

# Class Rosters

This guide outlines the process for faculty to review their class rosters.

Class Rosters are available from the faculty center as **soon as students start enrolling in classes**.

From the class roster you can:

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

From the Home Page, click on My Schedule

### My Schedule

Your teaching scheduled is displayed in a grid format.

You can change the term by clicking on the **change term** button

Always be sure you are viewing the correct term before proceeding.

Class details can be seen by clicking on the **individual class link for each class title**

**Class rosters can be viewed by clicking on the class roster icon** that appears on the left side in the grid by each class

To view your schedule in a weekly format, click on **View My Weekly Teaching Schedule**

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">Z00L 2332-002 (41847)</a>	Physiology Laboratory (Laboratory)	24	Th 9:00AM - 11:50AM	Naraghi Hall of Science 229	Aug 21, 2014- Dec 17, 2014
<a href="#">Z00L 2335-002 (41848)</a>	Human Physiology (Lecture)	48	MoWeFr 1:00PM - 1:50PM	Dorthy & Bill Bizzini 210	Aug 21, 2014- Dec 17, 2014
<a href="#">Z00L 2335-002 (41849)</a>	Human Physiology (Laboratory)	24	Tu 2:00PM - 4:50PM	Naraghi Hall of Science 229	Aug 21, 2014- Dec 17, 2014
<a href="#">Z00L 2335-003 (41850)</a>	Human Physiology (Laboratory)	24	Th 2:00PM - 4:50PM	Naraghi Hall of Science 229	Aug 21, 2014- Dec 17, 2014

**Change term**

Faculty Center  
my schedule

Advisor Center  
class roster

Search  
grade roster

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**Faculty Center**

**My Schedule**

2014 Spring | CSU Stanislaus

[change term](#) [My Exam Schedule](#)

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grade roster

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**Faculty Center**

**Select Term**

[View FERPA Statement](#)

[CONTINUE](#)

Select a term then click Continue.		
	Term	Institution
<input type="radio"/>	2015 Fall	CSU Stanislaus
<input type="radio"/>	2015 Summer	CSU Stanislaus
<input type="radio"/>	2015 Spring	CSU Stanislaus
<input checked="" type="radio"/>	2014 Fall	CSU Stanislaus

[CONTINUE](#)

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[My Schedule](#) [Class Roster](#) [Grade Roster](#)

- To change the term, click on the change term button
- The FERPA statement can be viewed from this page
- Select the appropriate term by clicking on the radial button
- Click the Continue button

**Class Roster**

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster

**Class Roster**

2014 Fall | Regular Academic Session | CSU Stanislaus | Undergraduate

**ZOOL 2232 - 002 (41847)** [change class](#)

Physiology Laboratory (Laboratory)

Days and Times Room -----or Dates  
Th 9:00AM-11:50AM Naraghi Hall of Science 229 Brian Sardella 08/21/2014 - 12/17/2014

\*Enrollment Status: **Enrolled** [Class Permissions](#)

Enrollment Capacity 24 Enrolled 24

Select display option:  Link to Photos  Include photos in list

Notify	Photo	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Status Note	Add Dt	Grade Dt
<input type="checkbox"/>				Letter Grd	1.00	Undergraduate Degree Seeking - Pre-Nursing	Sophomore		05/08/2014	12/19/2014
<input type="checkbox"/>				Letter Grd	1.00	Undergraduate Degree Seeking - Psychology	Sophomore		05/07/2014	12/19/2014
<input type="checkbox"/>				Letter Grd	1.00	Undergraduate Degree Seeking - Kinesiology - Health & Wellness Promo	Junior		05/09/2014	12/19/2014
<input type="checkbox"/>				Letter Grd	1.00	Undergraduate Degree Seeking - Pre-Nursing	Sophomore		05/25/2014	12/19/2014
<input type="checkbox"/>				Letter Grd	1.00	Undergraduate Degree Seeking - Pre-Nursing	Sophomore		05/14/2014	12/19/2014
<input type="checkbox"/>				Letter Grd	1.00	Undergraduate Degree Seeking - Pre-Nursing	Junior		07/23/2014	12/19/2014

Select All Clear All

[notify selected students](#) [notify all 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 an email by selecting the student(s) and clicking on the **NOTIFY SELECTED STUDENTS**
- Select the **NOTIFY ALL STUDENTS** to send an email to the whole class
- You can view and print the class roster by clicking on the **PRINTER FRIENDLY VERSION**

**Student Photos**

\*Enrollment Status: **Enrolled** [Class Permissions](#)

Enrollment Capacity 24 Enrolled 24

Select display option:  Link to Photos  Include photos in list

Notify	Photo	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Status Note	Add Dt	Grade Dt
<input type="checkbox"/>				Letter Grd	1.00	Undergraduate Degree Seeking - Pre-Nursing	Sophomore		05/08/2014	12/19/2014
<input type="checkbox"/>				Letter Grd	1.00	Undergraduate Degree Seeking - Psychology	Sophomore		05/07/2014	12/19/2014
<input type="checkbox"/>				Letter Grd	1.00	Undergraduate Degree Seeking - Kinesiology - Health & Wellness Promo	Junior		05/09/2014	12/19/2014
<input type="checkbox"/>				Letter Grd	1.00	Undergraduate Degree Seeking - Pre-Nursing	Sophomore		05/25/2014	12/19/2014

Select display option:  Link to Photos  Include photos in list

Find | View All | First 1 of 24 Last

Notify

**ID**

**Name**

**Grade Basis** Letter Grd

**Units Taken** 1.00

**Program & Plan** Undergraduate Degree Seeking - Pre-Nursing

**Level** Sophomore

**Status** Enrolled **Status Note**

- Use the Select display option to view a student's photo:
- With the radio button defaulted on Link to Photos, click the photo icon next to the student's ID
  - The radio button will change to Include photos in list
  - The Student that was selected will be viewed
  - You can move through the roster using the arrows OR
  - You can view the whole roster by clicking on the View All link

**Students on Waitlist**

\*Enrollment Status Waiting [Class Permissions](#)

Enrollment Capacity 24 Waitlisted 4

Waitlisted Students						
Notify	ID	Name	Program - Plan - Subplan	Academic Level	Status Note	
<input type="checkbox"/>			Undergraduate Degree Seeking - Child Development	Junior	Pos # 1	
<input type="checkbox"/>			Undergraduate Degree Seeking - Sociology - Human Services	Junior	Pos # 2	
<input type="checkbox"/>			Undergraduate Degree Seeking - Physics	Senior	Pos # 3	
<input type="checkbox"/>			Undergraduate Degree Seeking - Computer Science	Junior	Pos # 4	

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

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[My Schedule](#) [Class Roster](#) [Grade Roster](#)

- To view students on waitlist, select either **All** or **Waiting** from the **Enrollment Status** drop down
- This list is good to use for the first few days of class when wanting to add additional students to the class

**Class Roster – Printer Friendly Version**

**Class Roster**

2014 Fall | Regular Academic Session | CSU Stanislaus | Undergraduate

**COGS 4350 - 001 (40406)**  
 The Information of Meaning (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 2:00PM-3:15PM	Dorothy & Bill Bizzini 204	Thomas Carter	08/21/2014 - 12/17/2014

Enrollment Status All

Enrollment Capacity 24 Enrolled 22 Dropped 15 Waitlisted 4

Enrolled Students								
ID	Name	Grade Basis	Units	Program and Plan	Academic Level	Add Dt	Grade Dt	
1		Letter Grd	3.00	Undergraduate Degree Seeking - Criminal Justice	Junior	07/25/2014		
2		Letter Grd	3.00	Undergraduate Degree Seeking - Art	Senior	05/02/2014		
3		Letter Grd	3.00	Undergraduate Degree Seeking - Business Administration - Accounting	Senior	07/23/2014		
4		Letter Grd	3.00	Undergraduate Degree Seeking - Liberal Studies	Junior	07/23/2014		
5		Letter Grd	3.00	Undergraduate Degree Seeking - Sociology - Social Deviance & Criminology	Senior	07/25/2014		
6		Letter Grd	3.00	Undergraduate Degree Seeking - Social Sciences	Junior	07/25/2014		
7		Letter Grd	3.00	Undergraduate Degree Seeking - English	Junior	07/23/2014		

- This is an example of a **Printer Friendly Version** of the Class Roster
- To print the roster**, either user **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.

Waitlisted Students				
ID	Name	Program and Plan	Academic Level	Status Note
1		Undergraduate Degree Seeking - Child Development	Junior	Pos # 1
2		Undergraduate Degree Seeking - Sociology - Human Services	Junior	Pos # 2
3		Undergraduate Degree Seeking - Physics	Senior	Pos # 3
4		Undergraduate Degree Seeking - Computer Science	Junior	Pos # 4

Dropped Students							
ID	Name	Grade Basis	Program and Plan	Academic Level	Drop Reason	Drop Dt	
1		Letter Grd	Undergraduate Degree Seeking - Psychology	Junior	Drop Class Before Census	08/12/2014	
2		Letter Grd	Undergraduate Degree Seeking - Psychology	Junior	Drop Class Before Census	07/23/2014	
3		Letter Grd	Undergraduate Degree Seeking - Psychology	Junior	Drop Class Before Census	08/13/2014	
4		Letter Grd	Undergraduate Degree Seeking - Criminal Justice	Junior	Drop Class Before Census	07/25/2014	
5		Letter Grd	Undergraduate Degree Seeking - Computer Science	Senior	Drop Class Before Census	07/25/2014	
6		Letter Grd	Undergraduate Degree Seeking - Criminal Justice	Junior	Drop Class Before Census	07/25/2014	

### Email Students

#### Send Notification

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

Notification from Thomas Carter

**From:** [jbond@custan.edu](mailto:jbond@custan.edu)

**To:**

**CC:**

**BCC:**

**Subject:** Assignment update

**Message Text:**

- Once the notify students button is selected, the send notification page will open.
- 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**.
- Click on Spell check if you wish
- Once completed, click **Send Notification**

NOTE: All emails sent from campus go to the student's 'csustan.edu' email account. The University does not house personal emails.

[Return to Class Roster](#)