



## Class Schedule and Rosters

This guide outlines the process for faculty to review their class schedule and rosters in myCSUSTAN Faculty Center for Fall 2008 and beyond.

Class Rosters are available from the faculty center as **soon as students start enrolling in classes.** From the class roster you can:

- Download your roster to Excel
- Print the roster
- Send Email to one student, multiple students, or to all students on the roster

### Class Schedule

faculty center | advisement | class search

Faculty Center

2008 Fall | CSU Stanislaus **change term**

Show all classes | Only classes with enrollment | View My Weekly Schedule

Class Roster | Grade Roster | Learning Management System

My Teaching Schedule > 2008 Fall > CSU Stanislaus

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
<b>PSYC 3000-004</b> PS 42005	Experimental Methods & Design (Discussion)	25	Mo 4:00PM - 6:55PM	TBA	Sep 4, 2008- Dec 9, 2008
<b>PSYC 3000-007</b> PS 42008	Experimental Methods & Design (Laboratory)	25	We 4:00PM - 6:55PM	TBA	Sep 4, 2008- Dec 9, 2008

My Favorite Websites  
EDIT MY FAVORITE WEBSITES

- Teaching scheduled is displayed in a grid format.
- You can change the term by clicking on the **change term** button
- Class details can be seen by clicking on the **individual class link for each class title**
- **Class roster can be viewed by clicking on the class roster icon** that appears either on the left or right side in the grid by each class

faculty center | advisement | class search

Faculty Center

View My Weekly Schedule

Show Week of 09/11/2008 | Start Time 8:00AM | End Time 6:00PM | REFRESH CALENDAR

< PREVIOUS WEEK | NEXT WEEK >

Week of 9/8/2008 - 9/14/2008

Time	Monday Sep 8	Tuesday Sep 9	Wednesday Sep 10	Thursday Sep 11	Friday Sep 12	Saturday Sep 13	Sunday Sep 14
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM	PSYC 3000 - 004 Discussion 4:00PM - 6:55PM Location: TBA		PSYC 3000 - 007 Laboratory 4:00PM - 6:55PM Location: TBA				
5:00PM	PSYC 3000 - 004 4:00PM - 6:55PM		PSYC 3000 - 007 4:00PM - 6:55PM				
6:00PM	PSYC 3000 - 004 4:00PM - 6:55PM		PSYC 3000 - 007 4:00PM - 6:55PM				

Display Options

Show AM/PM | Show Instructor Role | Show Class Title | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | REFRESH CALENDAR

RETURN

- To view your schedule in a weekly format, click on **the View My Weekly Schedule (as indicated above)** and this is the format that will be displayed
- You can change the view criteria by **using Previous Week and Next Week buttons** as well as change the weekly **calendar date and/or time**



### Change term

**NOTE:** Always check the term to ensure you're viewing information for the right term. To change the term, click on the Change Term button and select the desired term.

When you click on Change Term, the above screen is displayed. Select the desired term and click on Continue. The data will be refreshed with the selected term.

- Example of how to **change term**

### Class Roster

**Class Roster** [View FERPA Statement](#)

**1004 - MATH 145 - Pre-Calculus II**

**Class Roster Information**

Course	MATH 145	Institution	CSU Semester University
Title	Pre-Calculus II	Term	Fall 2008
Class Number	1004	Session	Regular Academic Session
Class Section	03	Career	Undergraduate
Component	Lecture		

Day: Mon Wed Fri  
Time: 2:00PM - 2:50PM  
Location: NUR Room 023A

Enrollment Status: **Enrolled** [change](#)

Total Students: 3 Enroll Capacity: 2

Click on **Excel** icon to download  
Click on **View All** for large roster

Notify	ID	Name	Grading Basis	Units	Program - Plan - Subplan	Academic Level
<input type="checkbox"/>	SR0000023	Pitt, Brad Pitt, Junior	Graded	3.00	Undergraduate Degree - Math-Education BS	Sophomore
<input type="checkbox"/>	SR0000024	Pitt, Angie	Graded	3.00	Undergraduate Degree - Music BA	Sophomore
<input type="checkbox"/>	TL9000011		Graded	3.00	Undergraduate Degree - Art History BA	Freshman

[NOTIFY SELECTED STUDENTS](#) [NOTIFY LISTED STUDENTS](#) [PRINTER FRIENDLY VERSION](#)

- The class roster will display details for the selected class. You can change the **Enrollment Status** to view students in the different categories such as **show All, show only enrolled, or waiting.**

- You can download the class roster automatically to Excel by clicking on the **Excel grid icon**

You can select one or multiple students to send email by selecting the student(s) and clicking on the **NOTIFY SELECTED STUDENTS** or **NOTIFY LISTED STUDENTS** (this option will send to any student on the screen who has a link with their name which means there is an email address present in the system for the student(s))

- You can view and print the class roster by clicking on the **PRINTER FRIENDLY VERSION**

**NOTE:** In this example, there are 3 students in this roster and all 3 are displayed, but if the class roster was very large, you will need to click on **View All to see all students**



**Students on Waitlist**

**This view shows students who have been waitlisted and the student's position on the waitlist**

**Select individual or multiple students and send email**

Notify ID	Name	Grading Basis	Units	Program - Plan - Subplan	Academic Level	Wait List
1	SR0000023 Eric Pitt	Graded	3.00	Undergraduate Degree - Mathematics BS	Sophomore	
2	SR0000024 Eric Pitt	Graded	3.00	Undergraduate Degree - Music BA	Sophomore	
3	SR0000021 Vicki Pitt	Graded	3.00	Undergraduate Degree - Criminal Justice BS	Sophomore	
4	TL9000011 Angie Pitt	Graded	3.00	Undergraduate Degree - Art History BA	Freshman	

- To view students on waitlist, select either **All or Waiting** from the **Enrollment Status drop down** and click on change
- If a student is on a waitlist, you will see the text Waitlist and a number next to it representing position on the waitlist.

**Download class roster to Excel**

When you select the Excel download, the following page will be displayed. You can open or save the file, if you save, you can enter the file name and select a location for the file.

**Example of class roster download**

Notify ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level
N SR0000003	Mouse, Vicki	GRD CR/NC	4 BA	Undergraduate Degree - Political Science	Freshman

- When you click on the Excel download icon, you will receive a prompt to open or save the file. Once you make your selection an example of what the download looks is provided here.



**Class Roster – Printer Friendly Version**

**CSU Semester University  
Class Roster**  
Fall 2008 Regular Academic Session

**MATH 145 Pre-Calculus II**  
Section 03 #1004 Lecture

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Time/Day: 2:00PM 2:50PM Mon Wed Fri      Location: NUR Room 023A      Instructor: James Bond

Total Enrolled Students: 3  
Enroll Capacity: 2  
Waitlisted Students: 1

Enrolled Students						
ID	Name	Grade	Units	Program - Plan - Subplan	Academic Level	
1 SR000002	Pitt, Brad Pitt, Junior	Graded	3.00	Undergraduate Degree - Math-Education BS	Sophomore	
2 SR000002	Pitt, Brad Pitt, Junior	Graded	3.00	Undergraduate Degree - Music BA	Sophomore	
3 TL900001	Pitt, Angie	Graded	3.00	Undergraduate Degree - Art History BA	Freshman	

- This is an example of a **Printer Friendly Version for the Class Roster**
- **To print the roster**, either use **your Print option from your Internet Browser** or **right-click your mouse** anywhere on the displayed screen of the roster and **select print**
- Students are grouped by enrollment status: Enrolled, Waitlist, etc.

**Email students**

Class Roster [View FERPA Statement](#)

**1004 - MATH 145 - Pre-Calculus II**

**Class Roster Information**

Course: MATH 145      Institution: CSU Semester University  
 Title: Pre-Calculus II      Term: Fall 2008  
 Class Number: 1004      Session: Regular Academic Session  
 Class Section: 03      Career: Undergraduate  
 Component: Lecture

Day: Mon Wed Fri      Instructor: Fries,Denise Elizabeth  
 Time: 2:00PM 2:50PM  
 Location: NUR Room 023A

Enrollment Status:

Total Students: 3      Enroll Capacity: 2      [Permission Numbers](#)

Notify	ID	Name	Grading Basis	Units	Program - Plan - Subplan	Academic Level
<input type="checkbox"/>	SR0000023	Pitt, Brad Pitt, Junior	Graded	3.00	Undergraduate Degree - Math-Education BS	Sophomore
<input checked="" type="checkbox"/>	SR0000024	Pitt, Brad Pitt, Junior	Graded	3.00	Undergraduate Degree - Music BA	Sophomore
<input type="checkbox"/>	TL9000011	Pitt, Angie	Graded	3.00	Undergraduate Degree - Art History BA	Freshman

      

- To send email, you can select one student or multiple students by clicking on the Notify box next to the student's name and then click on Notify Selected Students.
- If you wish to send email to all students on the roster, just click on Notify Listed Students.



## Email students (cont'd)

**Send Notification**

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

**Notification from Jeffrey Topping**

**From:** jbond@custan.edu

**To:**

**CC:**

**BCC:** bpitt@csustan.edu

**Subject:** Assignment update

**Message Text:** Example of email text

Spell check

SEND NOTIFICATION

- Your email address will appear as the **From and To** so that you have a copy of email sent.
- The **selected students' names** will appear in **the BCC**.
- You can **update the Subject and enter your Message Text**.
- You can click on Spell check if you wish
- Once completed, click **on Send Notification**

**Note: Don't forget to Sign Out from the system**