

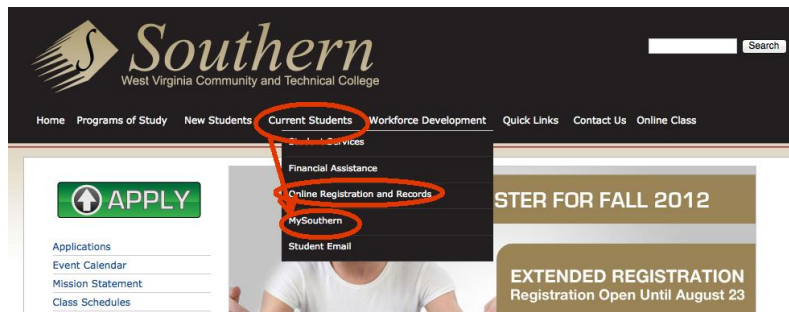
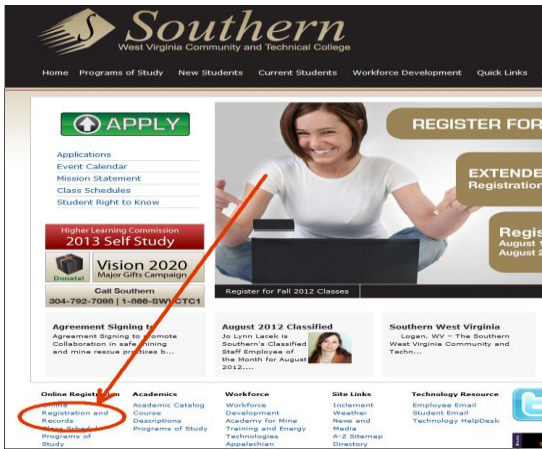


Southern

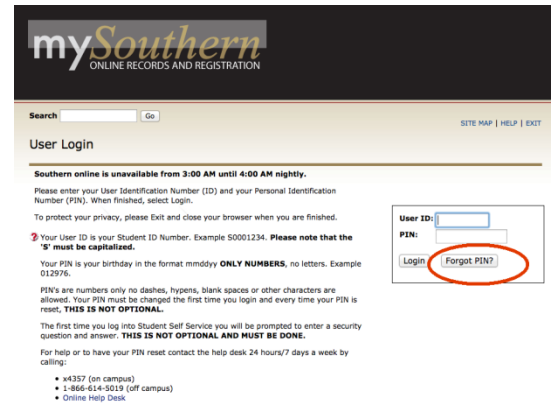
West Virginia Community and Technical College

Roster Verification Instructions

1. Go the www.southernwv.edu. Either select MySouthern from the Current Students menu or select [Online Registration and Records](#) from the bottom of the page under "Online Registration." Then select Enter Secure Area.



2. Your username is formed from the username you use to login to your desktop computer or your webmail with "@southernwv.edu" appended to it. For example, if you use "JohnD" to login to webmail, then your username is "JohnD@southernwv.edu". If you login to webmail using "John.Doe", then your username is "John.Doe@southernwv.edu". Your password is the same password you use to login to webmail or your desktop computer.



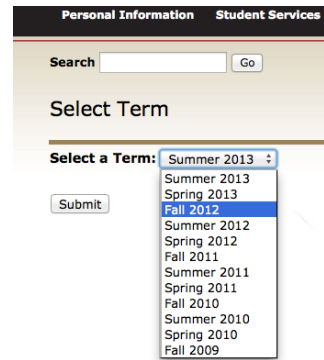
3. Click on Faculty Services.



4. Click on Midterm grades.



6. Select the current term and click submit.



7. Select the desired course from drop down box and click submit.

8. Select "V" from the drop down box in the "grade" column for any student who has attended class. Select "N" from the drop down box for any student that has not attended class within the verification period.

9. You may press the tab key or use your mouse to navigate to the next student.

Mid Term Grades Darrell G. Taylor
Fall 2012
Aug 21, 2012 04:39 pm

Enter mid-term grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Intro to College & Crit Think - OR 099 L01
CRN: 612
Students Registered: 18

Please submit the grades often. There is a 30 minute time limit starting at 04:39 pm on Aug 21, 2012 for this page.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date	Attend Hours	Registration Number
						MM/DD/YYYY	0-999.99	
1				**Registered** Aug 20, 2012	None			26
2				**Registered** Jun 19, 2012	None			14
3				**Registered** Jun 21, 2012	None			20
4				**Registered** Jun 20, 2012	None			18

10. Remember to click submit at the bottom of each page to save your changes. Only 30 names are displayed on each page so if you have more than 30 students enrolled in a section, look for "Record Sets" (appears at both the top and bottom of the page) and click on the range you wish to view.

11. To view another course section click on CRN Selection at the bottom of the page, select the course from the drop down box and click submit, and click on Midterm grades from the menu.