

Drop for Non Attendance (NA) in ARTEMIS

Occasionally students will sign up for a class and, for whatever reason, never show up or log in. This silent demonstration is for instructors who must drop those students who never show in one form or another. ARTEMIS is the system that must be used to accomplish this task correctly.

1. Navigate to the Artemis **Employee Log On** screen.
2. Enter your **Userid** and **Password**. These are the same as you use to retrieve your email.
3. Click the **Log On** Button.
4. Under the **Class Management** section, select **Instructor Schedules**.
5. On the next screen be sure the correct **Term** is selected.
6. Click the **View Instructor Schedule** button.
7. Click the Class Rolls link to access the roster.
8. In the upper right corner of the roster area, there is a section labeled Drop for Non Attendance. Click the Available link under the Drop for Non Attendance heading.
9. On the next screen is a list of students in the class you have chosen. Identify the students who did not show up for class by clicking in the box next to the student name.
10. If all students are present, do not place a check by any student name, and simply click **All Students Present** button. If you make a mistake, simply click the Cancel button and start over.
11. When you have finished identifying the students to drop from your course, click the **Drop Selected Students** button.
12. Review your drop list before final submission. If you have made a mistake, click the **Return to Drop for Non Attendance Input** button to make the necessary corrections.
13. If everything looks correct, click the Submit the Drops to Orion button to submit the drop list.
14. You will receive a confirmation that your Drop for Non Attendance was processed. It is a good idea to print this verification screen.
15. Click the **Return to Class Rolls** button to complete the process for another class, or exit the system.