



**Campus Solutions: Faculty Center  
View and Print Class Roster**

**Last Revised: 3/19/2009**

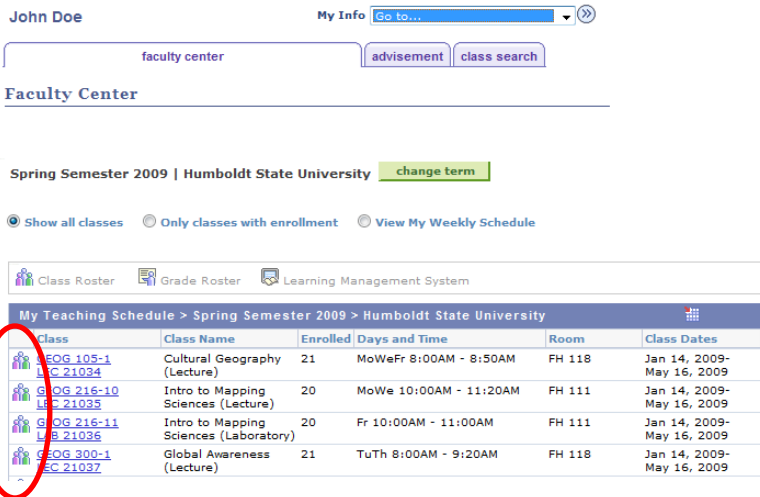












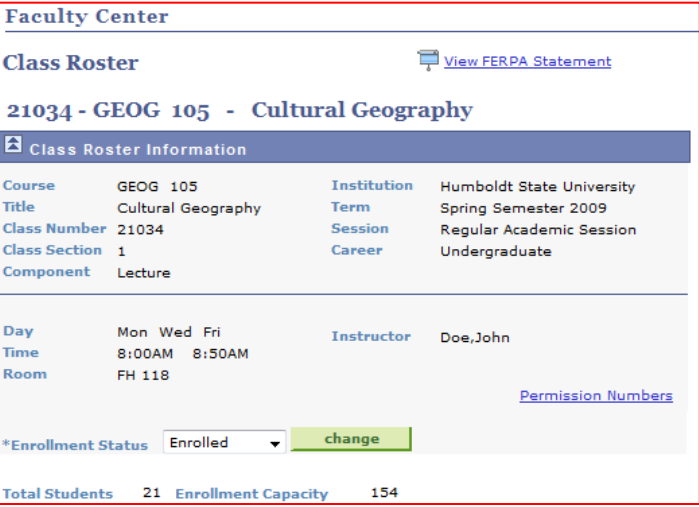
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## 1.0 View and Print Class Roster

### 1.1 View and Print Class Roster

Navigation: Login to your Faculty Center > Faculty Center Tab

Process Steps	Screen Shot																																
<p>1. To view your roster click on the icon to the left of the class title.</p>	 <p>John Doe My Info <a href="#">Go to...</a></p> <p>faculty center <a href="#">advisement</a> <a href="#">class search</a></p> <p><b>Faculty Center</b></p> <p>Spring Semester 2009   Humboldt State University <a href="#">change term</a></p> <p><input checked="" type="radio"/> Show all classes <input type="radio"/> Only classes with enrollment <input type="radio"/> View My Weekly Schedule</p> <p><a href="#">Class Roster</a> <a href="#">Grade Roster</a> <a href="#">Learning Management System</a></p> <p>My Teaching Schedule &gt; Spring Semester 2009 &gt; Humboldt State University</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Class Name</th> <th>Enrolled</th> <th>Days and Time</th> <th>Room</th> <th>Class Dates</th> </tr> </thead> <tbody> <tr> <td> <a href="#">GEOG 105-1</a> <a href="#">L/C 21034</a></td> <td>Cultural Geography (Lecture)</td> <td>21</td> <td>MoWeFr 8:00AM - 8:50AM</td> <td>FH 118</td> <td>Jan 14, 2009- May 16, 2009</td> </tr> <tr> <td> <a href="#">GEOG 216-10</a> <a href="#">L/C 21035</a></td> <td>Intro to Mapping Sciences (Lecture)</td> <td>20</td> <td>MoWe 10:00AM - 11:20AM</td> <td>FH 111</td> <td>Jan 14, 2009- May 16, 2009</td> </tr> <tr> <td> <a href="#">GEOG 216-11</a> <a href="#">L/B 21036</a></td> <td>Intro to Mapping Sciences (Laboratory)</td> <td>20</td> <td>Fr 10:00AM - 11:00AM</td> <td>FH 111</td> <td>Jan 14, 2009- May 16, 2009</td> </tr> <tr> <td> <a href="#">GEOG 300-1</a> <a href="#">EC 21037</a></td> <td>Global Awareness (Lecture)</td> <td>21</td> <td>TuTh 8:00AM - 9:20AM</td> <td>FH 118</td> <td>Jan 14, 2009- May 16, 2009</td> </tr> </tbody> </table>	Class	Class Name	Enrolled	Days and Time	Room	Class Dates	 <a href="#">GEOG 105-1</a> <a href="#">L/C 21034</a>	Cultural Geography (Lecture)	21	MoWeFr 8:00AM - 8:50AM	FH 118	Jan 14, 2009- May 16, 2009	 <a href="#">GEOG 216-10</a> <a href="#">L/C 21035</a>	Intro to Mapping Sciences (Lecture)	20	MoWe 10:00AM - 11:20AM	FH 111	Jan 14, 2009- May 16, 2009	 <a href="#">GEOG 216-11</a> <a href="#">L/B 21036</a>	Intro to Mapping Sciences (Laboratory)	20	Fr 10:00AM - 11:00AM	FH 111	Jan 14, 2009- May 16, 2009	 <a href="#">GEOG 300-1</a> <a href="#">EC 21037</a>	Global Awareness (Lecture)	21	TuTh 8:00AM - 9:20AM	FH 118	Jan 14, 2009- May 16, 2009		
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<p>2. At the top of the roster you will find important information regarding the class including:</p> <ul style="list-style-type: none"> <li>• Course</li> <li>• Title</li> <li>• Class Number</li> <li>• Class Section</li> <li>• Component</li> <li>• Term</li> <li>• Career</li> <li>• Link to Permission/Magic Numbers</li> <li>• Day/Time</li> <li>• Location</li> <li>• Instructor</li> <li>• Enrollment</li> </ul>	 <p><b>Faculty Center</b></p> <p><b>Class Roster</b> <a href="#">View FERPA Statement</a></p> <p><b>21034 - GEOG 105 - Cultural Geography</b></p> <p><b>Class Roster Information</b></p> <table border="1"> <tbody> <tr> <td>Course</td> <td>GEOG 105</td> <td>Institution</td> <td>Humboldt State University</td> </tr> <tr> <td>Title</td> <td>Cultural Geography</td> <td>Term</td> <td>Spring Semester 2009</td> </tr> <tr> <td>Class Number</td> <td>21034</td> <td>Session</td> <td>Regular Academic Session</td> </tr> <tr> <td>Class Section</td> <td>1</td> <td>Career</td> <td>Undergraduate</td> </tr> <tr> <td>Component</td> <td>Lecture</td> <td></td> <td></td> </tr> </tbody> </table> <hr/> <table border="1"> <tbody> <tr> <td>Day</td> <td>Mon Wed Fri</td> <td>Instructor</td> <td>Doe,John</td> </tr> <tr> <td>Time</td> <td>8:00AM 8:50AM</td> <td></td> <td></td> </tr> <tr> <td>Room</td> <td>FH 118</td> <td></td> <td><a href="#">Permission Numbers</a></td> </tr> </tbody> </table> <p>*Enrollment Status <a href="#">Enrolled</a> <a href="#">change</a></p> <p><b>Total Students</b> 21 <b>Enrollment Capacity</b> 154</p>	Course	GEOG 105	Institution	Humboldt State University	Title	Cultural Geography	Term	Spring Semester 2009	Class Number	21034	Session	Regular Academic Session	Class Section	1	Career	Undergraduate	Component	Lecture			Day	Mon Wed Fri	Instructor	Doe,John	Time	8:00AM 8:50AM			Room	FH 118		<a href="#">Permission Numbers</a>
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3. Your roster includes:

- ID number
- Name
- Grade Basis
- Units
- Program-Plan (Major)
- Academic Level

Enrolled Students							
Notify	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	
<input type="checkbox"/>	788858698	<a href="#">Canopy, Redwood</a>	Ltr Grades	3.00	Undergraduate Degree Seeking - Geography	Freshman	
<input type="checkbox"/>	745542681	<a href="#">Luffenholz, Pebble</a>	Ltr Grades	3.00	Undergraduate Degree Seeking - Geography	Freshman	
<input type="checkbox"/>	733365626	<a href="#">Lumberjack, Ima</a>	Ltr Grades	3.00	Undergraduate Degree Seeking - Geography	Senior	
<input type="checkbox"/>	756956325	<a href="#">Lumberjack, Heesah</a>	Ltr Grades	3.00	Undergraduate Degree Seeking - Undeclared	Freshman	
<input type="checkbox"/>	795968545	<a href="#">Rockycoast, Iris</a>	Ltr Grades	3.00	Undergraduate Degree Seeking - Kinesi (Exer Sci/Wellness Mgt)	Senior	

\*The icon next to the view all link allows you to download your roster directly to Microsoft Excel

### Communication

4. There are three ways you can communicate with your students from the Class Roster page

5. Click on the student's name. This will launch your default email client (Outlook).

6. Check the students that you would like to notify and click "Notify Selected Students" This takes you to a web form where you can enter a message, right from the Faculty Center.

7. The "Notify All Students" button allows you to send a message to all enrolled students.

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Notify	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	
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