JOB AID: FACULTY CENTER
VERIFYING OFFICIAL DAY ROLL (ODR)

Overview
Faculty members are required to verify that the students listed on the Official Day Roll (ODR) are registered as of the census date or the Official Day of Record. Faculty members are required to verify the ODR every term, for each assigned class.

For 5 days only starting on the census date, iStar will display a notification and link at the top of the Faculty Center/My Schedule page. You must use this link to verify the ODR and you have the option to print a copy for your records.

ODR verification in iStar requires the use of pop-up windows. Make sure your browser settings allow for pop-up windows.

If you do not verify the ODR within 5 business days, the link will disappear. You must contact your Division Operation Specialist or Manager to have the ODR link reopened on your Faculty Center.

Navigation
Go to www.lonestar.edu and log in using your LoneStar network ID and password.
Click on the Faculty Homepage.

Click on the Faculty Center tile.

Procedure
1. Click on the Verify Rolls link.

2. Click the Transfer to Official Day Roll link to the class(es) that require verification. A separate window will open with the ODR links.

3. All students will have the box in the Attending column automatically checked. If the student never attended, check the box in the Never Attended column. If the student stopped attending, check the box in the Stopped Attending column and enter the date the student stopped attending in the Last Date Attended column.
4. **NOTE:** If a student has never attended your course, the student will be automatically dropped prior to the class start date. If any student stopped attending on or prior to official day, will be dropped on the last date attended as marked by the faculty.

5. Click the **Verified** button, and **Save**.

6. Once you verify and save the ODR, you will see a button to **Print Official Day Roster**.

7. Repeat steps 1 through 5 until you have verified ODR for each class.

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**Frequently Asked Questions**

**Q1:** What if one of the students listed on the ODR has never attended class?
**A1:** Mark the student as ‘Never Attended’ and the system will automatically drop the student prior to class start.

**Q2:** What if a student is attending but does not appear on the ODR?
**A2:** Have the student report immediately to Student Services! This could indicate that the student is attending your course but has not registered nor paid for the course properly.

**Q3:** Is there an option to individually select students to verify?
**A3:** No. ODR is verified for the entire course only and not individual students.

**Q4:** My classes have started and one class has an ODR link and the other does not. Why is that?
**A4:** ODR is generated **24 hours AFTER the census date** of the term and session. If you teach multiple sessions over a term, you may have different census dates for each session. For example, in the list of Spring 2015 sessions below, the ODR Generation date is 24 hours after the census date. The ODR link should appear to the faculty member in Faculty Center on the ODR Generation date. It appears that for this issue, one class has reached 24 hours after census date but the other has not.

<table>
<thead>
<tr>
<th>Term</th>
<th>Session</th>
<th>Session Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instr. Weeks</th>
<th>Census Date</th>
<th>W Date</th>
<th>ODR Generation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1151</td>
<td>1</td>
<td>Regular</td>
<td>1/12/2015</td>
<td>5/10/2015</td>
<td>16</td>
<td>1/26/2015</td>
<td>4/2/2015</td>
<td>1/27/2015</td>
</tr>
<tr>
<td>1151</td>
<td>8W1</td>
<td>8 Week Session 1</td>
<td>1/12/2015</td>
<td>3/6/2015</td>
<td>8</td>
<td>1/20/2015</td>
<td>2/18/2015</td>
<td>1/21/2015</td>
</tr>
</tbody>
</table>

**Q5:** When an instructor verifies the ODR and enters comments, is ODR going to keep these comments? Will the division be able to see the comments in case there is a question about attendance?
**A5:** Yes, the comments are kept unless a new ODR is generated to replace the old ODR.

**Q6:** Are students automatically dropped when their name and ID is listed in the comments section?
**A6:** No, there are no “automatic” actions taken based on the comments; however, automatic action is taken on those marked as ‘Never Attended’ or ‘Stopped Attending.’