





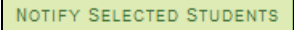







Using the Class Roster

1.	Beginning on the Student Information System Sign In page, enter your Case Network ID into the User ID field.
2.	Enter the associated Case Network ID password into the Password field.
3.	Click the Sign In button. 
4.	The Faculty Center appears. * Please note that the first time you login a Confidentiality Agreement page will appear. Please review and click the checkbox at the bottom. To the right of the Faculty Center tab are the Class Search, Browse Catalog, and Faculty Search tabs.
5.	The My Teaching Schedule grid contains all of the classes you teach in the semester listed. It lists the class title, days and times, building and room, class start and end dates, and the number of students enrolled in the class.
6.	Click the Class Roster icon for the class you wish to view. 
7.	The Class Roster page appears. The top of the screen lists information on the selected class, and a list of enrolled students appears on the lower half of the page.
8.	To view student photos along with the Class Roster list, click the Include Photos in List radio button, or click the icon in the Photo column next to a student's name. 
9.	The student's photo appears. The page will initially show only one student photo. To see all student photos, click the View All link. 
10.	The class list will expand with all student photos appearing. To return to the Class Roster without photos, click the Link to Photos radio button. 
11.	To send an e-mail to one or more students, click the checkboxes in the Notify column next to the names of the students to be contacted. Only students with email addresses will have a checkbox in the Notify column. 
12.	Click the Notify Selected Students button. 
13.	The Send Notification page appears with the addresses of the selected students in the BCC: (Blind Carbon Copy) field. Your email address is in the To: field. The default Subject: can be changed. Enter the text to be sent to the students in the Message Text field.

14.	<p>Click the Send Notification button to send the email.</p> 
15.	<p>The Send Notification Result page appears.</p> <p>Click the Return to Class Roster link.</p> 
16.	<p>To print the Class Roster, click the Printer Friendly Version button.</p> 
17.	<p>A list of the students enrolled in the class appears.</p> <p>Use the Print commands in the internet browser to print the list.</p> <p>After printing, return to the Class Roster page by clicking the Return link.</p> 
18.	<p>When done with the roster, click the Return to Faculty Center link at the bottom of the page to go back to the Faculty Center homepage.</p> 
19.	<p>End of Procedure.</p>