# 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.
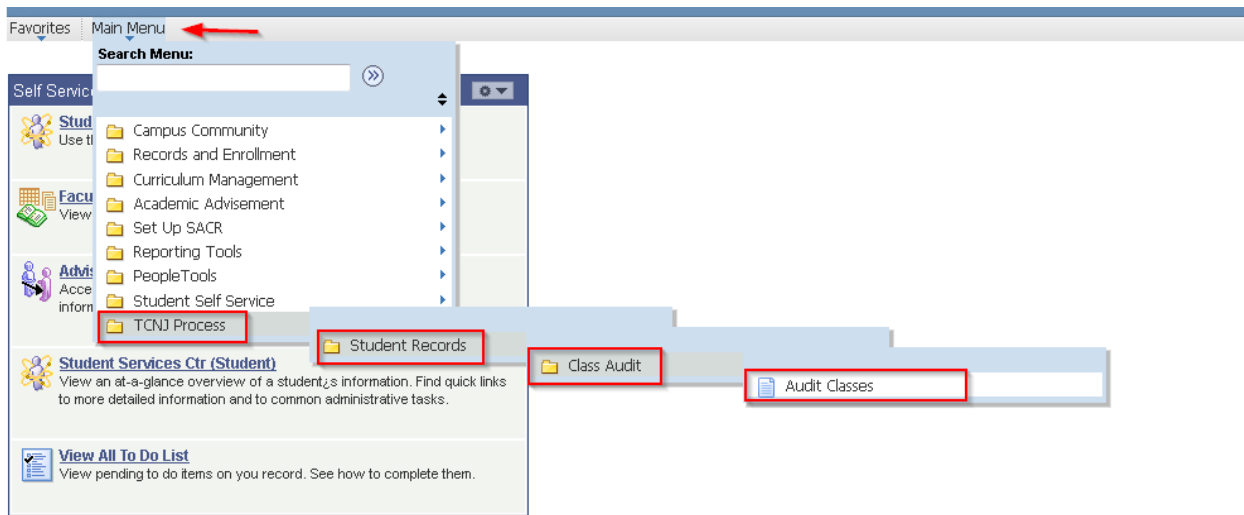
Completing the Class Audit

1. Sign into PAWS.

2. Select the PAWS Main Menu in the toolbar (***not the Faculty Center link***).
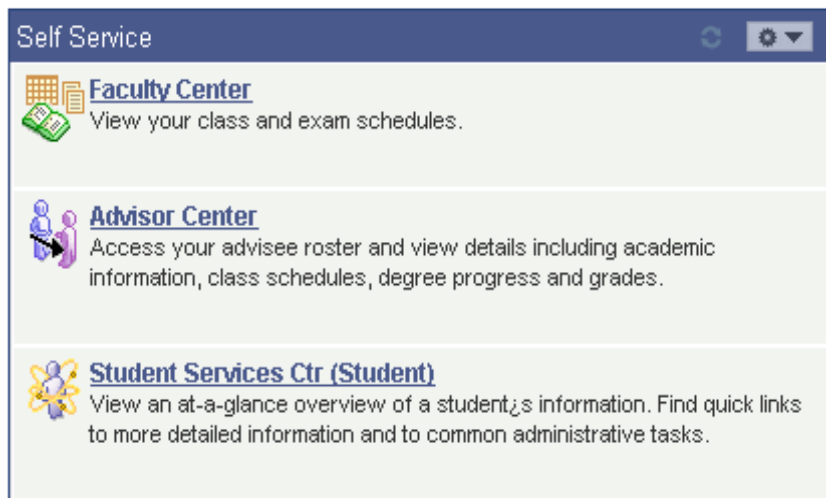
3. From the Main Menu in PAWS, please follow the navigation path below:

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).

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.
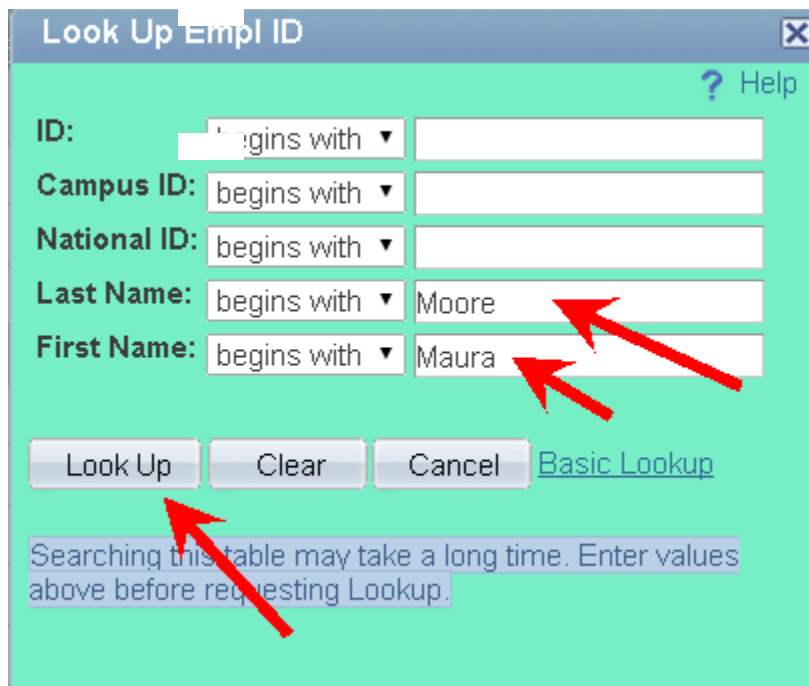
Additional Students Attending Class

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.

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.

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

10. 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.

11. After you have completed the class audit click the [Submit Audit] button at the bottom of the screen.

12. You will receive the "Audit Completed" message.

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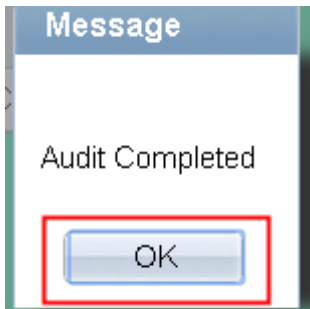
13. The class will now display in the "Completed Class Audits" section of the screen. You may view the audit using the "View Audit" button.

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.