# **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.

- 1. Navigate to the Curriculum Management > Class Roster > Class Roster.
- 2. On the Find an Existing Value page, enter your search Find an Existing Value criteria to retrieve the desired class and click Search Search Criteria Academic Institution begins with - BKCMP 0 Term begins with 👻 2088 Q Subject Area begins with - PSYC Q Catalog Nbr begins with 👻 Class Nbr = -Class Section begins with 👻 Session = • Course ID begins with Course Offering Nbr = • Search Clear Basic Search 🖉 Save Search Criteria
- 3. Select the desired class section from the Search Results

Search Results											
View All									First 🕚	1-100 of 128 🕑	Last
Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	Course ID	Course Offering Nbr	Description		
BKCMP	2088	PSYC	100	80013	001	Regular	003256	1	Explorations i	in Psychology	
BKCMP	2088	PSYC	100	80029	002	Regular	003256	1	Explorations i	in Psychology	
PTCMP	2088	PSX6n m	100 -	82103	401	10-14/00k	003256	and a second	volorations i	in Esvinology.	$\sim$

- 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

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	Day	Days and Times Room			Instructor		Dates							
	TuT	h 5:30PM-6:	45PM	Science III 240	Jason Fors	ythe	01/22/ 05/18/							
En	rollme	nt Status:	Enrolled	• Enrolled:	2								. @	
En		Students			1	Grade			P Program -	ersonalize   Academic	Find   💷   Status	1	st 🕚	Last
	Select	ID	Email Addro	888	Name	Basis	Session	Units	Program - Plan - Subplan		Note	Add Dt	Grade Dt	Net ID
1		171	jadams17	76@csub.edu	John Adams	Graded	1 4.00 Bac - Co Scie - Infe		UGRD - Baccalaureate - Computer Science - BS - Information Systems	Senior		10/30/2017		jadams
2		947	hstruman@csub.edu Harry S. Trun			Graded	1 4.00 UGRD Science - Inforr		UGRD - Baccalaureate - Computer Science - BS - Information Systems	Senior		10/30/2017		hstruman
Se	lect All	Cle	ar All											
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### **Download Class Roster to Excel**

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

Enrolled Students Personalize   Find   🗷 🕕 First 🕔												🛞 Last	
	Select	ID	Email Address		Grade Basis	Session	Units	Program - Plan - Subplan	Academic Level	Status Note	Add Dt	Grade Dt	Net ID
		171	jadams1776@csub.edu	John Adams	Graded	1		UGRD - Baccalaureate - Computer Science - BS - Information Systems	Senior		10/30/2017		jadams

- 2. On the File Download page,
  - Select Open with.
  - Click OK

Make sure your pop-up blockers are disabled.

Opening ps.xls								
You have chosen to open:								
🔄 ps.xls								
which is: Microsoft Excel 97-2003 Worksheet								
from: https://cs85513.cms.calstate.edu								
What should Firefox do with this file?								
Open with Microsoft Excel (default)								
Do this automatically for files like this from now on.								
OK Cancel								

3. The class roster will open in Excel.

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## Email a Student

 In the Enrolled Section, click the name of the student you want to email.

En	rolled	Students									Persona	alize   Find	🖉   🔢 🛛 First 🛞 1-35 of 35 🛞 Las	
	Select	ID	Email Address		Grade Basis	Session		Program - Plan - Subplan		Status Note	Add Dt	Grade Dt	Net ID	
1							UGRD - Baccalaureate							
		000704171	salvarado6@@csub.edu	Alvarado Jr, Sergio	Click S	tudenť	s Na	i <b>me</b> s	Senior		10/30/2017		salvarado6	
								Systems						
2		001155947	naton@@csub.edu	Aton,Nygel Camielle	Graded	1	4.00	UGRD - Baccalaureate - Computer Science - BS - Information Switterss	Senior		10/30/2017		naton	

- 5. Depending on your web browser configuration, your default mail client will open with the student's email address in the To field. To complete the email:
  - Enter your Subject
  - Type your Message text
  - Add an Attachment if desired, and
  - Click Send.

If you need assistance configuring your default mail client, please contact the Help Desk at (661) 654-2307.

File Message Insert Options Format Text Review $Q$ Tell me.
Pate Basic Names Include Click Send, after Click Send, after Basic Names Include Click Send, after Box
To     Iadams 1276@csub.edu       Cc
John: Great job! George Washington

## **Email a Group of Students**

- 1. In the Enrolled Section,
  - Click the checkbox beside each student you want to email
    Click Email Selected Students

En	rollec		Charletha	have be include the studen	**= =====1 ==dd=====				Find	View
	Notify	Check the box to include the student's email address					Units	Program - Plan - Subplan	Academic Level	State Note
1	V	29	171	jadams1776@csub.edu	John Adams	1		UGRD - Baccalaureate - Computer Science - BS - Information Systems	Senior	
2	V	<u> </u>	947	hstruman@csub.edu	Harry S. Truman	1		UGRD - Baccalaureate - Computer Science - BS - Information Systems	Senior	Ş
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- 6. Depending on your web browser configuration, your default mail client will open with the student's email address in the To field. To complete the email:
  - Enter your Subject
  - Type your Message text
  - Add an Attachment if desired, and
  - Click Send.

If you need assistance configuring your default mail client, please contact the Help Desk at (661) 654-2307.



### **Email All Students**

1. To email an entire class, click Email All Students



- 2. Depending on your web browser configuration, your default mail client will open with the student email addresses in the BCC field. To complete the email:
  - Enter a name in the To box, such as your own name
  - Change the Subject
  - Type your Message text
  - Add an Attachment if desired, and
  - Click Send.

*If you need assistance configuring your default mail client, please contact the Help Desk at (661) 654-2307.* 

