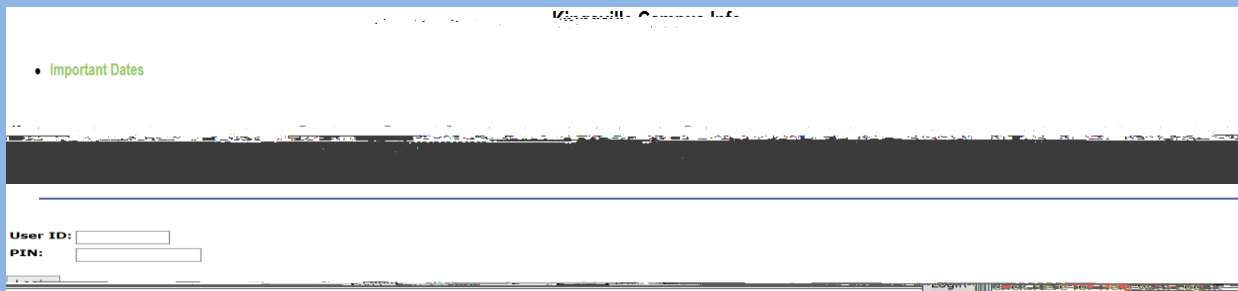




A Step BY Step Faculty User Guide to Recording Census Date Status in Blue & Gold Connection

Office of the Registrar

: Log into Blue and Gold Connection (enter TAMUK K ID# and password). If you are having trouble logging in, please contact the Office of the Registrar at 361-593-2811.



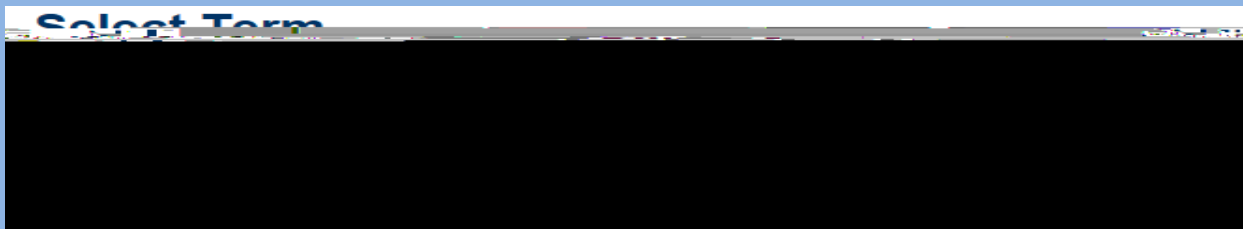
: From the Main Menu select Faculty and Advisors.



: On the next Menu select Mid-Semester Grades

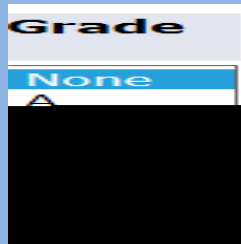


: The latest term will default on this drop down, please select the current term.



: From the drop down menu select the course which you would like to view and click

: From the column titled , you will ONLY select " " or " " from the drop down menu and enter this for any students that have Stopped Attending or Never Attended your class.



: When you have finished, click on at the bottom of the page. Then if needed continue to the next set of students on the next page and repeat the process.



NOTE: For any students that are attending your class but DO NOT appear on your census day roster: 1) Must be instructed to come to the Javelina Enrollment Services Center (MSUB 132) to check on their registration. 2) An email must be sent notifying the Office of the Registrar of these students to millie@tamuk.edu and liza.farrell@tamuk.edu.

Census Day reporting in Blue and Gold Connection is available for _____ after the census date. These opening and closing dates will be available in the Important Dates Memo sent by our office at the beginning of each term. (Memo will be emailed to all faculty prior to Census Day and opening of web grading.)

Questions

Please contact the Office of the Registrar at:

Phone: 361-593-2811

Email: registrar@tamuk.edu