

## Use the Class Roster

### Important Information

- Who can access the class roster:
  - Via the Faculty Business - Faculty Center, instructors are given access to the class roster of each class they are assigned. Instructors can perform all class roster tasks except for assigning class permissions.
  - Via M-Pathways, users with the SR CLASS ROSTER USER or SR INDEPENDENT STUDY USER role can access and perform all class roster tasks.
  - Via M-Pathways, users with the SR STUDENT RECORDS VIEWER or the SR CLASS MAINTAINER role can access the class roster and perform all tasks except for sending e-mail and assigning class permissions.
- The Class Roster allows users to modify the list of students that displays. Before printing, sending e-mails from, or exporting the class roster, pay close attention to the selections made in the Class Roster Options box.

This document is divided into 7 sections. When working with the Class Roster, **always Define Class Roster View Options first**. This allows for more accurate results when performing other actions.

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## I. Define Class Roster View Options

## Class Roster Page

Class Roster

Fall 2010 | Regular Academic Session | University of Michigan

View FERPA Statement

CHEM 105 - 001 (12441)

Changing Atmos (Lecture)

Days and Times  
TuTh 10:00AM-11:00AM

Instructor/Proxy Information  
Name  
Pstrain, Rocoer

**Class Roster Options**  
Select the information you want to view on the Class Roster  
This section only  Include Combined sections  
 Expand Student Data  
\*Enrollment Status: Enrolled

Email Options  
 Email a new class roster  
When enrollment changes occur through 06/24/2010

Enrollment Capacity 175 Enrolled 3

Print Photo Roster

	Notify	Photo	ID	Campus ID	Name	Subject	Catalog Nbr	Class Section	Class Nbr	Comb Sects ID
1	<input type="checkbox"/>		01234567	PSTTES	Pstrain, Tessa	CHEM	105	001	12441	0727
2	<input type="checkbox"/>		12345678	PSTKEV	Pstrain, Kevin	ENSCEN	105	001	25887	0727
3	<input type="checkbox"/>		23456789	PSTJAS	Pstrain, Jason	CHEM	105	001	12441	0727

Note: Photos are not available when selecting the 'All course section' option.

Select All Clear All [Printer Friendly Version](#)

notify selected students notify all students

## 1. Select Class Roster Options.

The Class Roster Options box allows you to choose the **class section(s)** that display in the class roster.

## Valid Values include:

- **All course sections** – Displays all class rosters for all sections for the course selected.
- **This section only** – Class roster data appears for only the class selected. This is also the default value.
- **All My Sections** – This option is available for faculty only. It allows them view all the sections of a course that they are assigned.

## Notes:

- Photos are not available when selecting the 'All Course Section' option.
- The **Include Combined sections** checkbox will be turned-on for any class that is cross-listed or is schedule to meet with another section. You may choose to turn off the checkbox if you wish to see only one section of the combined class.
- The **Expand Student Data** checkbox can be turned on to view additional student data, such as:
  - Units
  - Program and Plan
  - Academic Level
  - Student Groups
  - Enroll Date

## Class Roster Page

**Class Roster**

Fall 2010 | Regular Academic Session | University of Michigan [View FERPA Statement](#)

▼ **CHEM 105 - 001 (124)** **Class Roster Options**

Changing Atmos (Lecture)  
Days and Times  
TuTh 10:00AM-11:30AM

Select the information you want to view on the Class Roster  
This section only  Include Combined sections  
 Expand Student Data

\*Enrollment Status: Enrolled  **3**

▼ Instructor/Proxy Information

Name  
Pstrain, Roder

**Class Roster Options**

Select the information you want to view on the Class Roster  
This section only  Include Combined sections  
 Expand Student Data

\*Enrollment Status: Enrolled

**Email Options**

Email a new class roster   
When enrollment changes occur through  
06/24/2010

Enrollment Capacity 175 Enrolled 3

[Print Photo Roster](#)

Enrolled Students										
	Notify	Photo	ID	Campus ID	Name	Subject	Catalog Nbr	Class Section	Class Nbr	Comb Sects ID
1	<input type="checkbox"/>		01234567	PSTTES	<a href="#">Pstrain, Tessa</a>	CHEM	105	001	12441	0727
2	<input type="checkbox"/>		12345678	PSTKEV	<a href="#">Pstrain, Kevin</a>	ENSCEN	105	001	25887	0727
3	<input type="checkbox"/>		23456789	PSTJAS	<a href="#">Pstrain, Jason</a>	CHEM	105	001	12441	0727

Note: Photos are not available when selecting the 'All course section' option.

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

2. Select the **Enrollment Status**.

The Enrollment Status field allows you to choose the enrollment status of the students that display in the class roster.

**Valid Values include**

- **All** – All students associated with the course by enrollment, waitlist, or permissions.
- **Enrolled** – All enrolled students.
- **Permissions** – All students who have been issued a class permission to enroll but have not done so.
- **Waiting** – All students who are enrolled on the waitlist.

3. Click  to update the Class Roster results.

**II. Receive Updated Class Roster by E-mail**  
**Class Roster Page**

**Class Roster**

Fall 2010 | Regular Academic Session | University of Michigan

**CHEM 105 - 001 (12441)**  
Changing Atmos (Lecture)  
Days and Times: TUTH 10:00AM-11:30AM

**Email Options**

Email a new class roster [Dropdown: Daily/Weekly]  
When enrollment changes occur: 09/22/2008

**Instructor/Proxy Information**

Name	Role	Grade Roster Access	Email Address
Pstrain, Rocoer	Prim Instr	Approve	rost@umich.edu

**Class Roster Options**

Select the information you want to view on the Class Roster

[This section only]  Include Combined sections  Expand Student Data

\*Enrollment Status: Enrolled [change]

Enrollment Capacity: 175 Enrolled: 3

**Enrolled Students**

	Notify	Photo	ID	Campus ID	Name	Subject	Catalog Nbr	Class Section	Class Nbr	Comb Sects ID
1	<input type="checkbox"/>		01234567	PSTTES	<a href="#">Pstrain, Tessa</a>	CHEM	105	001	12441	0727
2	<input type="checkbox"/>		12345678	PSTKEV	<a href="#">Pstrain, Kevin</a>	ENSCEN	105	001	25887	0727
3	<input type="checkbox"/>		23456789	PSTJAS	<a href="#">Pstrain, Jason</a>	CHEM	105	001	12441	0727

Note: Photos are not available when selecting the 'All course section' option.

Select All Clear All Printer Friendly Version

notify selected students notify all students

1. If you would like to receive a new class roster via e-mail when there are enrollment changes, turn on the **E-mail a new class roster** checkbox, and then select **Daily** or **Weekly** from the drop-down list.

**Notes:**

- You will receive notice of changes from the first day class up to the drop/add deadline.
- For combined sections, you must set this option for each subject area or meet together section.

### III. Print the Class Roster

#### Class Roster Page

The screenshot shows the 'Class Roster' page for CHEM 105 - 001 (12441). It includes sections for 'Instructor/Proxy Information', 'Class Roster Options', and 'Enrolled Students'. A red box with the number '1' highlights the 'change' button next to the 'Enrollment Status' dropdown menu.

1. Select the Class Roster View Options. (see page 2) and then click **change** to update the Class Roster results.
2. Click [Printer Friendly Version](#).

**Note:** Students from multiple sections will appear on this page if All Sections, All My Sections, and/or Combined Sections options are selected.

#### Class Roster Printer Friendly Version Page

The screenshot shows the 'Printer Friendly Version' of the class roster. It features a table with student details including ID, Campus ID, Name, Units, Program and Plan, Level, Enroll Date, and Student Groups. A red box with the number '4' highlights the 'Return' link at the bottom left of the page.

3. Use your internet browsers print function to Print the Class Roster (e.g., File > Print or type CTRL+P).
4. Click [Return](#) to navigate back to the Class Roster.

## IV. Send an E-mail via the Class Roster

## Important Information

- M-Pathways automatically logs users off after 60 minutes of inactivity. Typing a message on the Class Roster E-mail page is not considered system activity. If a message takes longer than 60 minutes to compose, M-Pathways automatically logs you off and any text entered will be lost. If a message may take longer than 60 minutes to complete, consider writing it in an application like Microsoft Word, then copying and pasting the text into M-Pathways.
- The e-mail address for each student selected on the Class Roster page appears in the **Bcc:** (blind carbon copy) portion of the message page. This ensures that students receiving the message do not see any other recipient's e-mail address.
- Users can send a message to additional e-mail addresses beyond those selected from the Class Roster page by typing them in the **Bcc:** field. E-mail addresses must be separated by semicolons.

## Class Roster Page

Class Roster

Fall 2010 | Regular Academic Session | University of Michigan

[View FERPA Statement](#)

**CHEM 105 - 001 (12441)**  
Changing Atmos (Lecture)

Days and Times	Room	Class Start/End Dates
TuTh 10:00AM-11:30AM	1210 CHEM	09/07/2010 - 12/13/2010

Instructor/Proxy Information

Name	Role	Grade Roster Access	Email Address
Pstrain, Roger	Prim Instr	Approve	rost@umich.edu

Class Roster Options

Select the information you want to view on the Class Roster

Include Combined sections  Expand Student Data

\*Enrollment Status:  [change](#)

Email Options

Email a new class roster

Enrollment Capacity: 175 Enrolled: 3

[Print Photo Roster](#)

Notify	Photo	ID	Campus ID	Name	Subject	Catalog Nbr	Class Section	Class Nbr	Comb Sects ID
<input type="checkbox"/>		01234567	PSTTES	<a href="#">Pstrain, Tessa</a>	CHEM	105	001	12441	0727
<input type="checkbox"/>		12345678	PSTKEV	<a href="#">Pstrain, Kevin</a>	ENSCEN	105	001	25887	0727
<input type="checkbox"/>		23456789	PSTJAS	<a href="#">Pstrain, Jason</a>	CHEM	105	001	12441	0727

Note: Photos are not available when selecting the 'All course section' option.

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

[notify selected students](#) [notify all students](#)

1. Select the Class Roster View Options. (see page 2) and then click [change](#) to update the Class Roster results.

2. Determine which students you would like to notify

- a. **E-mail Individual Students** - Click on the student's name in the **Name** field. This option launches your systems default e-mail provider.

OR

- b. **E-mail selected students** - Turn on the appropriate check boxes in the Notify field, and then click

[notify selected students](#)

OR

- c. **E-mail all students who appear on the selected Class Roster** - Click

[notify all students](#)

## Send Notification Page

**Send Notification**

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Pstrain34,Randy

**From:** spstrain@umich.edu

**To:** spstrain@umich.edu

**CC:**

**BCC:** student@umich.edu; student@umich.edu; student@umich.edu

**Subject:** From the desk of Sharon Pstrain

**Message Text:** Insert Message Text Here

**Add Attachments**

1  **Add** **+** **-**

**SEND NOTIFICATION**

[Return to Class Roster](#)

4. Type the message in the **Message Text** field.

5. Click **Add** to add attachments.

**Note:** Multiple attachments can be added or deleted by using **+** and **-**.

6. Click **SEND NOTIFICATION**.

**Note:** Message box displaying the text 'Your e-mail was sent' appears after e-mail has been sent.

Message box displaying text 'Your e-mail was not sent' appears after an e-mail attempted to be sent with an invalid e-mail address.

**Note:** Instructors can send email via the class roster up to thirty days after the course end date.

## V. View and Print the Photo Class Roster


### Important Information

- A student can request to have his/her Mcard photo deleted from the database by filling out the "Request for Deletion of Mcard Digitized Photograph Form" at <http://www.mcard.umich.edu/forms.htm>.
- For more information about the appropriate use of photos, see SPG 601.13 at <http://spg.umich.edu/pdf/601.13.pdf>.

### Class Roster Page


The screenshot shows the 'Class Roster' interface. Callout 1 points to the 'Class Roster Options' section where 'Enrollment Status' is set to 'Enrolled' and a 'change' button is visible. Callout 2 points to the 'Print Photo Roster' link above the 'Enrolled Students' table.

Notify	Photo	ID	Campus ID	Name	Subject	Catalog Nbr	Class Section	Class Nbr	Comb Sects ID
<input type="checkbox"/>		01234567	PSTTES	<a href="#">Pstrain, Tessa</a>	CHEM	105	001	12441	0727
<input type="checkbox"/>		12345678	PSTKEV	<a href="#">Pstrain, Kevin</a>	ENSCEN	105	001	25887	0727
<input type="checkbox"/>		23456789	PSTJAS	<a href="#">Pstrain, Jason</a>	CHEM	105	001	12441	0727

1. Select the Class Roster View Options. (see page 2) and then click  to update the Class Roster results.

**Note:** The Photo Class Roster will return ONLY those students you define to see in the Class Roster View Options.

2. Click [Print Photo Roster](#).

**Note:** You can view individual student photos by clicking the photo icon  located to the left of the student name.

### Print Photo Class Roster Page

The screenshot shows the 'Print Photo Class Roster' page. Callout 3 points to the list of checkboxes for student information: Name (checked), UMID, Uniqname, Units, Academic Level, and Primary Academic Program. Callout 4 points to the 'Run' button.

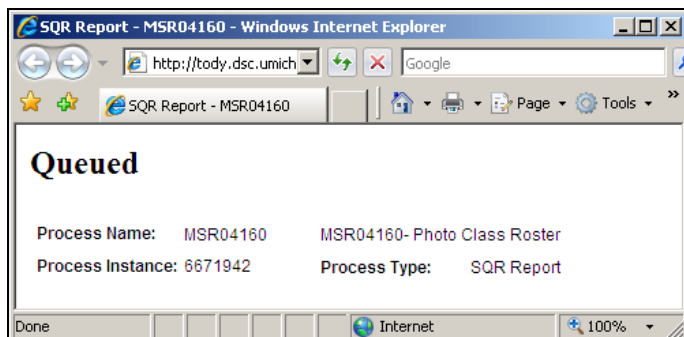
3. Turn on the appropriate checkboxes for the information you would like displayed.

**Notes:**

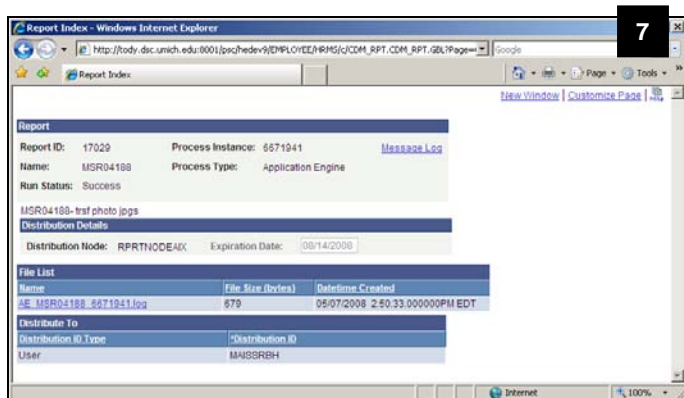
- The **Name** field is automatically selected. You can select up to 3 additional fields.
- The number of options you choose to display on the Photo Class Roster determines how many pictures display on a page and the size of those pictures.

4. Click .



**SQR Window – opens in new window**

- The SQR Report window will appear and read *Queued*.

**Report Index Window – opens in new window**

- When the report is finished running, the Application Engine window will appear and read *Success*. This window will repopulate and the Report Index page will display.
- Close the Report Index Window.

**Student Photo Class Roster**

- The Photo Class Roster will open in the SQR Report window. (For privacy purposes, no pictures display in this example.)
  - View and Print the Photo Class Roster. Use the internet browser or Adobe PDF print function to print the Class Roster. (e.g., File > Print or type CTRL+P)
- Note:** Photos are only available for enrolled students. If there is no photo for the student, **No Photo Found** displays.
- Close the report window.

### Print Photo Class Roster Page

#### Print Photo Class Roster

11 [Return](#)

Term: Fall 2010 Run

Class Nbr: 12441

Course: CHEM 105 Changing Atmos

Section: 001 Lecture

Additional student information can be displayed with the photos.  
Select up to four (4) options, then click the Run button.


- Name
- UMID
- Uniqname
- Units
- Academic Level
- Primary Academic Program

Printing the report with only names will produce 30 photos per page. Selecting two or three (2-3) options will produce a report with 20 photos per page (with a larger photo size).  
Selecting four (4) options will produce a report with 24 photos per page.


11. Click [Return](#) to go back to the Class Roster.

## VI. Download the Class Roster to Microsoft Excel

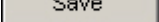
### Class Roster Page

1. Select the Class Roster View Options. (see page 2) and then click  to update the Class Roster results.

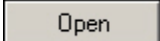
2. Click the Download icon .

**Note:** If the **File Download** window does not appear after clicking **Download** , you may need to adjust your Internet Explorer **Security** options to accept File Downloads. Refer to the *Download Grid Data to Excel* step-by-step procedure for more detailed information.

### File Download Window

3. Click  and then choose a location on your local network or computer to save the Excel file.

OR

Click  to open the document with Microsoft Excel.

#### Notes:

- If you are using a pre-Office 2007 version of Excel, the report may open in the Web browser window. Select **Save As** from the **File** menu to save the report.
- If necessary, click YES on the Microsoft Office Excel warning message.
- When the report opens in Excel, it leaves a blank browser window, which needs to be closed separately.

## VII. Assign Permission to Waitlisted Students

### Important Information

- You must have the SR CLASS ROSTER USER or SR INDEPENDENT STUDY USER role in M-Pathways to assign permissions to waitlisted students on the Class Roster page.
- When permissions are assigned, an e-mail will be sent to each student separately and the staff assigning the permissions will receive a copy.

### Class Roster Page

**Class Roster**

Fall 2010 | Regular Academic Session | University of Michigan

**CHEM 105 - 001 (12441)**  
Changing Atmos (Lecture)

Days and Times	Room	Class Start/End Dates
TuTh 10:00AM-11:30AM	1210 CHEM	09/07/2010 - 12/13/2010

**Instructor/Proxy Information**

Name	Role	Grade Roster Access	Email Address
Pstrain, Roger	Prim Instr	Approve	rostr@umich.edu

**Class Roster Options**

Select the information you want to view on the Class Roster

This section only   Include Combined sections  Expand Student Data

\*Enrollment Status: **Waiting**

Enrollment: 3

**Enrolled Students**

Notify	Photo	ID	Campus ID	Name	Subject	Catalog Nbr	Class Section	Class Nbr	Comb Sects ID
<input type="checkbox"/>		01234567	PSTTES	<a href="#">Pstrain, Tessa</a>	CHEM	105	001	12441	0727
<input type="checkbox"/>		12345678	PSTKEV	<a href="#">Pstrain, Kevin</a>	ENSCEN	105	001	25887	0727
<input type="checkbox"/>		23456789	PSTJAS	<a href="#">Pstrain, Jason</a>	CHEM	105	001	12441	0727

Note: Photos are not available when selecting the 'All course section' option.

Select All Clear All Printer Friendly Version

- Select the Class Roster View Options. (see page 2) and then click  to update the Class Roster results.

**Note:** Select **Waiting** from the **Enrollment Status** drop-down list.

### Class Roster Page Waitlist View

**Class Roster**

Fall 2010 | Regular Academic Session | University of Michigan

**CHEM 105 - 001 (12441)**  
Changing Atmos (Lecture)

Days and Times	Room	Class Start/End Dates
TuTh 10:00AM-11:30AM	1210 CHEM	09/07/2010 - 12/13/2010

**Instructor/Proxy Information**

Name	Role	Grade Roster Access	Email Address
Pstrain, Rooter	Prim Instr	Approve	rroot@umich.edu

**Class Roster Options**

Select the information you want to view on the Class Roster

This section only   Include Combined sections  Expand Student Data

\*Enrollment Status:

Notify	Perm #	Photo	Permission Expire Date	ID	Campus ID	Name	Waitlisted Date/Time	Waitlist Position #
<input type="checkbox"/>	<input type="checkbox"/>			98765432	PSTMAR	<a href="#">Pstrain67_Marc</a>	04/07/2008 11:00:17AM	1
<input type="checkbox"/>	<input type="checkbox"/>			87654321	PSTTRA	<a href="#">Pstrain52_Tracie</a>	04/08/2008 2:02:42PM	2
<input type="checkbox"/>	<input type="checkbox"/>			76543210	PSTDAV	<a href="#">Pstrain37_David</a>	04/08/2008 3:31:12PM	3
<input type="checkbox"/>	<input type="checkbox"/>			65432109	PSTKEV	<a href="#">Pstrain41_Kevin</a>	04/08/2008 6:31:53PM	4

Note: Photos are not available when selecting the 'All course section' option.

**Notes:**

- Students are listed on the **Waitlisted** page in order of the date/time they were added to the waitlist not the waitlist position number.
- Students that transfer careers cross-campus retain the same waitlist position number. This may result in the waitlist position numbers not always appearing in sequential order because students on the waitlist are listed by the date/time they were added to the waitlist.
- To view the students in waitlist position order, click the **Status Note** field heading.

### Class Roster Page Waitlist View (cont.)

**Class Roster**

Fall 2010 | Regular Academic Session | University of Michigan

**CHEM 105 - 001 (12441)**  
Changing Atmos (Lecture)

Days and Times	Room	Class Start/End Dates
TuTh 10:00AM-11:30AM	1210 CHEM	09/07/2010 - 12/13/2010

**Instructor/Proxy Information**

Name	Role	Grade Roster Access	Email Address
Pstrain, Rooter	Prim Instr	Approve	rroot@umich.edu

**Class Roster Options**

Select the information you want to view on the Class Roster

This section only   Include Combined sections  Expand Student Data

\*Enrollment Status:

Notify	Perm #	Photo	Permission Expire Date	ID	Campus ID	Name	Waitlisted Date/Time	Waitlist Position #
<input type="checkbox"/>	<input type="checkbox"/>			98765432	PSTMAR	<a href="#">Pstrain67_Marc</a>	04/07/2008 11:00:17AM	1
<input type="checkbox"/>	<input type="checkbox"/>			87654321	PSTTRA	<a href="#">Pstrain52_Tracie</a>	04/08/2008 2:02:42PM	2
<input type="checkbox"/>	<input type="checkbox"/>			76543210	PSTDAV	<a href="#">Pstrain37_David</a>	04/08/2008 3:31:12PM	3
<input type="checkbox"/>	<input type="checkbox"/>			65432109	PSTKEV	<a href="#">Pstrain41_Kevin</a>	04/08/2008 6:31:53PM	4

Note: Photos are not available when selecting the 'All course section' option.

2. Turn on the **Perm #** check box by the student(s) that need permissions created.
3. Accept the default **Permission Expire Date** or modify the date the permission expires.

**Note:** The Permission Expire Date defaults to drop/add deadline (third week of the term). If entering permission after the deadline, you must update the expiration date.

4. Click .

**Notes:**

- The view on the class roster page will not change after the Create Perm # and Send E-mail button has been selected.
- The student remains on the waitlisted page until they enroll.
- An e-mail is sent to the student with the permission information. The staff person who created the permission will receive a copy of the e-mail sent to the student.