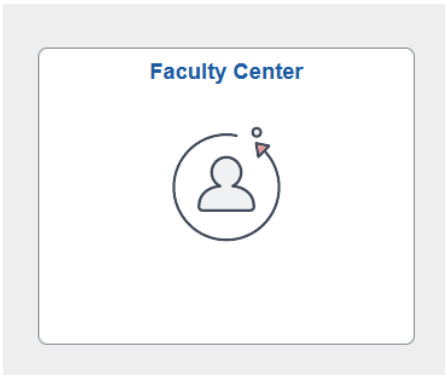
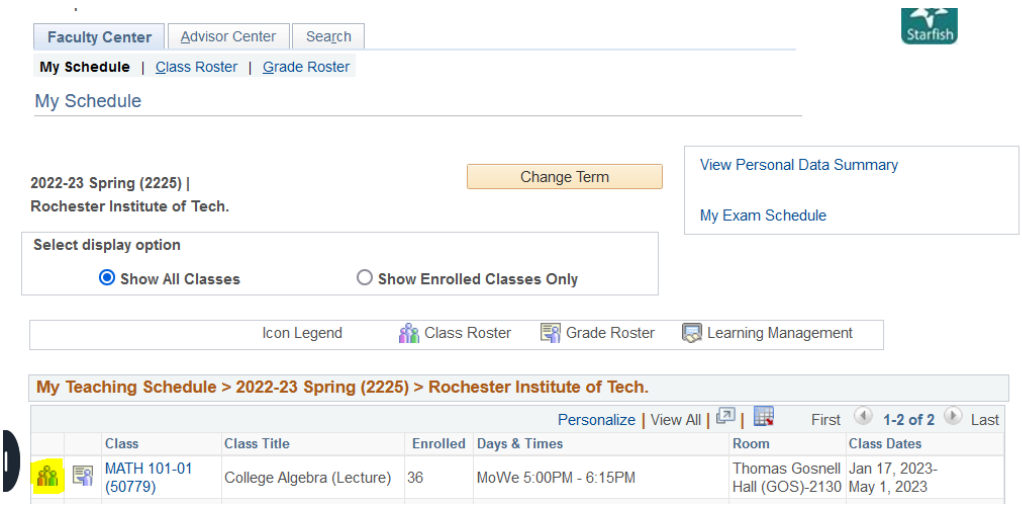
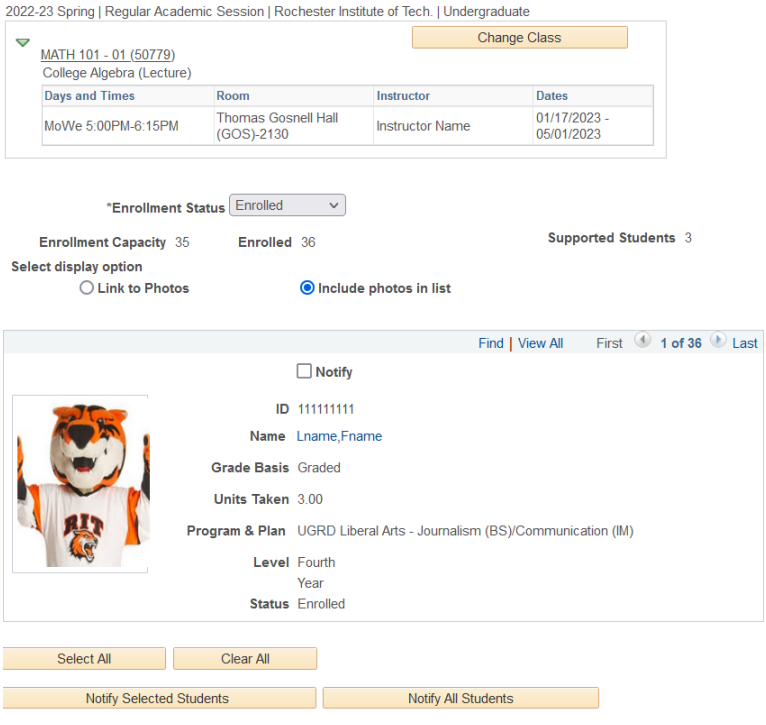
Instructions: How to Post a Letter Designation to the SIS Identity Verification Grade Roster

1. **Navigate to the class roster in SIS to see the student photos:**

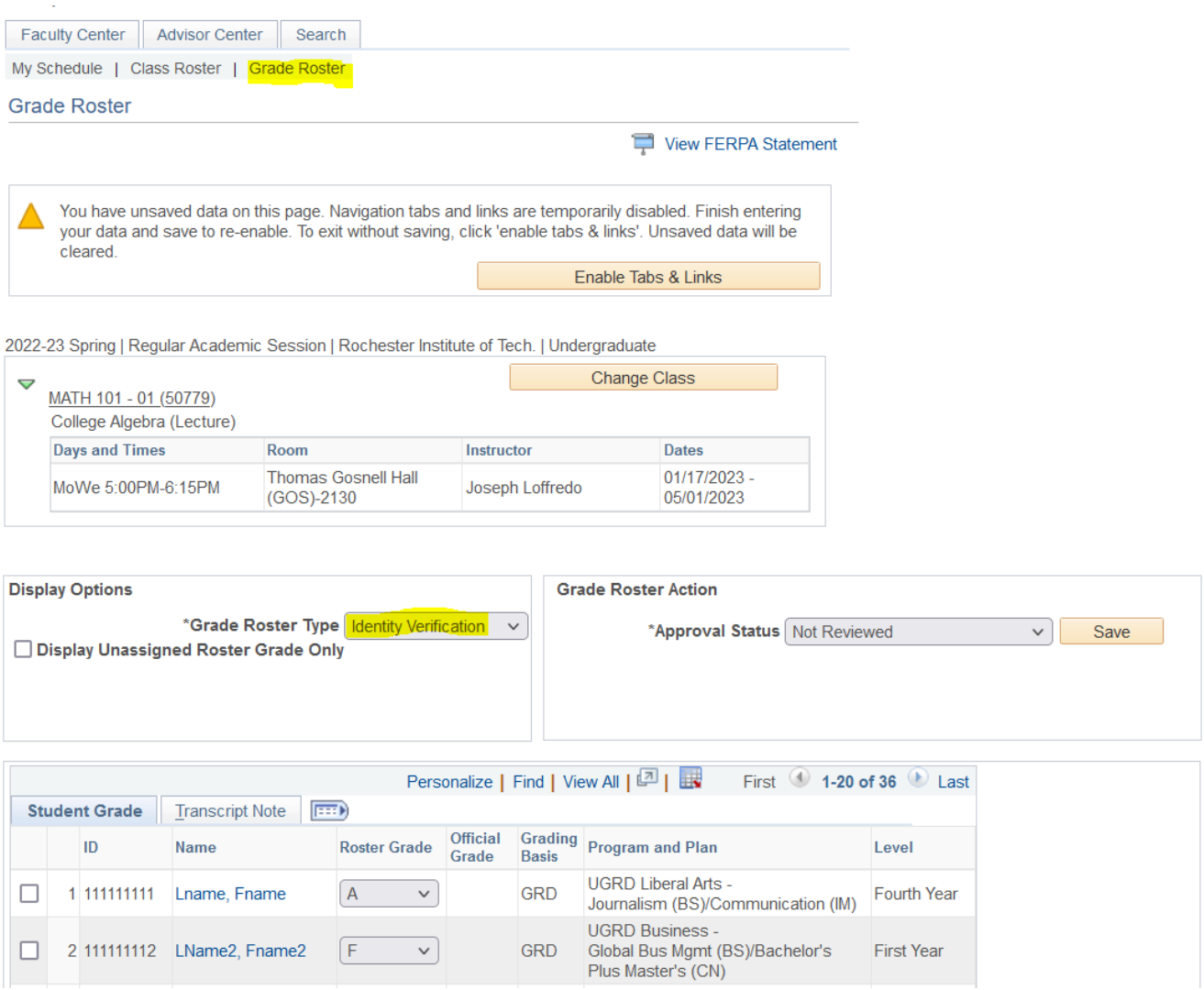




2. **On the class roster, you are able to view the photo for each student in the class.**



3. **Once you have completed the identify verification process for a student, please us the "Identify Verification" grade roster to document that this verification has been completed. In the faculty center, select the grade roster tab. Then select the "Identity Verification" roster type. (This roster will not be available until after the add/drop date for the class.)**



Note: You may "grade" students as you go. You do not need to wait for the process to be complete for every student to start the grade roster. Leave the approval status at "Not Reviewed" until you have completed updating the status for all students. The "grading" values for student identity verification are:

- "A": you have successfully verified the identity of the student
- "I": you have been unable to complete the verification, but are still attempting to do so. (*Maybe the student has yet to upload a photo, for example.*)
- "F" – The student has refused to participate in the verification or you believe there is concern that the student in your class does not match the identity of the photo you have been provided.

Don't worry… this designation is NOT a grade for the course. It is only being used for the student identity verification process.

4. **Once you have entered an “Identity Verification” for every student, please set the Approval Status to “Approved”.**