Filing verification of student activity

Upon logging in you land on the Instructor Dashboard and are presented with the courses you are teaching in the active quarter. Each course is listed with the course number and section code. Beneath that is the course title and the number of students pending verification in the course.

To begin the process, click the blue “Start Certification” button.

The Instructor Class Certification page appears for the course with an alphabetical listing of each student (in groups of 10) enrolled along their corresponding information and a button that is defaulted to “yes” (has commenced academic activity).
All students are defaulted to “Yes” (has commenced academic activity). Go through the list using the “Next” navigation button to change any student without any academic activity in that course to “No” (has not commenced academic activity). “No” will stay selected even if you navigate to another page.

Clicking “Submit Certification” certifies the entire course population, not just the students shown on the current page. Once you are satisfied with all students’ status’ click “Submit Certification”.

After clicking “Submit Certification” you will see a green status banner appear at the top of the page.

Click the lettering in the top left of the page to return to the Instructor Dashboard and repeat for any additional courses.