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

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

1. From the Home Page, click on My Schedule

Your teaching schedule is displayed in a grid format.

2. You can change the term by clicking on the change term button

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

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

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

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

Faculty Center

View My Weekly Schedule

6. You can scroll through the calendar by using the Previous Week and Next Week buttons.

7. You can change the view criteria change the weekly calendar date and/or time and clicking on the refresh calendar button.

8. To change the term, click on the change term button.

Change term

Faculty Center
9. Select the appropriate term by clicking on the radial button.
10. Click the Continue button.
11. The FERPA statement can be viewed from this page as well.

Class Roster

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.
Students on Waitlist

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

This is an example of a Printer Friendly Version of 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

Send Notification

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

- 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 on Send Notification.

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