



## Class Roster (Staff)

You can view a Class Roster, as soon as students enroll in the class section. From the Class Roster, you can email students and download a roster to Excel. The steps below will guide you through working with a class roster.

### View Class Roster

1. Navigate to the **Curriculum Management > Class Roster > Class Roster**

2. On the **Find an Existing Value** page, enter your search criteria to retrieve the desired class and click

**Search**

**Find an Existing Value**

Limit the number of results to (up to 300):

**Academic Institution:** begins with

**Term:** begins with

**Subject Area:** begins with

**Catalog Nbr:** begins with

**Class Nbr:** =

**Class Section:** begins with

**Session:** =

**Course ID:** begins with

**Course Offering Nbr:** =

3. Select the desired class section from the **Search Results**

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course
BKCMP	2121	PSYC	100	Undergrad	MAIN	Explorations in Psychology	003256	1
BKCMP	2121	PSYC	290	Undergrad	MAIN	Psychology as a Profession	003263	1
BKCMP	2121	PSYC	291	Undergrad	MAIN	Interpersnal & Grp Proc Skills	003264	1

4. The **Class Roster** page appears. From this page, you can:

- Download the Class Roster to Excel
- Email a group of students
- Email an entire class

### Class Roster

Winter 2012 | Regular Academic Session | Cal State Univ., Bakersfield | Undergraduate

**ACCT 220 - 01 (10958)**

Financial Reporting & Acct (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 9:30AM-11:50AM	TBA	Christine Blazey	01/09/2012 - 03/24/2012

**\*Enrollment Status:**

**Enrollment Capacity:** 50      **Enrolled:** 50

Enrolled Students		Customize   Find   View All				First 1-50 of 50 Last			
Select	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt	
<input type="checkbox"/>	000208390	<a href="#">Student.Imagine</a>	Graded	5.00	UGRD - Baccalaureate - Business Administration	Sophomore	12/15/2011		

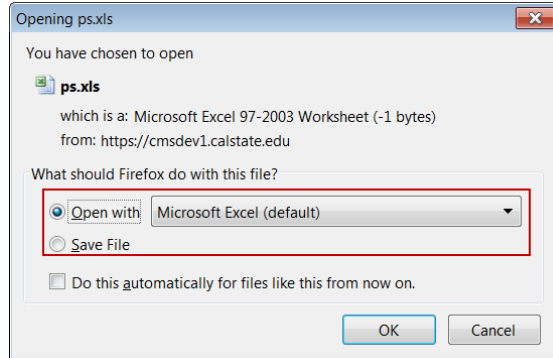


### Download Class Roster to Excel

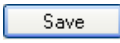
1. In the Enrolled Students section, click the  button to download the Class Roster to Excel.

Enrolled Students									
Select	ID	Name	Grade Basis	Units	Program - Subplan	Academic Level	Add Dt	Grade Dt	
1	<input type="checkbox"/>	000208390	<a href="#">Student.Imagine</a>	Graded	5.00	UGRD - Baccalaureate - Business Administration	Sophomore	12/15/2011	

2. On the File Download page, select either Open or Save. If you select Open, the class roster will open in a new browser window or tab. Make sure your pop-up blockers are disabled.



3. If you selected Save, then the Save As dialog box opens. To save the class roster:

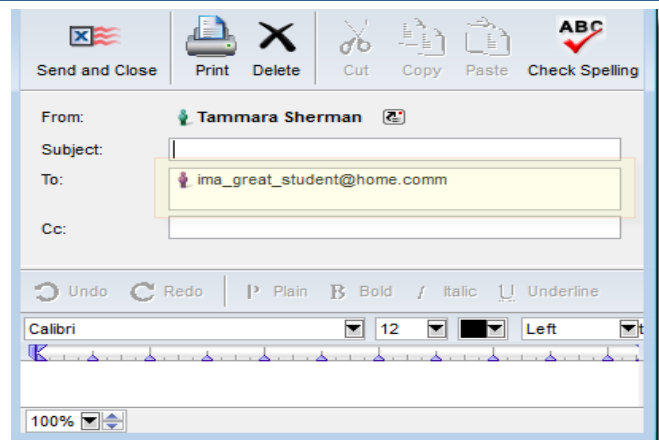
- Navigate to your desired save location, such as a network drive or My Documents
- Name the class roster, such as BA370-Summer08.xls.
- Click 

### Email a student

1. In the Enrolled Section, click the student's name.

40	<input type="checkbox"/>	000208390	<a href="#">Student.Imagine</a>	Graded	5.00	UGRD - Baccalaureate - Business Administration	Sophomore	12/15/2011	
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2. Your email client, such as FirstClass will open with the student's email address in the To: box. Finish your email and click Send.





Email a group of students

1. Click the **Select** box next to each student you wish to email

Enrolled Students									
	Select	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt
1	<input type="checkbox"/>	000208	<a href="#">Student, Jma</a>	Graded	5.00	UGRD - Baccalaureate - Business Administration	Sophomore	12/15/2011	
2	<input type="checkbox"/>	000390	<a href="#">Student, Imagine</a>	Graded	5.00	UGRD - Baccalaureate - Business Administration	Sophomore	12/15/2011	

2. Click the **notify selected students** button

3. The Email Notification page opens with your email address in the To and From fields and the selected students' email addresses in the BCC (blind carbon copy) box. To continue:

- Enter your Subject information
- Enter the Message Text
- Use the Spell Check feature, if appropriate
- Click the **SEND NOTIFICATION** button

Notification from John Adams

From: 2ndpresident@school.edu

To: 2ndpresident@school.edu

CC:

BCC: ima\_great\_student@home.com  
new\_student@school.edu

Subject: <From the desk of John Adams >

Message Text:

**SEND NOTIFICATION**

Email an entire class

1. To email an entire class,

- Click the **Select All** link at the bottom of the page.
- Click the **notify selected students** button

**Select All** Clear All

**notify selected students**

2. The Email Notification page opens with your email address in the To and From fields and the selected students' email addresses in the BCC (blind carbon copy) box. To continue:

- Enter your Subject information
- Enter the Message Text
- Use the Spell Check feature, if appropriate
- Click the **SEND NOTIFICATION** button

Notification from John Adams

From: 2ndpresident@school.edu

To: 2ndpresident@school.edu

CC:

BCC: ima\_great\_student@home.com  
new\_student@school.edu

Subject: <From the desk of John Adams >

Message Text:

**SEND NOTIFICATION**