

Department	
Responsibility/Role	
File Name	Viewing a Class Roster_BPD.doc
Revision	
Document Generation Date	3/17/2008
Date Modified	3/17/2008
Last Changed by	
Status	

Viewing a Class Roster

Trigger:

Concept

Classes with students enrolled will have the



(Class Roster) icon on the My Teaching Schedule table. Use the **Class Roster** page to access class lists quickly and easily. Added features of the Class Roster include the ability to view student photos and e-mail students directly from the page.

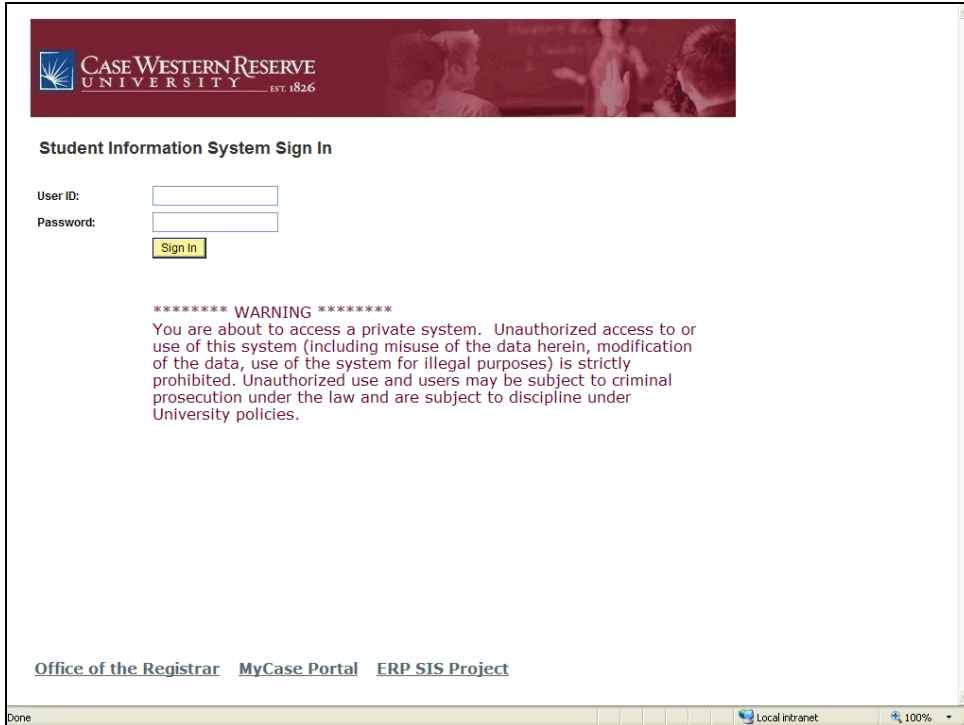
Required Field(s)	Comments


Output - Results	Comments

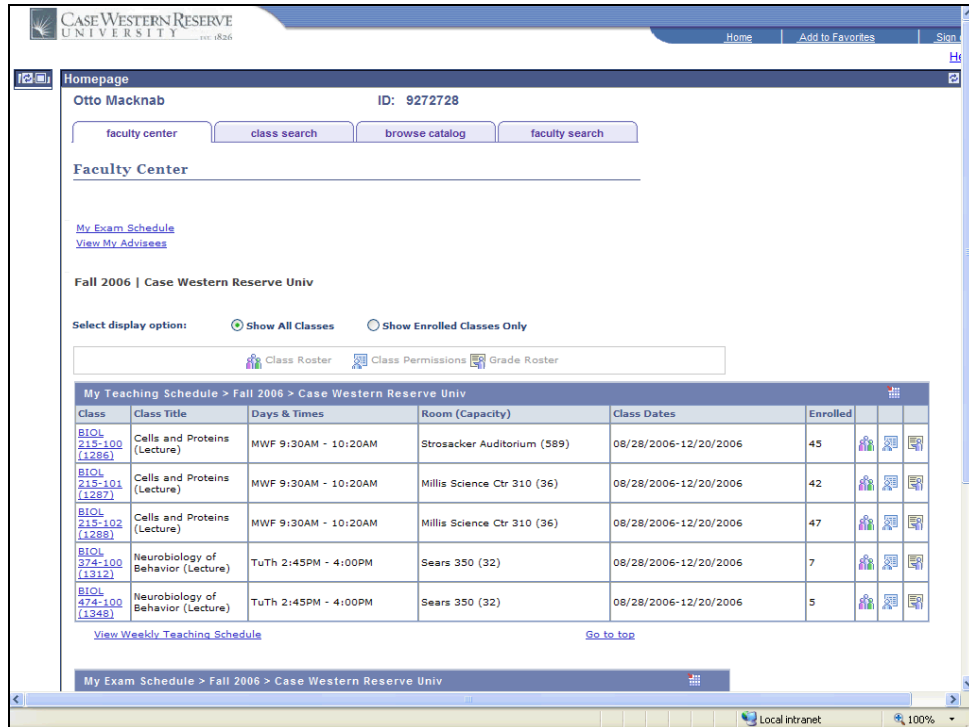
Additional Information

Procedure

Use the following steps to view and utilize class rosters.



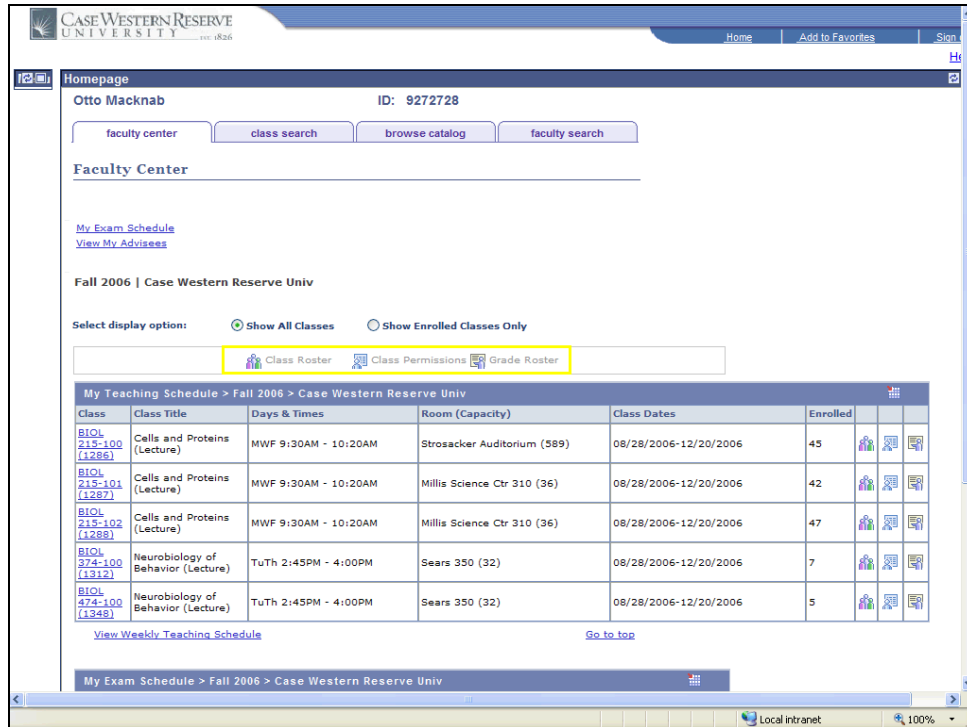
Step	Action
1.	Beginning on the Student Information System Sign In page, enter your Case Network ID into the User ID field.
2.	Enter your associated Case Network ID password into the Password field.
3.	Click the Sign In button. 




Step	Action
4.	The Faculty Center homepage appears. To the right of the Faculty Center tab are the Class Search, Browse Catalog, and Faculty Search tabs.
5.	The My Teaching Schedule table contains all of the classes you teach in the semester listed. The table lists the class title, days and times, building and room, class start and end dates, and the number of students enrolled in the class.

Business Process Document

Self Service: Viewing a Class Roster



Step	Action
6.	<p>Note the legend that sits atop the My Teaching Schedule table.</p> <p>There are three icons: Class Roster, Permissions, and Grade Roster. These icons will appear in the far right column of the Teaching Schedule table. The Class Roster icon only appears if students are enrolled in the section. The Class Permission icon appears next to each class on the Teaching Schedule in order to facilitate the granting of permits and overrides. The Grade Roster icon will appear only next to graded components during final grade submission time.</p>
7.	<p>Click the Class Roster icon next to the class you wish to view.</p> 



Faculty Center

Class Roster

BIOL 374 - 100 **Neurobiology of Behavior**

Lecture (1312)

Fall 2006 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

Meeting Information


Days & Times	Room	Instructor	Meeting Dates
TuTh 2:45PM - 4:00PM	Sears 350	Otto Macknab	08/28/2006 - 12/20/2006


*Enrollment Status: Enrolled change

Enrollment Capacity: 17 Enrolled: 7 Dropped: 0 Waitlisted: 0

[View FERPA Statement](#)

Select display option: Link to Photos Include photos in list

Enrolled Students		Customize Find		First 1-7 of 7 Last			
Notify	Photo	ID	Name	Units	Program and Plan	Level	Exp Grad Term
<input type="checkbox"/>		1015876	Aarons,Becky	3.00	Arts & Sciences Undergraduate - Biology (BA)/Chemistry (BA)/Psychology (BA)/Mathematics (Min)/Pre-Health	Senior	Spring 2008
<input type="checkbox"/>		1010687	Barqeran,Michelle	3.00	Arts & Sciences Undergraduate - Biology (BS)/Chemistry (Min)	Junior	Spring 2008
<input type="checkbox"/>		1007397	Jeffers,Barney	3.00	Engineering Undergraduate - Biomedical Engineering (BSE)	Senior	Fall 2007
<input type="checkbox"/>		1010695	Mangalo,Sashimi	3.00	Arts & Sciences Undergraduate - Biochemistry (BA)/Cognitive Science (BA)/Pre-Health	Junior	Spring 2008
					Arts & Sciences Undergraduate		

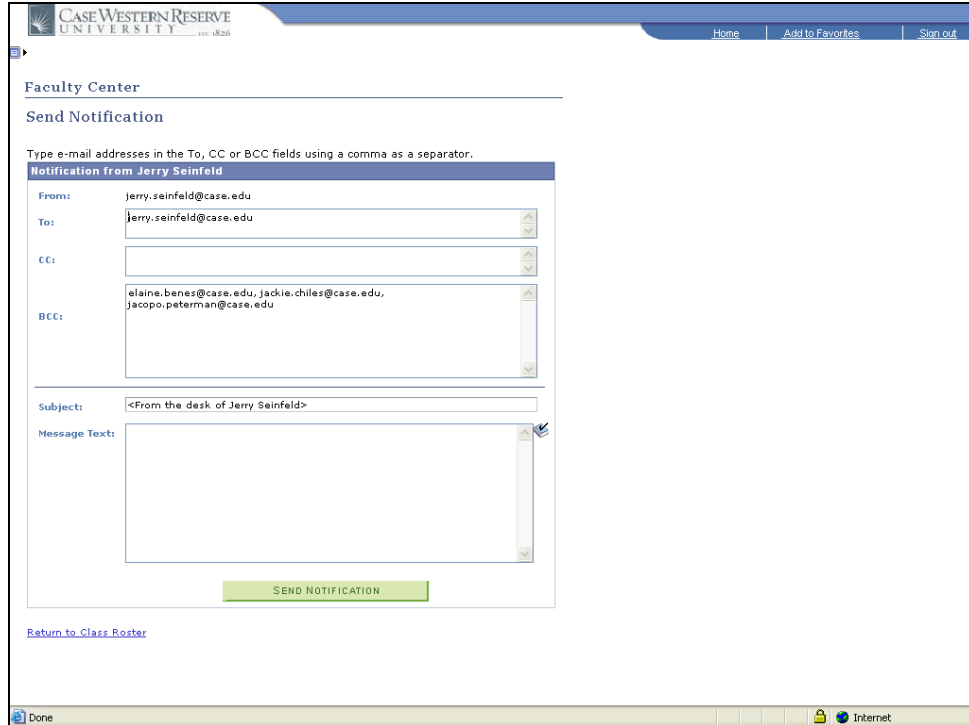
Step	Action
8.	The Class Roster appears. The top of the screen lists information on the selected class, and a list of enrolled students appears on the lower half of the page.
9.	<p>Photographs of enrolled students (as taken by the university ID center) can be made to appear on the roster.</p> <p>There are two ways to access student photos on this page: Click the Include Photos in List radio button, or click an icon in the Photo column next to a student's name.</p> 



Business Process Document

Self Service: Viewing a Class Roster



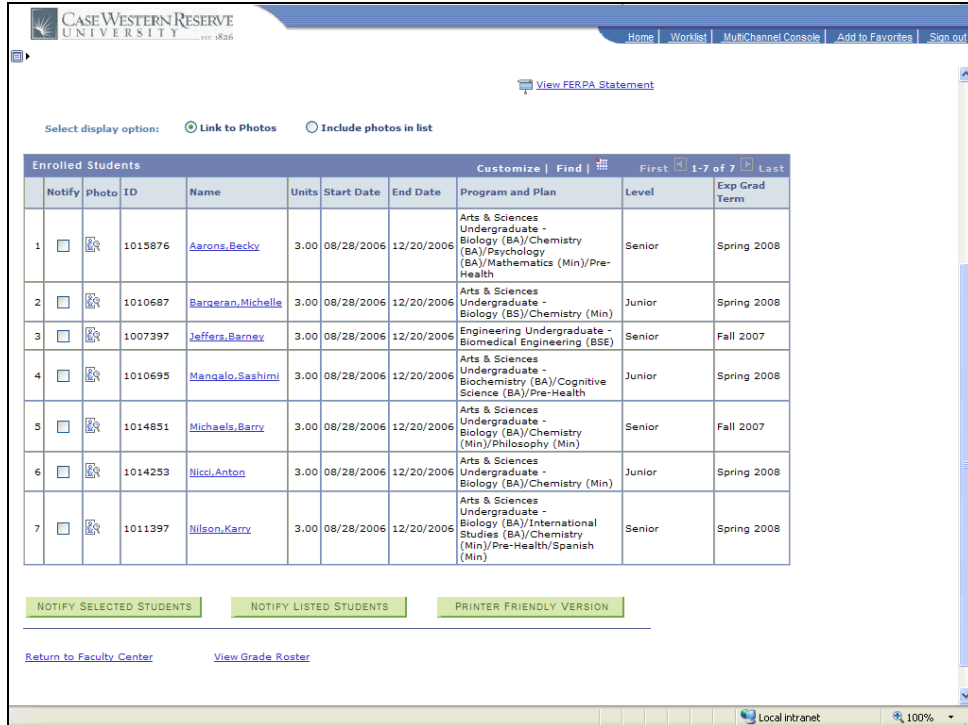
Step	Action
10.	<p>The student's ID photo appears. Regardless of the method you use to see student photos, the page will initially show only one student photo at a time.</p> <p>Click the View All link to see more student photos on the page.</p> <p>View All</p>
11.	<p>The class list will expand down the page with all student photos appearing. Return to the original class roster list by clicking the Link to Photos radio button.</p> <p><input type="radio"/></p>
12.	<p>To send an e-mail to one or more selected students, turn on 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.</p> <p><input type="checkbox"/></p>
13.	<p>Click the Notify Selected Students button.</p> <p>NOTIFY SELECTED STUDENTS</p>



Step	Action
14.	<p>The Send Notification page opens with the addresses of the selected students in the BCC: (Blind Carbon Copy) field. Your email address is in the To: field.</p> <p>The default Subject: can be changed as you wish.</p> <p>Enter the text to be sent to the students in the Message Text field.</p>
15.	<p>Click the Send Notification button to send the email.</p> 
16.	<p>A message appears confirming that the message has been sent.</p> <p>Click the Return to Class Roster link.</p> 

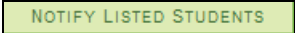
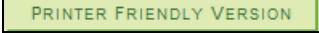
Business Process Document

Self Service: Viewing a Class Roster



The screenshot shows the 'Enrolled Students' page in the university's self-service system. At the top, there are navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below these is a 'View FERPA Statement' link. A 'Select display option:' section has two radio buttons: 'Link to Photos' (selected) and 'Include photos in list'. The main content is a table with columns: Notify, Photo, ID, Name, Units, Start Date, End Date, Program and Plan, Level, and Exp Grad Term. There are 7 rows of student data. Below the table are three buttons: 'NOTIFY SELECTED STUDENTS', 'NOTIFY LISTED STUDENTS', and 'PRINTER FRIENDLY VERSION'. At the bottom, there are two links: 'Return to Faculty Center' and 'View Grade Roster'. The system tray at the bottom right shows 'Local intranet' and '100%' zoom.

Notify	Photo	ID	Name	Units	Start Date	End Date	Program and Plan	Level	Exp Grad Term
<input type="checkbox"/>		1015876	Aarons, Becky	3.00	08/28/2006	12/20/2006	Arts & Sciences Undergraduate - Biology (BA)/Chemistry (BA)/Psychology (BA)/Mathematics (Min)/Pre-Health	Senior	Spring 2008
<input type="checkbox"/>		1010687	Barqeran, Michelle	3.00	08/28/2006	12/20/2006	Arts & Sciences Undergraduate - Biology (BS)/Chemistry (Min)	Junior	Spring 2008
<input type="checkbox"/>		1007397	Jeffers, Barney	3.00	08/28/2006	12/20/2006	Engineering Undergraduate - Biomedical Engineering (BSE)	Senior	Fall 2007
<input type="checkbox"/>		1010695	Mangalo, Sashimi	3.00	08/28/2006	12/20/2006	Arts & Sciences Undergraduate - Biochemistry (BA)/Cognitive Science (BA)/Pre-Health	Junior	Spring 2008
<input type="checkbox"/>		1014851	Michaels, Barry	3.00	08/28/2006	12/20/2006	Arts & Sciences Undergraduate - Biology (BA)/Chemistry (Min)/Philosophy (Min)	Senior	Fall 2007
<input type="checkbox"/>		1014253	Nacci, Anton	3.00	08/28/2006	12/20/2006	Arts & Sciences Undergraduate - Biology (BA)/Chemistry (Min)	Junior	Spring 2008
<input type="checkbox"/>		1011397	Nilson, Karry	3.00	08/28/2006	12/20/2006	Arts & Sciences Undergraduate - Biology (BA)/International Studies (BA)/Chemistry (Min)/Pre-Health/Spanish (Min)	Senior	Spring 2008

Step	Action
17.	To email all students in the class without selecting the Notify checkboxes, click the Notify Listed Students button. 
18.	The Send Notification page appears with the email addresses of all enrolled students listed in the BCC: field. Your email address is in the To: field. Enter your message into the Message Text field and send the email by clicking the Send Notification pushbutton at the bottom of the page.
19.	If desired, the class roster can be printed. Click the Printer Friendly Version button. 



Class Roster

BIOL 374 - 100 Neurobiology of Behavior

Lecture (1312)

Fall 2006 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TuTh 2:45PM - 4:00PM	Sears 350	Otto Macknab	08/28/2006 - 12/20/2006

Enrollment Status **Enrolled**

Enrollment Capacity 17 Enrolled 7 Dropped 0 Waitlisted 0

Enrolled Students						
ID	Name	Units	Program and Plan	Level	Exp Grad Term	
1 1015876	Aarons,Becky	3.00	Arts & Sciences Undergraduate - Psychology (BA)/Mathematics (Min)/Pre-Health	Senior	Spring 2008	
2 1010687	Bargeran,Michelle	3.00	Arts & Sciences Undergraduate - Biology (BS)/Chemistry (Min)	Junior	Spring 2008	
3 1007397	Jeffers,Barney	3.00	Engineering Undergraduate - Biomedical Engineering (BSE)	Senior	Fall 2007	
4 1010695	Mangalo,Sashimi	3.00	Arts & Sciences Undergraduate - Biochemistry (BA)/Pre-Health	Junior	Spring 2008	
5 1014851	Michaels,Barry	3.00	Arts & Sciences Undergraduate - Biology (BA)/Chemistry (Min)/Philosophy (Min)	Senior	Fall 2007	
6 1014253	Nicci,Anton	3.00	Arts & Sciences Undergraduate - Biology (BA)/Chemistry (Min)	Junior	Spring 2008	
7 1011397	Nilson,Karry	3.00	Arts & Sciences Undergraduate - International Studies (BA)/Chemistry (Min)/Spanish (Min)/Pre-Health	Senior	Spring 2008	

[Return](#)

Step	Action
20.	<p>A list of the students enrolled in the class is made ready to print.</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> <p>Return</p>
21.	<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> <p>Return to Faculty Center</p>
22.	<p>This completes the steps to view a class roster and send email messages to students from within SIS.</p> <p>End of Procedure.</p>