


## Class Roster

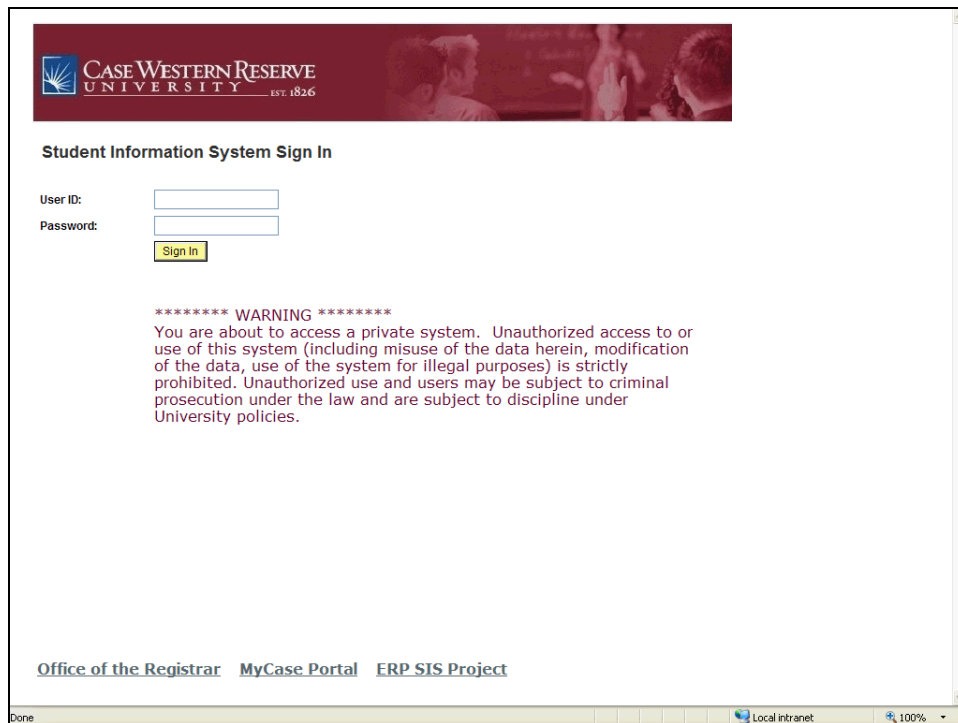
### Concept

This document demonstrates how to view class rosters.

If a class has enrollment, the  (Class Roster) icon will appear to its left on the "**My Teaching Schedule**" table. When the icon is clicked, a roster of registered students appears. Added functionality of the Class Roster includes the ability to view student photos and e-mail students directly from the page.


### Procedure

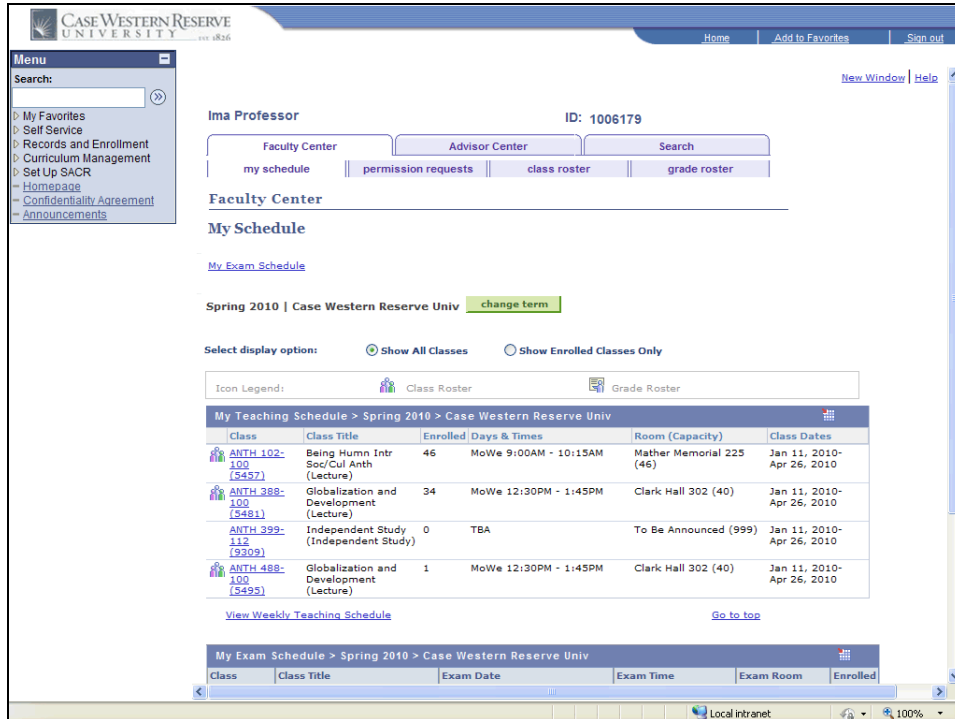
Use these directions to view rosters of the classes you teach.



Step	Action
1.	On the Student Information System Sign In page, enter your Case Network ID into the <b>User ID</b> field.
2.	Enter the associated Case Network ID password into the <b>Password</b> field.

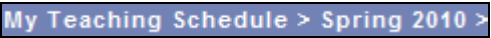

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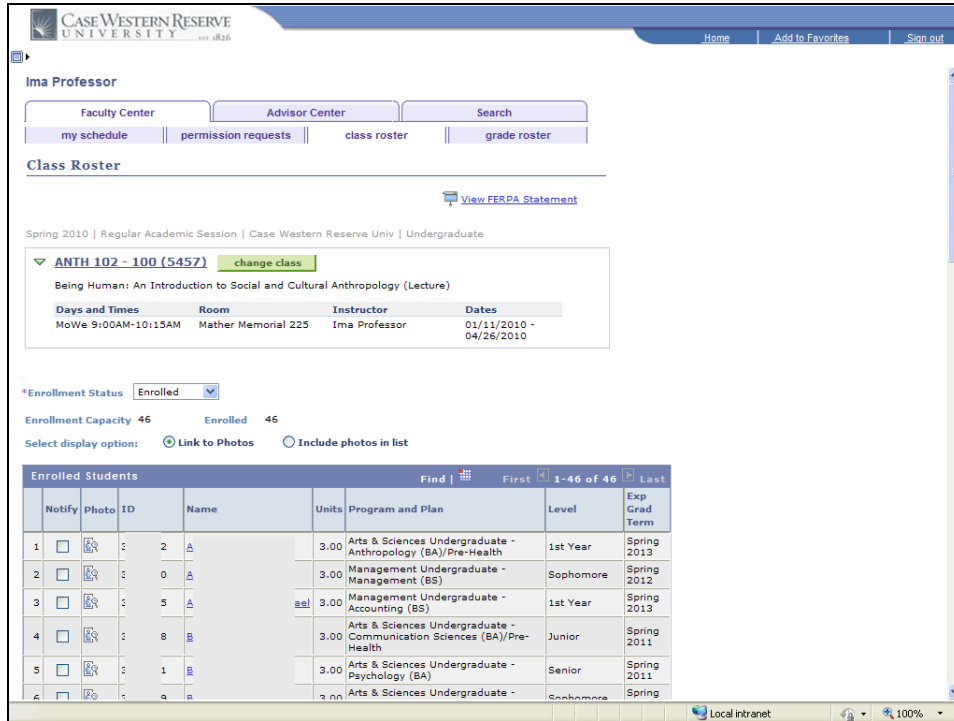
Step	Action
3.	Click the <b>Sign In</b> button. 



The screenshot shows the Faculty Center interface for user 'Ima Professor' (ID: 1006179). The 'My Schedule' section is active, displaying the 'My Teaching Schedule' for Spring 2010. The table below lists the classes being taught.

Class	Class Title	Enrolled	Days & Times	Room (Capacity)	Class Dates
<a href="#">ANTH 102-100 (5497)</a>	Being Humn Intr Soc/Cul Anth (Lecture)	46	MoWe 9:00AM - 10:15AM	Mather Memorial 225 (46)	Jan 11, 2010-Apr 26, 2010
<a href="#">ANTH 388-100 (5481)</a>	Globalization and Development (Lecture)	34	MoWe 12:30PM - 1:45PM	Clark Hall 302 (40)	Jan 11, 2010-Apr 26, 2010
<a href="#">ANTH 399-112 (5209)</a>	Independent Study (Independent Study)	0	TBA	To Be Announced (999)	Jan 11, 2010-Apr 26, 2010
<a href="#">ANTH 488-100 (5495)</a>	Globalization and Development (Lecture)	1	MoWe 12:30PM - 1:45PM	Clark Hall 302 (40)	Jan 11, 2010-Apr 26, 2010




Step	Action
4.	The Faculty Center appears on its default tab, called <b>My Schedule</b> .  Your teaching schedule for the term is listed in the " <b>My Teaching Schedule</b> " table. To see a past or future term, click the <b>Change Term</b> button. For additional information on the teaching schedule, please see the document called <b>Teaching Schedule</b> . 
5.	To see a roster of students in a class, click the <b>Class Roster</b> button to the immediate left of the class. 

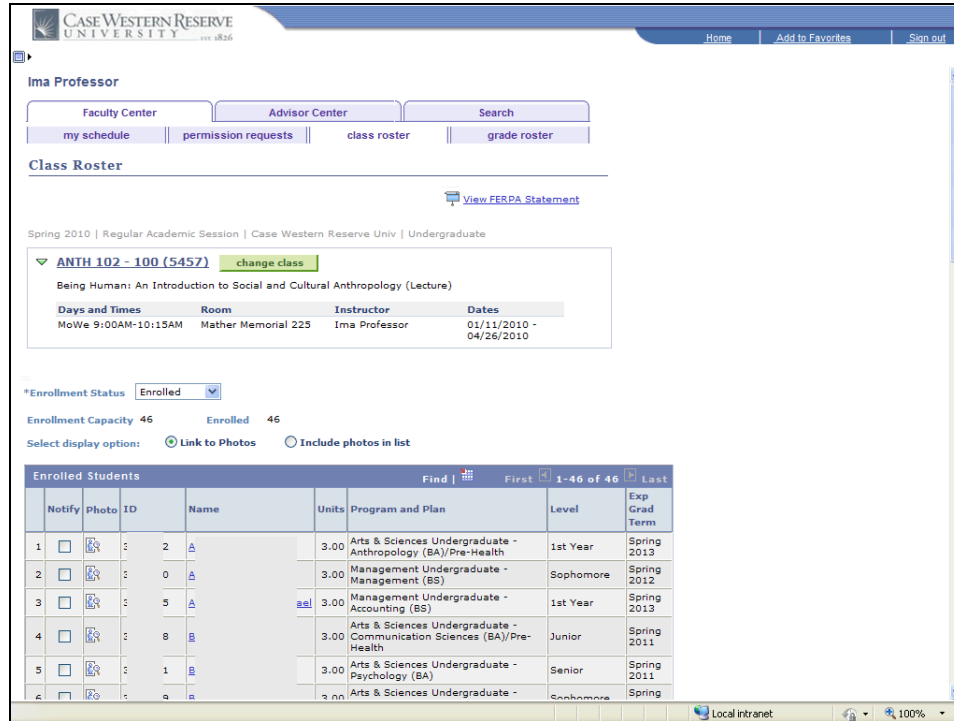


Step	Action
6.	<p>The top of the screen displays the name of the course, its course number and section number. Click on it to see a description of the course.</p> <p>To look at a different class, click the <b>Change Class</b> button to be returned to the <b>My Schedule</b> tab and select another roster.</p> <p><b>ANTH 102 - 100 (5457)</b> <b>change class</b></p>
7.	<p>The roster displays the capacity of the class in the <b>Enrollment Capacity</b> field, as well as the total number of enrolled students in the <b>Enrolled</b> field.</p> <p><b>Enrollment Capacity 46</b> <b>Enrolled 46</b></p>
8.	<p>There are two ways that a class roster can be viewed. The first is as a list, which is the default view. The second is with pictures of the students. Click the <b>Include photos in list</b> radiobutton to see the list with photos included.</p> <p><input checked="" type="radio"/> <b>Link to Photos</b> <input type="radio"/> <b>Include photos in list</b></p>

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Step	Action
9.	When the student photos appear, only one student can be seen on the screen. You can move through the student photos one at a time using the <b>Backwards</b> and <b>Forwards</b> arrows at the top of the display. 
10.	To make all student photos appear on the screen at the same time, click the <b>View All</b> link.  To find a single student on the roster, click the <b>Find</b> link and enter the student's last or first name in the search box that appears. 
11.	To return to the list view of the roster, click the <b>Link to Photos</b> radiobutton. 



Spring 2010 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

▼ ANTH 102 - 100 (5457) [change class](#)

Being Human: An Introduction to Social and Cultural Anthropology (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 9:00AM-10:15AM	Mather Memorial 225	Ima Professor	01/11/2010 - 04/26/2010


\*Enrollment Status:

Enrollment Capacity 46    Enrolled 46

Select display option:  Link to Photos     Include photos in list

Enrolled Students								Find	First	1-46 of 46	Last
Notify	Photo	ID	Name	Units	Program and Plan	Level	Exp Grad Term				
1		2	A	3.00	Arts & Sciences Undergraduate - Anthropology (BA)/Pre-Health	1st Year	Spring 2013				
2		0	A	3.00	Management Undergraduate - Management (BS)	Sophomore	Spring 2012				
3		5	A	3.00	Management Undergraduate - Accounting (BS)	1st Year	Spring 2013				
4		8	B	3.00	Arts & Sciences Undergraduate - Communication Sciences (BA)/Pre-Health	Junior	Spring 2011				
5		1	B	3.00	Arts & Sciences Undergraduate - Psychology (BA)	Senior	Spring 2011				
6		9	B	3.00	Arts & Sciences Undergraduate -	Sophomore	Spring				

Step	Action
12.	<p>Each class roster contains the following information on the students:</p> <ul style="list-style-type: none"> <li><b>ID</b> number</li> <li><b>Name</b></li> <li><b>Units</b></li> <li><b>Program and Plan</b></li> <li><b>Level</b></li> <li><b>Expected Graduation Term</b></li> </ul>



**ID number** - unique number that identifies the student.

**Units** - the number of credits for which the student is registered in the class.

**Program and Plan** - the academic program to which the student has been admitted and the student's scholarly pursuit. For undergraduates, a program is the College or Arts and Sciences or a undergraduate professional program (i.e. Management, Nursing, etc.); the plan is the undergraduate's major. For graduate students, a program is the academic discipline and degree being pursued (i.e. Anthropology MA, Bioethics PhD, etc.); the plan is the method by which the student is achieving their degree (i.e. Plan A, Excelerated, etc.).

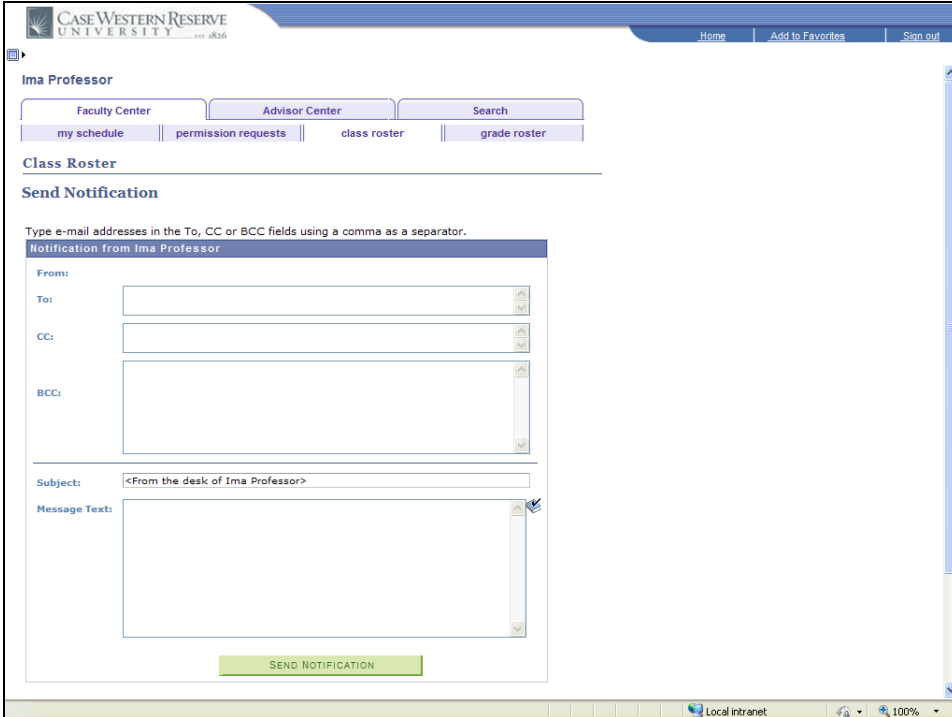
**Level** - For undergraduates, the student's progress towards a degree (i.e. first year, sophomore, etc.). For graduates, it is the degree being pursued

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(i.e. Masters, Juris Doctorate, etc.)

**Expected Graduation Term** - the term in which a student is expected to graduate based on the entry year.

Step	Action
13.	<p>The first two columns of the roster are the <b>Notify</b> and <b>Photo</b> columns.</p> <p>The Notify column contains a check box that is used to select students before sending an email through the Faculty Center.</p> <p>The Photo column contains an icon representing the student's picture. Click the icon to see a photo of the student.</p>
14.	<p>The Faculty Center allows instructors to send emails to students from within the SIS. To use this functionality, first decide if the email will go to all students or selected students.</p> <p>To send an email to all students, click the <b>Notify All Students</b> button. A new screen appears and the email addresses of all students in the class will be listed in the To: field.</p> <p>To send an email to selected students, select the students using the <b>Notify</b> check box, then click the <b>Notify Selected Students</b> button. Only the email addresses of selected students will appear in the To: field.</p>



The screenshot shows the 'Send Notification' interface within the Faculty Center. At the top, there are navigation tabs for 'Faculty Center', 'Advisor Center', and 'Search'. Below these, there are links for 'my schedule', 'permission requests', 'class roster', and 'grade roster'. The main section is titled 'Send Notification' and includes a prompt: 'Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.' There are three text input fields for 'To:', 'CC:', and 'BCC:'. Below these is a 'Subject:' field with a dropdown menu showing '<From the desk of Ima Professor>'. A large text area for 'Message Text:' is also present. At the bottom of the form is a green 'SEND NOTIFICATION' button. The browser's address bar shows 'Local intranet' and the page is zoomed to 100%.

Step	Action
15.	The Send Notification screen is the screen used to type and send the email, and it functions much like other webmail sites. Email recipients can be added in the <b>To</b> , <b>CC</b> , or <b>BCC</b> fields. The subject can be changed as desired. <a href="#">Send Notification</a>
16.	This completes the review of the Class Roster screen and functionality. <b>End of Procedure.</b>