Class Roster

Important Information

- The Class Roster page provides faculty and staff a list of students who are enrolled and waitlisted in a particular class. Instructors are given access to each class for which they are listed as an instructor, and other faculty and staff users may have access to classes depending on their role within a department or course.

- The Class Roster allows users to modify the list of students that displays. Before printing, sending emails from, or exporting the class roster, pay close attention to the selections made in the Class Roster Options box.

This document is divided into 6 sections. When working with the Class Roster, **always Define Class Roster View Options first**. This allows for more accurate results when performing other actions.

I.   Define Class Roster View Options

Class Roster Page

1. Select **Class Roster Options**.

The Class Roster Options box allows you to choose **class section(s)** that display in the class roster.

Valid Values include:

- **All course sections** – Displays all class rosters for all sections for the course selected.

- **All my sections** – Displays all class sections in which the user has been designated as an instructor.

- **This section only** – Class roster data appears for only the class selected. This is also the default value.

Notes:

- Photos are not available when selecting the 'All Course Section' option.

- The **Include Combined sections** checkbox will be turned on for any class that is cross-listed or is scheduled to meet with another section. You may choose to turn off the checkbox if you wish to see only one section of the combined class.

- The **Expand Student Data** checkbox can be turned on to view additional student data, such as:

  - o   Units
  - o   Program and Plan
  - o   Academic Level
  - o   Student Groups
  - o   Enroll Date
  - o   Grading Basis

Class Roster Page

2. Select the **Enrollment Status**.

    The Enrollment Status options allow you to choose the enrollment status of the students who display in the class roster.

    Valid Values include:

    - **All –** All students associated with the course by enrollment, waitlist, or permissions.

    - **Enrolled –** All enrolled students.

    - **Permissions** – All students who have been issued a class permission to enroll but have not done so.

    - **Waiting –** All students who are enrolled on the waitlist.

3. Click ⬛change⬛ to update the Class Roster results.

II. Receive Updated Class Roster by Email

Class Roster Page

1. If you would like to receive a new class roster via email when there are enrollment changes, turn on the **Email a new class roster** checkbox, and then select **Daily** or **Weekly** from the drop-down list.

Notes:

- You will receive notice of changes from the first day of classes up to the drop/add deadline.

- For combined sections, you must set this option for each subject area or meet together section.

III. Print Class Roster

Class Roster Page

1. Select the Class Roster View Options (see page 2) and then click **change** to update the Class Roster results.

2. Click Printer Friendly Version.

Note: Students from multiple sections will appear on this page if All Sections, All My Sections, and/or Combined Sections options are selected.

Class Roster Printer Friendly Version Page

3. Use your internet browser's print function to Print the Class Roster (e.g., File > Print or type CTRL+P*).*

Note: If you are having trouble printing the class roster, see the Administrative Systems: Settings and Troubleshooting ITS webpage.

4. Click **Return** to navigate back to the Class Roster.

IV. Send Email from the Class Roster

Important Information

- Faculty Business automatically logs users off after 60 minutes of inactivity. Typing a message on the Class Roster Email page is not considered system activity. If a message takes longer than 60 minutes to compose, Faculty Business automatically logs you off and any text entered will be lost. If a message may take longer than 60 minutes to complete, consider writing it in an application like Microsoft Word, then copying and pasting the text into Faculty Business email pages.

- The email address for each student selected on the Class Roster page appears in the **Bcc:** (blind carbon copy) portion of the message page. This ensures that students receiving the message do not see any other recipient's email address.

- Users can send a message to additional email addresses beyond those selected from the Class Roster page by typing them in the **Bcc:** field. Email addresses must be separated by semicolons.

Class Roster Page

1. Select the Class Roster View Options (see page 2) and then click **change** to update the Class Roster results.

2. Determine which students you would like to notify.

   a. ***Email Individual Students –*** Click on the student's name in the **Name** field. This option launches your system's default email provider.

   OR

   b. ***Email selected students –*** Turn on the appropriate check boxes in the **Notify** field, and then click **notify selected students**.

   OR

   c. ***Email all students who appear on the selected Class Roster –*** Click **notify all students**.

Send Notification Page

4. Type the message in the **Message Text** field.

5. Click **Add** to add attachments.

Note: Multiple attachments can be added or deleted by using ⊞ and ⊟.

6. Click SEND NOTIFICATION.

Notes:

- Message box displaying the text 'Your email was sent' appears after email has been sent.

- Message box displaying text 'Your email was not sent' appears after an email attempted to be sent to an invalid email address.

- Instructors can send emails via the class roster up to thirty days after the course end date.

V.   View and Print the Photo Class Roster

Important Information

- A student can request to have his/her Mcard photo deleted from the database by filling out the "*Request for Deletion of Mcard Digitized Photograph Form*" at http://www.mcard.umich.edu/forms.htm.

- For more information about the appropriate use of photos, see SPG 601.13 at http://spg.umich.edu/pdf/601.13.pdf.

Class Roster Page

1. Select the Class Roster View Options (see page 2) and then click **change** to update the Class Roster results.

Note: The Photo Class Roster will return ONLY those students you define to see in the Class Roster View Options.

2. Click Print Photo Roster.

Note: You can view individual student photos by clicking the photo icon located to the left of the student name.

Print Photo Class Roster Page

3. Turn on the appropriate checkboxes for the information you would like displayed.

Notes:
- The **Name** field is automatically selected. You can select up to 3 additional fields.
- The number of options you choose to display on the Photo Class Roster determines how many pictures display on a page and the size of those pictures.

4. Click **Run**.
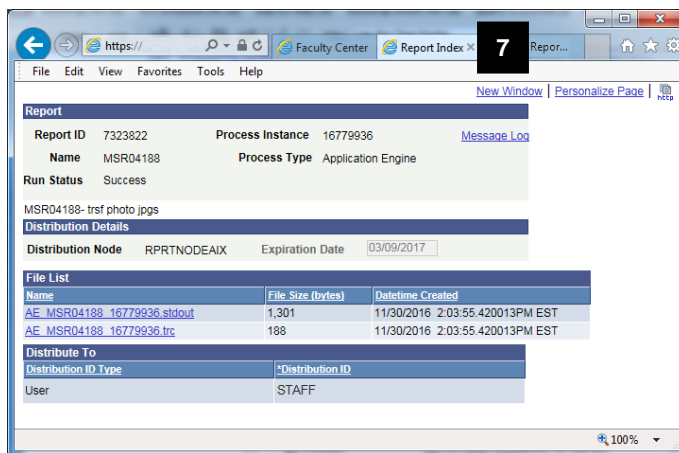
SQR Window – opens in new window
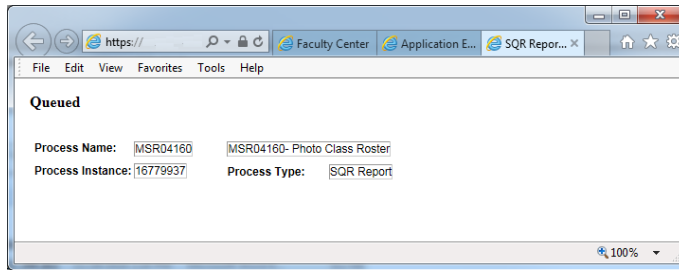
5. The SQR Report window will appear and read *Queued*.

Note: If the report does not display after several minutes, see the "If the report does not display" instructions at the bottom of page 10.
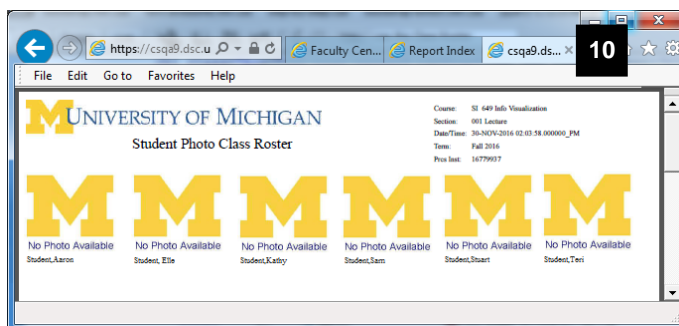
Report Index Window – opens in new window

6. When the report is finished running, the Application Engine window will appear and read *Success*. This window will repopulate and the Report Index page will display.

7. Close the Report Index window/tab.

Student Photo Class Roster

8. The Photo Class Roster will open in the SQR Report window. (For privacy purposes, no pictures display in this example.)

9. View and Print the Photo Class Roster. Use the internet browser or Adobe PDF print function to print the Class Roster. (e.g., File > Print or type CTRL+P*)*

Note: Photos are available only for enrolled students. If there is no photo for the student, **No Photo Found** displays.

10. Close the report window/tab.

Print Photo Class Roster Page

11. Click Return to go back to the Class Roster.

If the report does not display

If the class roster does not open as expected after several minutes, you can return to the Report Manager screen and open the report from there.

Print Photo Class Roster page

1. Return to the **Print Photo Class Roster** page, which should still be open in the **Faculty Center** browser tab.

2. Click **Report Manager**.

3. On the Report Manager screen, click **MSR04160-PHOTO CLASS ROSTER**. The most recent report should be at the top of the list that displays. Click the most recent pdf to open the class roster.

VI.   Download the Class Roster to Microsoft Excel

Class Roster Page

1.   Select the Class Roster View Options (see page 2) and then click **change** to update the Class Roster results.

2.   Click the Download icon.

Note: If the **File Download** window does not appear after clicking **Download**, you may need to adjust your Internet Explorer **Security** options to accept File Downloads. Refer to the *Download Grid Data to Excel Step-by-Step Procedure* for more detailed information.

File Download Window

3.   Click **Save** and then choose a location on your local network or computer to save the Excel file.

OR

Click **Open** to open the document with Microsoft Excel.

Notes:

- If you are using a pre-Office 2007 version of Excel, the report may open in the Web browser window. Select **Save As** from the **File** menu to save the report.

- If necessary, click YES on the Microsoft Office Excel warning message.

- When the report opens in Excel, it leaves a blank browser window, which needs to be closed separately.