

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.

If you need to...	Refer to page...
I. Define Class Roster View Options	2
II. Receive Updated Class Roster by Email	4
III. Print Class Roster	5
IV. Send Email from the Class Roster	6
V. View and Print the Photo Class Roster	8
VI. Download the Class Roster to Microsoft Excel	11

I. Define Class Roster View Options

Class Roster Page

The screenshot shows the 'Class Roster Options' dialog box overlaid on the 'Class Roster' page. The dialog box has a title bar 'Class Roster Options' and a subtitle 'Select the information you want to view on the Class Roster'. It contains a dropdown menu with the following options: 'This section only', 'All course sections', 'All my sections', and 'This section only'. There are two checkboxes: 'Include Combined sections' (unchecked) and 'Expand Student Data' (unchecked). A green 'change' button is located at the bottom right of the dialog box. The background page shows the class roster for 'ACC 272' in Fall 2009. It includes an 'Instructor/Proxy Information' table with one entry: MAISSRDW, PreName, Role: Prim Instr, Grade Roster Access: Approve, Email Address: maisrdrw@umich.edu. Below that is an 'Email Options' section with a checkbox for 'Email a new class roster' (unchecked) and a date field 'When enrollment changes occur through 09/28/2009'. At the bottom, there is an 'Enrolled Students' table with 6 rows of student information.

Notify	Photo	ID	Campus ID	Name
<input type="checkbox"/>		12345678	PSTRALL	Pstrain, Allison Lynn
<input type="checkbox"/>		23456789	PSBARBAR	Pstrain, Barbara Kay
<input type="checkbox"/>		34567890	CHRIPSTR	Pstrain, Chris M
<input type="checkbox"/>		45678901	FGPSTRAI	Pstrain, Fred G
<input type="checkbox"/>		56789012	PSTRSTE	Pstrain, Sid E
<input type="checkbox"/>		67890123	TESSPSTR	Pstrain, Tess K

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

Class Roster Page

The screenshot shows the 'Class Roster Options' dialog box. The 'Enrollment Status' dropdown menu is open, showing options: All, Enrolled, Permissions, and Waiting. A callout box labeled '2' points to the dropdown menu, and another callout box labeled '3' points to the 'change' button. The background shows the class roster for ACC 272 - 003 (102) with 6 enrolled students.

Enrollment Status	Enrolled	change
All		
Enrolled		
Permissions		
Waiting		

Notify	Photo	ID	Campus ID	Name
<input type="checkbox"/>		12345678	PSTRALL	Pstrain, Alison Lynn
<input type="checkbox"/>		23456789	PSBARBAR	Pstrain, Barbara Kay
<input type="checkbox"/>		34567890	CHRIPSTR	Pstrain, Chris M
<input type="checkbox"/>		45678901	FGPSTRAI	Pstrain, Fred G
<input type="checkbox"/>		56789012	PSTRSTE	Pstrain, Sid E
<input type="checkbox"/>		67890123	TESSPSTR	Pstrain, Tess K

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 to update the Class Roster results.

II. Receive Updated Class Roster by Email

Class Roster Page

The screenshot shows the 'Class Roster' page for ACC 272. An 'Email Options' dialog box is open, allowing the user to configure email notifications. The checkbox 'Email a new class roster' is checked, and the frequency is set to 'Daily'. The date for enrollment changes is set to 09/22/2008. Below the dialog box, there are 'Class Roster Options' and an 'Enrolled Students' table.

Name	Role	Grade Roster Access	Email Address
MAISSRDW, PrefName	Prim Insh	Approve	maissrdw@umich.edu

Class Roster Options

Select the information you want to view on the Class Roster

This section only Include Combined sections Expand Student Data

*Enrollment Status:

Enrollment Capacity: 25 Enrolled: 6

Enrolled Students

Notify	Photo	ID	Campus ID	Name
<input type="checkbox"/>		12345678	PSTRALL	Pstrain, Allison Lynn
<input type="checkbox"/>		23456789	PSBARBAR	Pstrain, Barbara Kay
<input type="checkbox"/>		34567890	CHRIPSTR	Pstrain, Chris M
<input type="checkbox"/>		45678901	FGPSTRAI	Pstrain, Fred G
<input type="checkbox"/>		56789012	PSTRSTE	Pstrain, Sid E
<input type="checkbox"/>		67890123	TESSPSTR	Pstrain, Tess K

Note: Photos are not available when selecting the 'All course section' option.

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

Class Roster

Fall 2009 | Regular Academic Session | University of Michigan

▼ ACC 272 - 003 (10223) [change class](#)

Prin Acctg II (Recitation)

Days and Times	Room	Class Start/End Dates
MoWe 1:00PM-2:30PM	E1550 BUS	09/08/2009 - 12/14/2009

▼ Instructor/Proxy Information

Name	Role	Grade Roster Access	Email Address
MAISSRDW, PreName	Prim Instr	Approve	maisrdrw@umich.edu

Class Roster Options

Select the information you want to view on the Class Roster

This section only Include Combined sections Expand Student Data

Enrollment Status: Enrolled [change](#)

Enrollment Capacity: 25 Enrolled: 6

Print Photo Roster

Notify	Photo	ID	Campus ID	Name
<input type="checkbox"/>		12345678	PSTRALL	Petrain, Allison Lynn
<input type="checkbox"/>		23456789	PSBARBAR	Petrain, Barbara Kay
<input type="checkbox"/>		34567890	CHRIPISTR	Petrain, Chris M
<input type="checkbox"/>		45678901	FGPSTRAI	Petrain, Fred G
<input type="checkbox"/>		56789012	PSTRSTE	Petrain, Sid E
<input type="checkbox"/>		67890123	TESSPSTR	Petrain, Tess K

Note: Photos are not available when selecting the 'All course section' option.

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

[notify selected students](#) [notify all students](#)

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

Class Roster

Fall 2009 | Regular Academic Session | University of Michigan

▼ ACC 272 - 003 (10223)

Prin Acctg II (Recitation)

Days and Times	Room	Class Start/End Dates
MoWe 1:00PM-2:30PM	E1550 BUS	09/08/2009 - 12/14/2009

Instructor/Proxy Information

Name	Role Name	Grade Roster Access	Class Roster Email To
MAISSRDW, PreName	Prim Instr	Approve	maisrdrw@umich.edu

Enrollment Status: Enrolled [Class Option](#) This section only Combined sections

Class Roster Email

Enrollment Capacity: 25 Enrolled: 6

ID	Campus ID	Name	Units	Program and Plan	Level	Enroll Date	Student Groups
1	12345678	PSTRALL Petrain, Allison Lynn	3.00	Lit. Science & Arts UG Degree - Psychology BA, Economics BA	Senior	04/09/2009	
2	23456789	PSBARBAR Petrain, Barbara Kay	3.00	Lit. Science & Arts UG Degree - Economics BA, Minor - History BA	Junior	04/14/2009	
3	34567890	CHENPSTR Petrain, Chris M	3.00	Lit. Science & Arts UG Degree - LSA Undeclared	Senior	04/26/2009	
4	45678901	FGPSTRAI Petrain, Fred G	3.00	Lit. Science & Arts UG Degree - Organizational Studies BA	Junior	04/13/2009	
5	56789012	PSTRSTE Petrain, Sid E	3.00	Lit. Science & Arts UG Degree - Economics BS	Senior	04/08/2009	
6	67890123	TESSPSTR Petrain, Tessa K	3.00	Business Admin UG Degree - Business Administration BBA	Sophomore	07/14/2009	

[Return](#)

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

The screenshot shows the Class Roster page for ACC 272 - 003 (10223). It includes sections for Instructor/Proxy Information, Class Roster Options, and a table of Enrolled Students. Annotations are placed as follows:

- 1**: Points to the 'Class Roster Options' section, specifically the 'Enrollment Status' dropdown menu.
- 2a**: Points to the 'Notify' checkbox in the first row of the 'Enrolled Students' table.
- 2b**: Points to the 'notify selected students' button at the bottom of the page.
- 2c**: Points to the 'notify all students' button at the bottom of the page.

Enrollment Status	Enrollment Capacity	Enrolled
Enrolled	25	6

Notify	Photo	ID	Campus ID	Name
<input type="checkbox"/>		12345678	PSTRALL	Pstrain, Allison Lynn
<input type="checkbox"/>		23456789	PSBARBAR	Pstrain, Barbara Kay
<input type="checkbox"/>		34567890	CHRIPSTR	Pstrain, Chris M
<input type="checkbox"/>		45678901	FGPSTRAI	Pstrain, Fred G
<input type="checkbox"/>		56789012	PSTRSTE	Pstrain, Sid E
<input type="checkbox"/>		67890123	TESSPSTR	Pstrain, Tess K

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


The screenshot shows the 'Send Notification' interface. At the top, there are navigation tabs: 'Faculty Center', 'Advisor Center', 'Search', and 'Additional Resources'. Below the tabs, the page title is 'Send Notification'. A sub-header reads 'Notification from Richard Tolman'. The form includes fields for 'From:', 'To:', 'CC:', and 'BCC:', all containing the email address 'mais.he.sendmail.testgroup@umich.edu'. The 'Subject:' field contains 'From the desk of Linda Pstrain44'. The 'Message Text:' field is a large text area with the placeholder 'Insert Message Text Here', marked with a black box and the number '4'. Below the text area is an 'Add Attachments' section with a list box containing the number '1', an 'Add' button, and '+' and '-' icons, marked with a black box and the number '5'. At the bottom of the form is a green 'SEND NOTIFICATION' button, marked with a black box and the number '6'. A 'Return to Class Roster' link is located below the form. At the very bottom, there are navigation links: 'Faculty Center', 'Advisor Center', 'Search', and 'Additional Resources'.

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



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

Class Roster Options

Select the information you want to view on the Class Roster

This section only Include Combined sections Expand Student Data

*Enrollment Status: Enrolled

Enrolled 56

Notify	Photo	ID	Campus ID	Name	Gender Pronoun	Subject	Catalog Nbr	Class Section	Class Nbr	Comb Sects ID
<input type="checkbox"/>		00000000	STUDENTA	Student, Aaron		SI	649	001	21068	1716
<input type="checkbox"/>		11111111	STUDENTE	Student, Ella		SI	649	001	21068	1716
<input type="checkbox"/>		22222222	STUDENTK	Student, Kathy		SI	649	001	21068	1716
<input type="checkbox"/>		33333333	STUDENTS	Student, Sam		SI	649	001	21068	1716
<input type="checkbox"/>		55555555	STUDENTST	Student, Stuart		SI	649	001	21068	1716

1. Select the Class Roster View Options (see page 2) and then click 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

Print Photo Class Roster

[Report Manager](#) [Return](#)

Term: Fall 2016

Class Nbr: 21068

Course: SI 649 Info Visualization

Section: 001 Lecture

Additional student information can be displayed with the photos. Select up to four (4) options, then click the Run button.

Name

Gender Pronoun

UMID

Uniqname

Units

Academic Level

Primary Academic Program

Printing the report with only names will produce 30 photos per page. Selecting two or three (2-3) options will produce a report with 20 photos per page (with a larger photo size). Selecting four (4) options will produce a report with 24 photos per page.

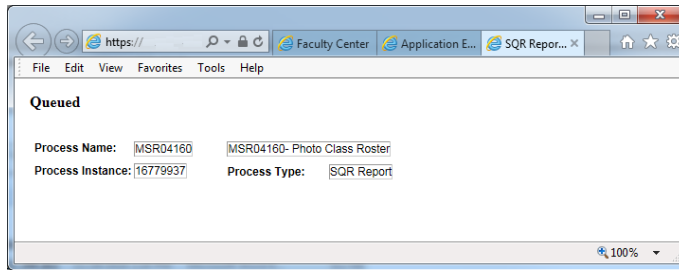
3. Turn on the appropriate checkboxes for the information you would like displayed.

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 .

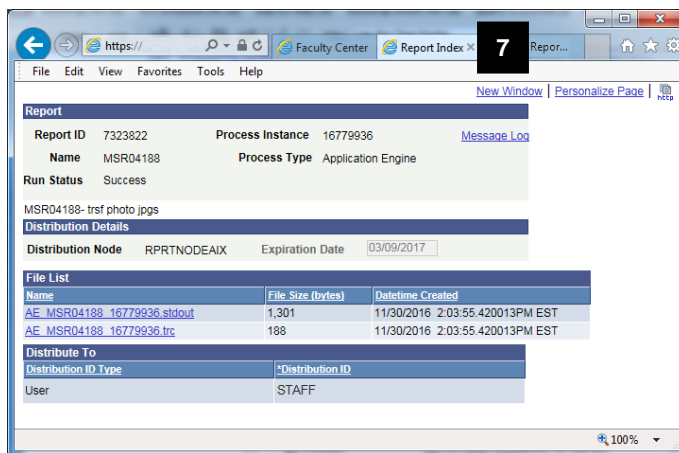
SQR Window – opens in new window



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.](#)

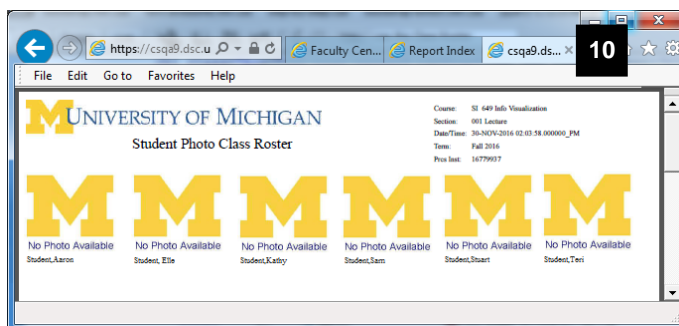
Report Index Window – opens in new window



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

Print Photo Class Roster

[Report Manager](#) [Return](#) **11**

Term: Fall 2016

Class Nbr: 21068

Course: SI 649 Info Visualization

Section: 001 Lecture

Additional student information can be displayed with the photos.
Select up to four (4) options, then click the Run button.

Name
 Gender Pronoun
 UMID
 Uniqname
 Units
 Academic Level
 Primary Academic Program

Printing the report with only names will produce 30 photos per page. Selecting two or three (2-3) options will produce a report with 20 photos per page (with a larger photo size). Selecting four (4) options will produce a report with 24 photos per page.

Run

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

Print Photo Class Roster

[Report Manager](#) [Return](#) **2**

Term: Fall 2016

Class Nbr: 21068

Course: SI 649 Info Visualization

Section: 001 Lecture

Additional student information can be displayed with the photos.
Select up to four (4) options, then click the Run button.

Name
 Gender Pronoun
 UMID
 Uniqname
 Units
 Academic Level
 Primary Academic Program

Printing the report with only names will produce 30 photos per page. Selecting two or three (2-3) options will produce a report with 20 photos per page (with a larger photo size). Selecting four (4) options will produce a report with 24 photos per page.

Run

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

Class Roster

Fall 2009 | Regular Academic Session | University of Michigan

ACC 272 - 003 (10223) change class

Prin Acctg II (Recitation)

Days and Times	Room	Class Start/End Dates
MoWe 1:00PM-2:30PM	E1550 BUS	09/08/2009 - 12/14/2009

Instructor/Proxy Information

Name	Role	Grade Roster Access	Email Address
MAISSRDW, PreName	Prim Instr	Approve	maissrdw@umich.edu

Class Roster Options

Select the information you want to view on the Class Roster

This section only Include Combined sections Expand Student Data

*Enrollment Status: change

Enrollment Capacity: 25 Enrolled: 6

Enrolled Students

Notify	Photo	ID	Campus ID	Name
<input type="checkbox"/>		12345678	PSTRALL	Petrain, Allison Lynn
<input type="checkbox"/>		23456789	PSBAPBAR	Petrain, Barbara Kay
<input type="checkbox"/>		34567890	CHRIPISTR	Petrain, Chris M
<input type="checkbox"/>		45678901	FGPSTRAI	Petrain, Fred G
<input type="checkbox"/>		56789012	PSTRSTE	Petrain, Sid E
<input type="checkbox"/>		67890123	TESSPSTR	Petrain, Tess K

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

File Download

Do you want to open or save this file?

Name: ps.xls
Type: Microsoft Office Excel 97-2003 Worksheet, 2.52KB
From: heqa9.dsc.umich

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

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.