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Confirming Course Registration (Instructors)

1. Click on the **Registrations** tab at the top of your dashboard. Tasks assigned to you will be highlighted in yellow. Select the correct term using the **Term** dropdown in the toolbar.

Admin Registrations	Courses Instructors	Course Reviews On	going Rqmts Re	eports	DE Ad	min Help Logout
Saint Louis University	/-Main Campus: Regis	stration Activity			All	Student Accounts
High School: All High Schools	Course:	v	Term: > All Active Term	ns 🗸	Step: All Steps	~
DX Response:	×	Abandoned: show		Search:		
<u>Student</u> / <u>HS</u> / <u>Date</u>	Course		Status	Steps		
Jackson, Debbie[+]	Tasks for the term: Fa	II 2023	[show]	College: Approve	Exception	:
<u>Roth, Amy[+]</u> 1111111	BIO-112 Anatomy of an Ant HS01[+]		[<u>show]</u>	College: Resolve	Failed Registration	÷

2. Step can be used to display only registrations on a specific step, to access batch mode, and to resend notifications to a specific group. After selecting a step, the **Step Action** drop down will appear. Click on **complete in batch mode** to complete multiple confirmations at once.

Saint Louis University-Main Campus: Registration Activity All Student Accounts				
High School: All High Schools	Course:	Term: > All Active Term	ns Step: College	Resolve Failed Registration 🗸
DX Response: All	Abandone Show	d:	Search:	
<u>Student</u> / <u>HS</u> / <u>Date</u>	<u>Course</u>	Status	tep Actions 🗸	
<u>Roth, Amy[+]</u> 1111111	BIO-112 Anatomy of an Ant H	ISO1[+] [show]	Step Actions resend notifications complete in batch mod	e gistration
<u>Roth, Danny[+]</u> 5555555	BIO-112 Anatomy of an Ant H	[<u>show</u>]	College: Resolve Failed P	egistration
<u>Roth, Izzy[+]</u> 2222222	BIO-112 Anatomy of an Ant H	<u>ISO1[+]</u> [show]	College: Resolve Failed R	egistration

3. Instructor: Confirm Course

For each course, instructor must approve, defer or decline enrollment. Defer allows you to save the confirmation for a later time.

Once selected, click **COMPLETE STEP.**

Confirm student course :	section.		
Student Name:	Elizabeth Bennett		
High School:	AFFTON HIGH		
Student ID:			
Term:	Fall 2023		
Course:	Introduction to Accounting ACC-101 (HS01)		
Document	Date	Filename	
 Approve 			
O Defer			
 Decline 			
Comments			
Note: comments entered	here are private and will be visible only to	other participants with approval roles.	
Or upload a comments fi	ile (PDF only): Choose File No file chos	en	





Running Rosters (Instructors)

Profile Registrations Status 2	re on the Status tab	InstructorDoug Af	ton Help Log
Signed in	successfully.	Log on	as an Instructor
InstructorDoug Afton: Credential Reviews			
College		Credential	Status
Saint Louis University - 1818 Advanced College Credit F	rogram		
InstructorDoug Afton: Course Rosters	_		
InstructorDoug Afton: Course Rosters College	Course	t the link for the r report you want to	_
InstructorDoug Afton: Course Rosters College Saint Louis University - 1818 Advanced College Credit Program	Course ACC-101 Introduct Accounting	the link for the r report you want to tion to	[roster 3 report]
InstructorDoug Afton: Course Rosters College Saint Louis University - 1818 Advanced College Credit Program Saint Louis University - 1818 Advanced College Credit Program	Course ACC-101 Introduct Accounting BIO-112 Anatomy	the link for the report you want to tion to of an Ant	[roster 3 [roster [roster report]
InstructorDoug Afton: Course Rosters College Saint Louis University - 1818 Advanced College Credit Program Saint Louis University - 1818 Advanced College Credit Program	Course Course ACC-101 Introduct Accounting BIO-112 Anatomy ECN-100 Basic Mic	the link for the report you want to tion to of an Ant cro-Economics	[roster report] [roster report] [roster report]

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Instructi	High-School-Partners-Report-Univerof-Central-Missouri-08-17-23-10.cvv prDoug 10 KB
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Reviews	Hocking College Registration 6.13.23.pdf
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	Hocking - Permission Silp PDF png
ters - report is complete	
Course	
allege Credit ACC-101 Introduction to Accounting	[roster report]
ollege Credit BIO-112 Anatomy of an An	t [roster report]
ollege Credit ECN-100 Basic Micro-Econo	mics [roster report]
ollege Credit BSK-101 Basket Weaving	[roster
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