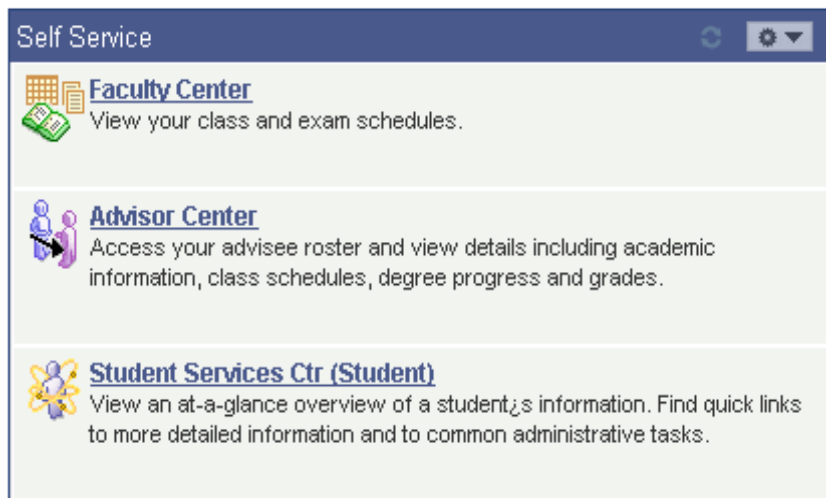


How to complete the Class Audit in PAWS

Please be advised that the Class Audit feature in PAWS is only available during the Class Audit Window. The Office of Records and Registration will provide timely notification each semester. The Class Audit is a major tool in verifying institutional class enrollments.

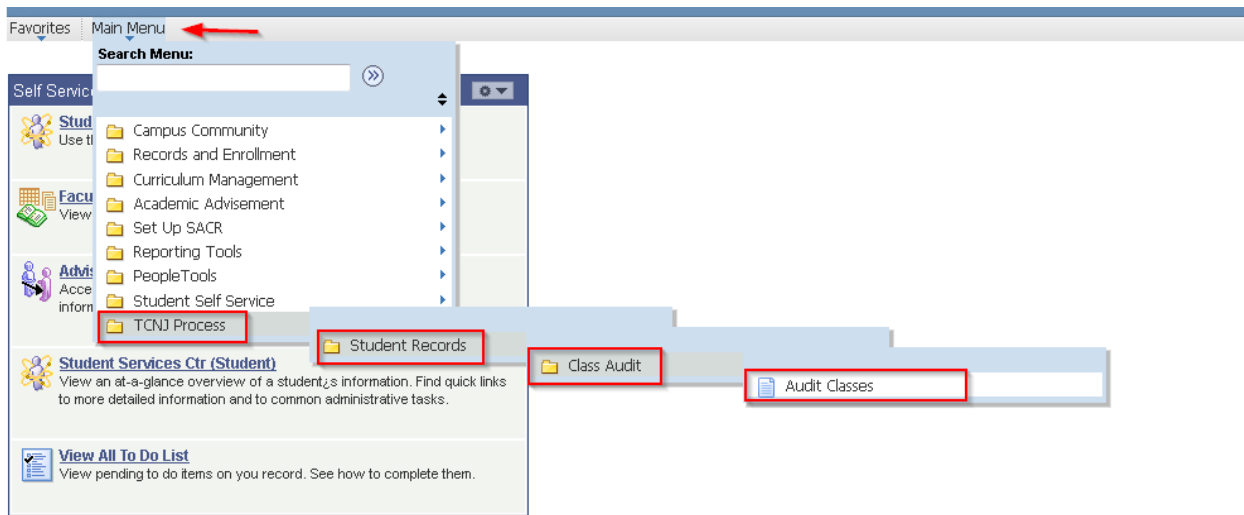
Completing the Class Audit

1. Sign into PAWS.
2. Select the PAWS Main Menu in the toolbar (**not the Faculty Center link**).



3. From the Main Menu in PAWS, please follow the navigation path below:





4. On the resulting page, you will see the list of course(s) you are teaching for the current term/session.

Select the **“Audit Class”** button located next to the course. The session column indicates if the class is a full semester (1-REG ACAD) or a quarter course (1ST Q).

Favorites | Main Menu > TCNJ Process > Student Records > Class Audit > Audit Classes

Tcsr074 Tch1


Class Audits								Personalize	Find	First	1-3 of 3	Last
Term	Class Number	Subject	Catalog Number	Class Section	Description	Audit Class	Session					
1	1154					Audit Class	1ST Q					
2	1154					Audit Class	1ST Q					
3	1154					Audit Class	1-REG ACAD					

The following class audits have been completed. They can be viewed but not modified.

Please email audit@tcnj.edu if you need to modify an audit.

Completed Class Audits							Personalize	Find	First	1 of 1	Last	
Term	Class Number	Subject	Catalog Number	Class Section	Description	View Audit	Session					
1						View Audit						

5. On the next page, you will see the **Class Audit Roster**. *Student photos have been added for your convenience.* The status of “Attending” is the default for each student.




Attendance Status Attending

Enrollment Status Reason Enrolled

Enrollment Drop Date

Session 1-REG ACAD

6. If a student is not attending, select “Not Attending” from the drop-down box next to Attendance Status.



Attendance Status Not Attending

Enrollment Status Reason Enrolled

Enrollment Drop Date

Session 1-REG ACAD

Please note: Classes with multiple instructors may be audited both/all instructors.

Additional Students Attending Class

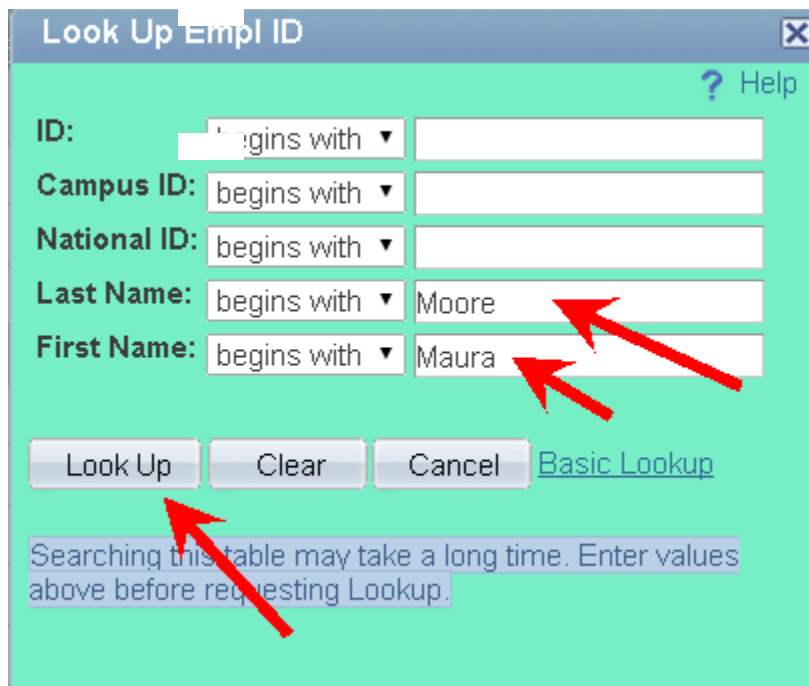
7. If a student is attending the class and is not listed on the class audit roster, add the student in the “Additional Students Attending Class” section.


Enter the student’s ID or use the Look Up/Search icon  to populate the student’s ID.




Additional Students Attending Class					Personalize	Find	First	1 of 1	Last
Empl ID	Photo	Display Name	Session						
1			1-REG ACAD						

8. Once you click on the search feature a Look Up box will display. Please enter the student’s last and first name and click the “Look Up” button.



Look Up Empl ID 

 Help

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with Moore

First Name: begins with Maura

[Basic Lookup](#)

Searching this table may take a long time. Enter values above before requesting Lookup.

- Click on the student's name from the Search Results. If multiple results display be sure to check you are selecting the correct student.

Look Up Empl ID X

? Help

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with


First Name: begins with

[Basic Lookup](#)


Search Results

View 100 First 1 of 1 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
204785	Moore, Maura Glynn	Female			*****	USA	SSN	MOORE	MAURA

- The student's ID will populate for you. If you need to add additional students who are attending your class but are not listed on the class audit roster, please use the "addition sign"  button to add a new row and repeat the same procedure.

Additional Students Attending Class Personalize | Find | First 1 of 1 Last

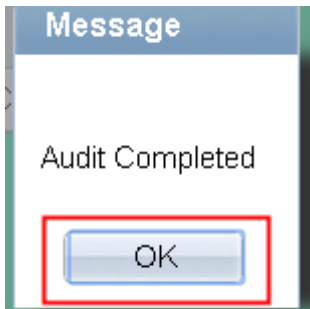
Empl ID	Photo	Display Name	Session
1 <input type="text" value="204785"/> <input type="button" value="🔍"/>		Maura Moore	1-REG ACAD <input type="button" value="+"/> <input type="button" value="-"/>

11. After you have completed the class audit click the



12. You will receive the “Audit Completed” message.

Click “OK.”



13. The class will now display in the “Completed Class Audits” section of the screen. You may view the audit using the “View Audit” button.

Favorites | Main Menu > TCNJ Process > Student Records > Class Audit > Audit Classes

Tcsr074 Tch1

Term	Class Number	Subject	Catalog Number	Class Section	Description	Audit Class	Session
1						Audit Class	

The following class audits have been completed. They can be viewed but not modified.
Please email audit@tcnj.edu if you need to modify an audit.

Completed Class Audits

Term	Class Number	Subject	Catalog Number	Class Section	Description	View Audit	Session
1	1148	80404	MIT	201	INFORMATION SYSTEMS CONCEPTS	View Audit	2ND Q

14. Repeat the instructions for all of your classes for the term. Certain classes (e.g., labs, conversation hours) are also listed in the “Class Audits” section. You are welcome to audit these classes but it is not required.

Please Note: Once you have submitted a class audit it may be viewed but not modified. Please email audit@tcnj.edu if you wish to modify a class audit.