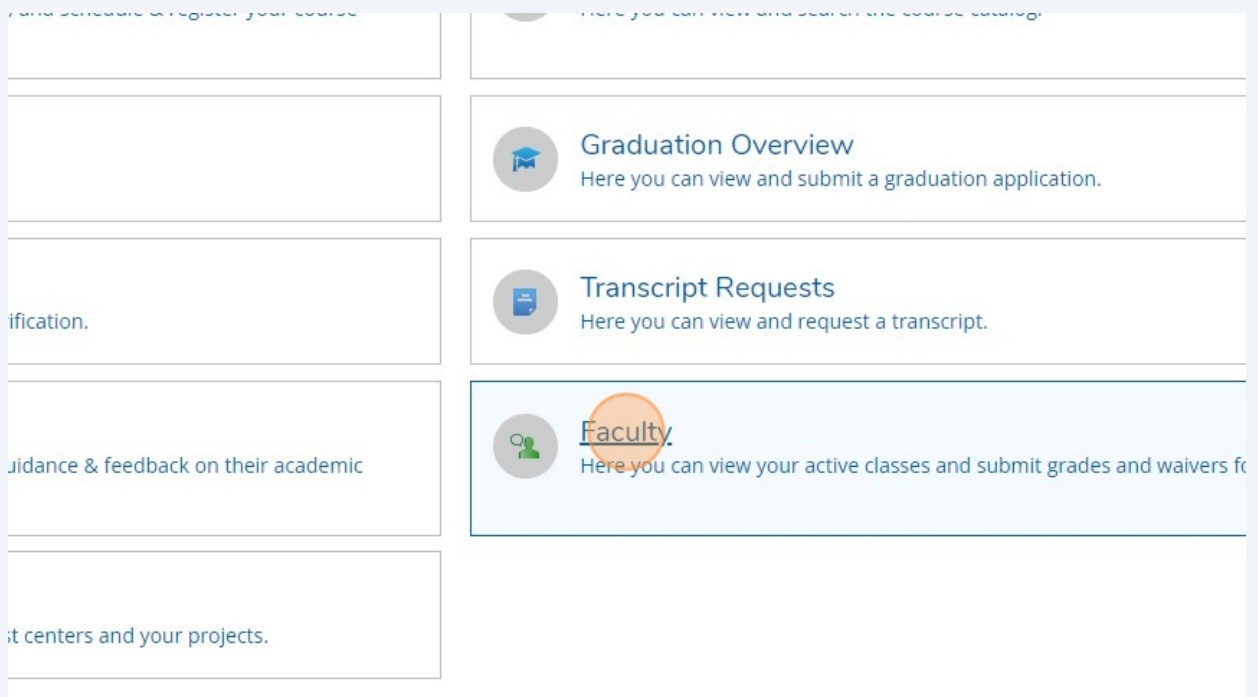


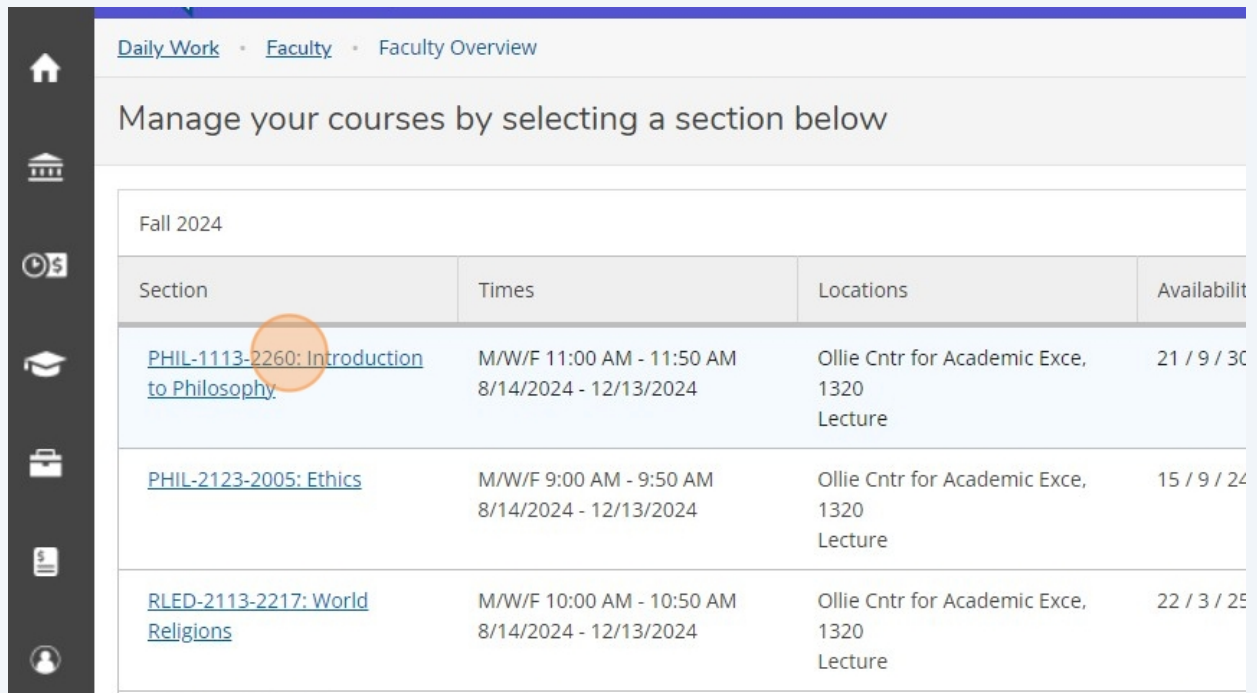
How To: No-Show/Certify Your Roster

- 1 Navigate and sign in to selfservice.carlalbert.edu

- 2 Click "Faculty"



3 Select a course.



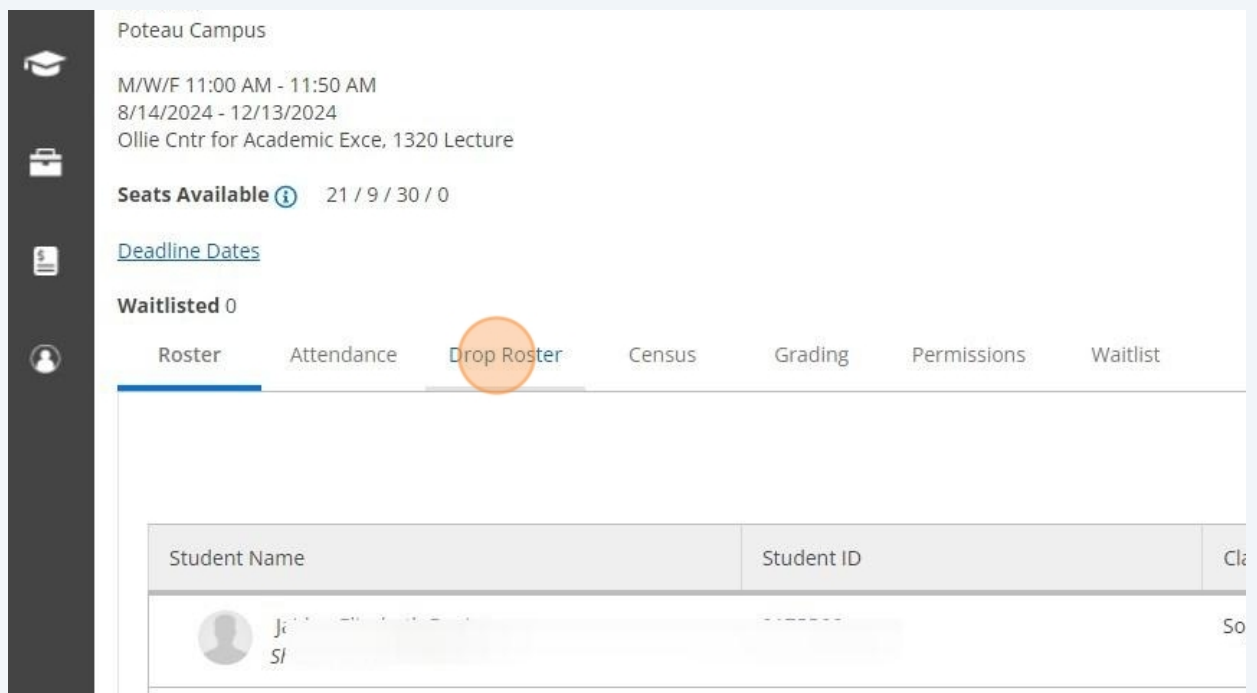
Daily Work • Faculty • Faculty Overview

Manage your courses by selecting a section below

Fall 2024

Section	Times	Locations	Availability
PHIL-1113-2260: Introduction to Philosophy	M/W/F 11:00 AM - 11:50 AM 8/14/2024 - 12/13/2024	Ollie Cntr for Academic Exce, 1320 Lecture	21 / 9 / 30
PHIL-2123-2005: Ethics	M/W/F 9:00 AM - 9:50 AM 8/14/2024 - 12/13/2024	Ollie Cntr for Academic Exce, 1320 Lecture	15 / 9 / 24
RLED-2113-2217: World Religions	M/W/F 10:00 AM - 10:50 AM 8/14/2024 - 12/13/2024	Ollie Cntr for Academic Exce, 1320 Lecture	22 / 3 / 25

4 Click "Drop Roster"



Poteau Campus

M/W/F 11:00 AM - 11:50 AM
8/14/2024 - 12/13/2024
Ollie Cntr for Academic Exce, 1320 Lecture

Seats Available ⓘ 21 / 9 / 30 / 0

[Deadline Dates](#)

Waitlisted 0

Roster Attendance **Drop Roster** Census Grading Permissions Waitlist

Student Name	Student ID	Class
 Jc SI		So

5

Check the box under "Never Attended" for any student who:

- Has not submitted an assignment (online courses)
- Has not attended class or communicated with you about that (on-campus courses)

01/17/2025 - 12/17/2025
Ollie Cntr for Academic Exce, 1320 Lecture

Seats Available ⓘ 21 / 9 / 30 / 0

[Deadline Dates](#)

Waitlisted 0

Roster Attendance **Drop Roster** Census Grading Permissions Waitlist

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade
 J [REDACTED] [REDACTED]	0173500	☒	M/d/yyyy	Select Grade ▼
 [REDACTED] [REDACTED]	0173500	☐	M/d/yyyy	Select Grade ▼

6

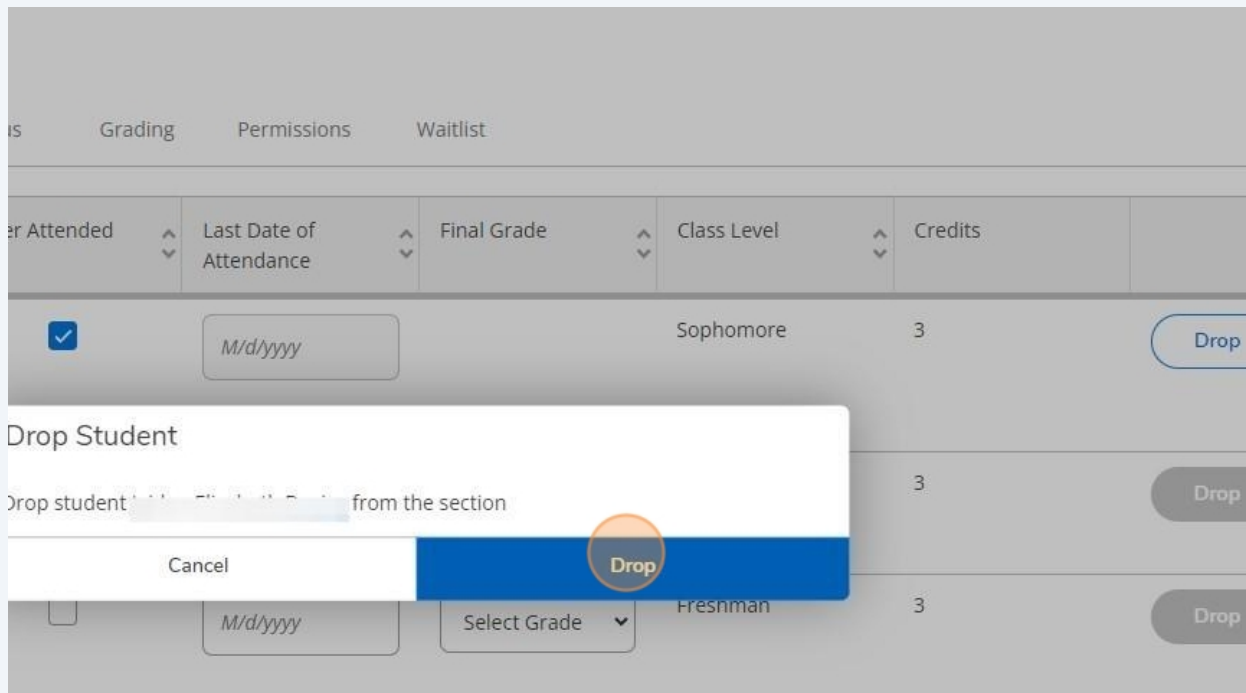
Click the "Drop" button to the right of the student's name to Drop the student.

Permissions Waitlist

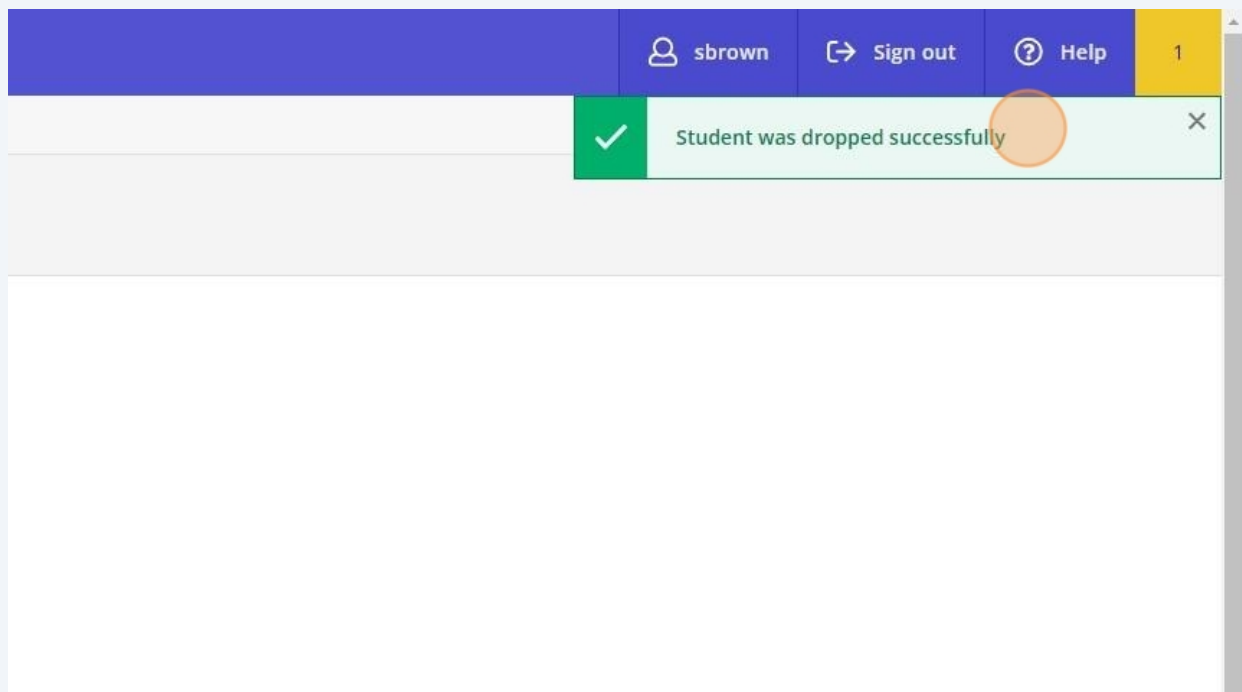
Final Grade	Class Level	Credits
	Sophomore	3

Drop

7 Click "Drop"



8 At the top right of the screen, you'll see the message "Student was dropped successfully." The student will no longer show on your roster, and will immediately lose access to the course on Blackboard.





Alert! If you get a message saying student cannot be dropped, you will need to:
-Email Amber Cottrell (alcottrell@carlalbert.edu) with the student's name, ID number, and class to drop the student.