

## Certifying Your Course Rosters

If this is an online course, you will first need to gather student activity from your online course. Enter your LearningZone course and follow the directions in the following image. If this is a face-to-face course, skip the following graphic.

Test Course > Test Course > People

Everyone Groups + Group Set

Search people All Roles + People

Name	Login / SIS ID	Section	Role	Last Activity	Total Activity
Glenn Acheson	achesong	Test Course	Teacher	May 12 at 9:15am	24,14,09
DEREK LAW	lawd	Test Course	Teacher	Jun 2 at 2:52pm	89,85,48
Jane Student	JQS1002	Test Course	Student	May 20 at 1:50pm	01,02,11
John Student	JQS1000	Test Course	Student	May 20 at 1:52pm	

1 Click "People"

2 The "Last Activity" column will indicate the last time the student was in the course. If the cell is empty, the student has not entered the course.

## Log in to DragonZone

EMPLOYEE

Dashboard

Employee

**Courses**

DragonDocs

Employee Info

Finances

Resources

Campus Life

DRAGON

Tracey Gould

Employee / Courses

RETURN TO SEARCH

**Certification**

Macroeconomics EC100 810

CERTIFICATION COMPLETE

WHY DO I NEED TO DO THIS?

WHEN CAN I CERTIFY MY COURSE?

WHAT IF I HAVE STUDENTS?

INSTRUCTIONS:

This course was certified on 0...

Section Options:

Roster

Section Details

**Certification**

Syllabus

Instructor Sheet

Outcomes Reporting

Analytics

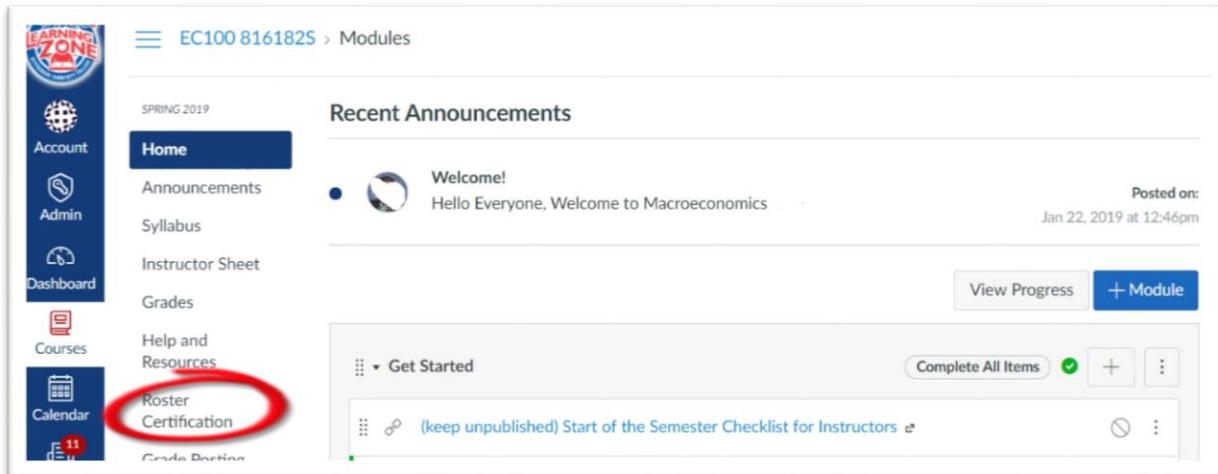
Modification History

Learning Zone

- Navigate to your course
- Select Certification in the right menu

*\*\*If you are teaching an ITV course you will need to certify the roster in the course in DragonZone.*

## In LearningZone



The screenshot shows the LearningZone interface for course EC100 816182S. The left sidebar contains a menu with options: Account, Admin, Dashboard, Courses, and Calendar. Under the 'Help and Resources' section, 'Roster Certification' is highlighted with a red circle. The main content area shows 'Recent Announcements' with a welcome message and a 'View Progress' button. Below the announcements, there is a 'Get Started' section with a 'Complete All Items' button and a link to '(keep unpublished) Start of the Semester Checklist for Instructors'.

- Select Roster Certification from the left menu
- Your Roster Certification will appear in the window



The screenshot shows the 'Certification' page for 'Macroeconomics - EC100 816182S'. The left sidebar is the same as in the previous screenshot, but 'Roster Certification' is now the active page. The main content area features a large 'Certification' heading, a green box with a checkmark and the text 'CERTIFICATION COMPLETE', and two expandable sections: 'WHY DO I NEED TO DO THIS?' and 'WHEN CAN I CERTIFY MY COURSE?'. The 'Roster Certification' option in the left menu is also highlighted with a red circle.