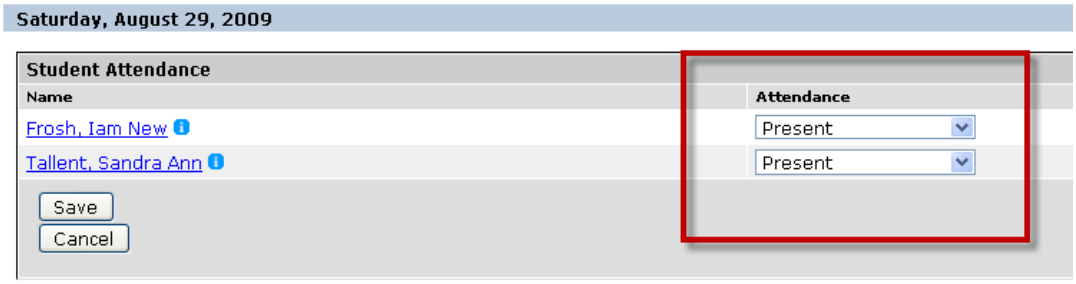
VikingWeb Roll Verification

****** Be sure to click the Save button after you set the attendance setting for your students. ******

1. Log in to VikingWeb and go to the appropriate course..

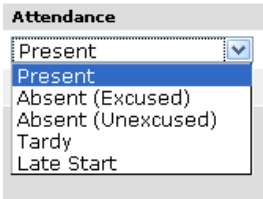
2. Select Attendance from the left hand navigation menu.



Student Names listed on the left side of the screen.

The default Attendance setting for each student is 'Present.'

3. In the Attendance Portlet, use the drop down menu to change the default setting of Present, if necessary.



4. Click Save at the bottom of the roster to save the attendance settings.

Contact Jerry Trammell at 706-290-2680 jtrammell@berry.edu

if you would like assistance.