that section, submit a request to remove the section.

- On the Sections & Rosters tab, find the section that needs to be removed
- In the Actions column on the row for the section to be removed, click **Request removal of entire section**
- On the window that appears, choose the appropriate reason for removal

- Add an explanation as needed

The dialog box is titled "Please provide a reason for removal" and has a close button (X) in the top right corner. It contains two radio button options: "I do not teach this course, section, or content area" (which is unselected) and "I do teach it, but the entire roster is incorrect" (which is selected). Below these options is a text input field labeled "Additional explanation(optional)". At the bottom right of the dialog are "Cancel" and "Submit" buttons.

- Then click **Submit**.

The section will continue to appear on your Sections & Rosters page until the Infinite Campus administrator verifies and makes the updates in Infinite Campus and the data is updated in CIITS during the next refresh cycle.