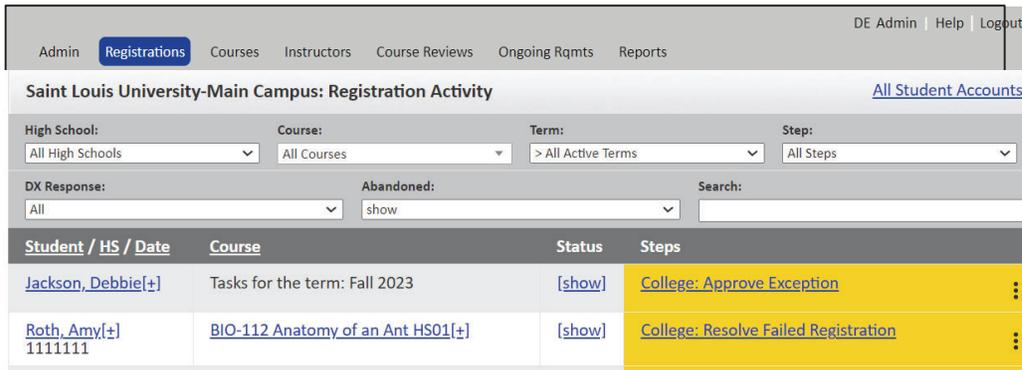


## Confirming Course Registration (Instructors)

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 | Ongoing Rqmts | Reports | DE Admin | Help | Logout

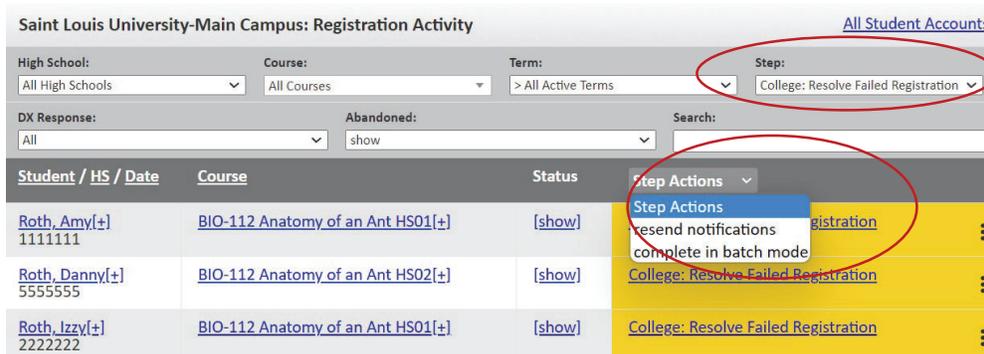
Saint Louis University-Main Campus: Registration Activity [All Student Accounts](#)

High School: All High Schools | Course: All Courses | Term: > All Active Terms | Step: All Steps

DX Response: All | Abandoned: show | Search:

Student / HS / Date	Course	Status	Steps
<a href="#">Jackson, Debbie</a> [+]	Tasks for the term: Fall 2023	<a href="#">[show]</a>	College: <a href="#">Approve Exception</a>
<a href="#">Roth, Amy</a> [+] 1111111	<a href="#">BIO-112 Anatomy of an Ant HS01</a> [+]	<a href="#">[show]</a>	College: <a href="#">Resolve Failed Registration</a>

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: All Courses | Term: > All Active Terms | Step: College: Resolve Failed Registration

DX Response: All | Abandoned: show | Search:

Student / HS / Date	Course	Status	Step Actions
<a href="#">Roth, Amy</a> [+] 1111111	<a href="#">BIO-112 Anatomy of an Ant HS01</a> [+]	<a href="#">[show]</a>	Step Actions Resend notifications complete in batch mode
<a href="#">Roth, Danny</a> [+] 5555555	<a href="#">BIO-112 Anatomy of an Ant HS02</a> [+]	<a href="#">[show]</a>	College: <a href="#">Resolve Failed Registration</a>
<a href="#">Roth, Izzyl</a> [+] 2222222	<a href="#">BIO-112 Anatomy of an Ant HS01</a> [+]	<a href="#">[show]</a>	College: <a href="#">Resolve Failed Registration</a>

### 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**.

Instructor: Confirm DE Course

Confirm student course section.

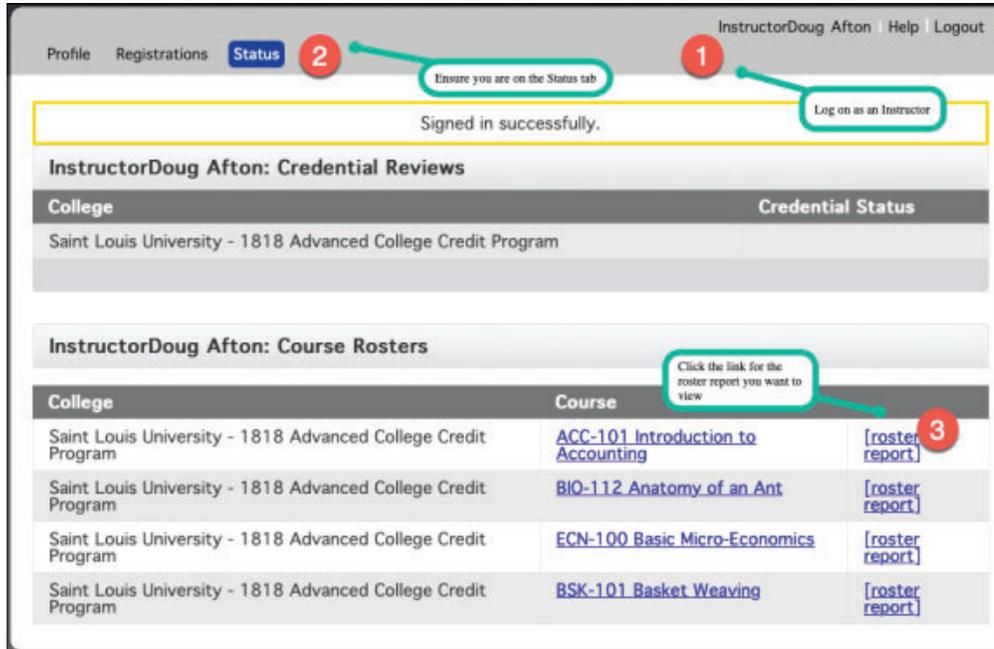
Student Name: [Elizabeth Bennett](#)  
 High School: AFTTON HIGH  
 Student ID:  
 Term: Fall 2023  
 Course: Introduction to Accounting ACC-101 (HS01)

Document	Date	Filename
<input type="radio"/> Approve		
<input type="radio"/> Defer		
<input type="radio"/> Decline		

Comments  
 Note: comments entered here are private and will be visible only to other participants with approval roles.

Or upload a comments file (PDF only):  No file chosen  
 Private?

## Running Rosters (Instructors)



Profile Registrations **Status** InstructorDoug Afton | Help | Logout

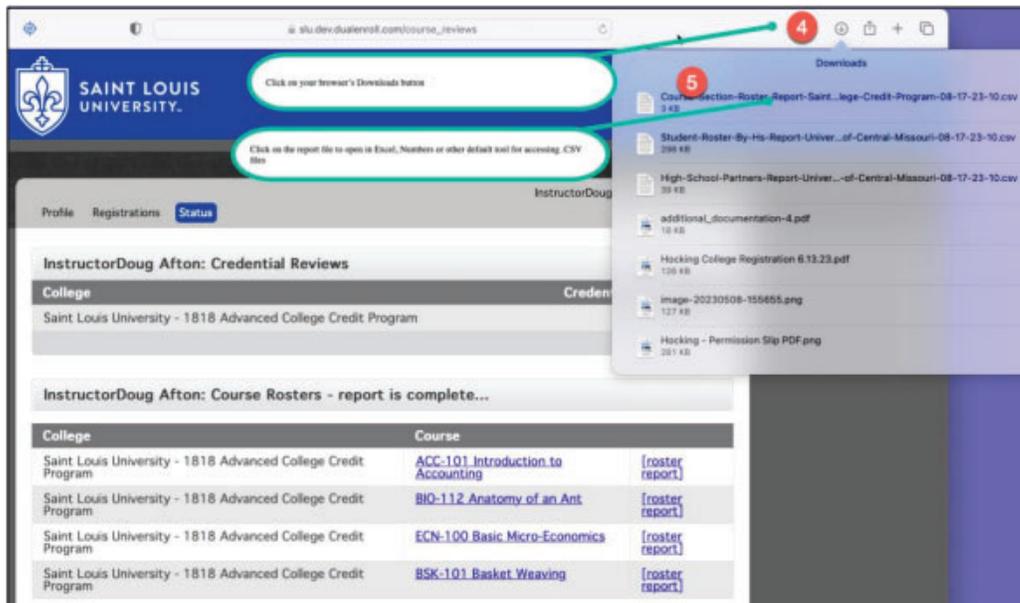
Signed in successfully. [Log on as an Instructor](#)

**InstructorDoug Afton: Credential Reviews**

College	Credential Status
Saint Louis University - 1818 Advanced College Credit Program	

**InstructorDoug Afton: Course Rosters**

College	Course	[roster report]
Saint Louis University - 1818 Advanced College Credit Program	<a href="#">ACC-101 Introduction to Accounting</a>	[roster report]
Saint Louis University - 1818 Advanced College Credit Program	<a href="#">BIO-112 Anatomy of an Ant</a>	[roster report]
Saint Louis University - 1818 Advanced College Credit Program	<a href="#">ECN-100 Basic Micro-Economics</a>	[roster report]
Saint Louis University - 1818 Advanced College Credit Program	<a href="#">BSK-101 Basket Weaving</a>	[roster report]



Click on your browser's Downloads bar

Click on the report file to open in Excel, Numbers or other default tool for accessing CSV files

Downloads

- Coverage-Section-Roster-Report-Saint-Louis-College-Credit-Program-08-17-23-10.csv
- Student-Roster-By-Hs-Report-Univers...of-Central-Missouri-08-17-23-10.csv
- High-School-Partners-Report-Univers...of-Central-Missouri-08-17-23-10.csv
- additional\_documentation-4.pdf
- Hocking College Registration 6.13.23.pdf
- image-20230508-155855.png
- Hocking - Permission Slip PDF.png

**InstructorDoug Afton: Course Rosters - report is complete...**

College	Course	[roster report]
Saint Louis University - 1818 Advanced College Credit Program	<a href="#">ACC-101 Introduction to Accounting</a>	[roster report]
Saint Louis University - 1818 Advanced College Credit Program	<a href="#">BIO-112 Anatomy of an Ant</a>	[roster report]
Saint Louis University - 1818 Advanced College Credit Program	<a href="#">ECN-100 Basic Micro-Economics</a>	[roster report]
Saint Louis University - 1818 Advanced College Credit Program	<a href="#">BSK-101 Basket Weaving</a>	[roster report]