Accessing Class Rosters through the Faculty Center

Click on “Faculty Self-Service”

Faculty Self-Service Folder View

Click on “Faculty Center Self-Service”
Faculty Center

Your Teaching Schedule will be displayed.

Click "change term" to select an alternate semester from the list that pops up.

Select Class Roster

Click on the Class Roster Icon.

You can choose to show all classes, or only those with enrolled students.

Click for schedule in weekly calendar view.
Class Information

- Days, Times, Room, Dates are displayed
- Enrollment Capacity and actual number of students enrolled are displayed
- It defaults to display only enrolled students, but clicking here will give you the choice to only or also display dropped students

List of Students in Your Class

- You can choose whether to display photos in the list, or link to the photo by clicking this icon
- You can email students individually by clicking their linked name
- You can email all students on the list by clicking “notify listed students”
- You can click here for a printer-friendly version of the roster
- You can email selected students by checking their ‘notify’ box and clicking “notify listed students”