

Instructions:

1. Log in to Campus Information Services with your uNID and password:



### Login

uNID: (e.g. u8675309)

[Forgot your uNID?](#) ←

Password:

[Forgot your password?](#) ←

←

2. Navigate to the Faculty/Instructor Services page, click on the Faculty Center (Class Tools) tile.

The screenshot shows the Faculty/Instructor Services dashboard. At the top, a red header bar contains the text "Faculty/Instructor Services" with a dropdown arrow. Below this, the dashboard is organized into several sections. On the left, there is a "My Classes - Instructor" section for the "Spring 2019" semester, showing details for "Introduction To Writing" (WR TG 1010-001) and a "Canvas classes" section with a link to "Student Data Warehouse". The main area contains a grid of tiles: "Canvas Login", "Enter/View Grades", "Manage Class Links", "Picture Class Rosters", "Faculty Center (Class Tools)" (highlighted with a black box), "Class Contact List", "Faculty Time Assistant", and "Academic Calendar".

3. The **Faculty Center** page is displayed

**NOTE:** If you are assigned to teach for more than one term, select 'change term' to select the appropriate term.

Faculty Center | Search

My Schedule | **Class Roster**

Faculty Center

### My Schedule

Spring 2019 | University of Utah Change Term [View Personal Data Summary](#)

Select display option  
 Show All Classes  Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Gradebook Assignments Learning Management

**My Teaching Schedule > Spring 2019 > University of Utah**

Personalize   View All						
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	WRTG 1010-001 (1204)	Introduction To Writing (Seminar)	2	MoWeFr 8:35AM - 9:25AM	GC 2880	Jan 7, 2019-Apr 23, 2019

View Weekly Teaching Schedule

4. To view the Class Roster, click on either the Class Roster icon next to the class, or the class roster link at the top of the page. If a class does not have a Class Roster icon next to it, that means there are no students enrolled in the class. This can also be seen by looking at the enrollment number under the Enrolled column.

Faculty Center | Search

My Schedule | **Class Roster**

Faculty Center

### My Schedule

Spring 2019 | University of Utah Change Term [View Personal Data Summary](#)

Select display option  
 Show All Classes  Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Gradebook Assignments Learning Management

**My Teaching Schedule > Spring 2019 > University of Utah**

Personalize   View All						
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	WRTG 1010-001 (1204)	Introduction To Writing (Seminar)	2	MoWeFr 8:35AM - 9:25AM	GC 2880	Jan 7, 2019-Apr 23, 2019

View Weekly Teaching Schedule

6. The **Class Roster** page is displayed

Change the **Enrollment Status** to either Enrolled, Dropped, Waiting, or All to view the different enrollment types.

**Note:** Enrollment type options will appear only when there are students in that status connected to the class. If no students have dropped, the option of Dropped will not appear. If no students are on the wait list, the option for Waiting will not appear.

**Class Roster**

Spring 2019 | Regular Academic Session | University of Utah | Undergraduate Semester

▼ WRTG 1010 - 001 (1204)  
Introduction to Academic Writing (Seminar)
Change Class

Days and Times	Room	Instructor	Dates
MoWeFr 8:35AM-9:25AM	GC 2880		01/07/2019 - 04/23/2019

\*Enrollment Status Enrolled ▼

Enrollment Capacity 2      Enrolled 2

Select display option

Link to Photos

Include photos in list

Enrolled Students							Personalize   Find	First ◀ 1-2 of 2 ▶ Last
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>				Graded	3.00		
2	<input type="checkbox"/>				Graded	3.00		

Select All
Clear All

Notify Selected Students
Notify All Students

[Printer Friendly Version](#)

7. The Status of All will pull in all students who have either enrolled, dropped, or are wait listed in the class. If they are wait listed, the status will pull as Waiting, and the students position number will be displayed in the Status Note column.

Class Roster

Spring 2019 | Regular Academic Session | University of Utah | Undergraduate Semester

▼ WRTG 1010 - 001 (1204)  
Introduction to Academic Writing (Seminar)
Change Class

Days and Times	Room	Instructor	Dates
MoWeFr 8:35AM-9:25AM	GC 2880	ANDREA RONÉR	01/07/2019 - 04/23/2019

\*Enrollment Status All ▼

Enrollment Capacity 2      Enrolled 2      Waitlisted 1

Select display option

Link to Photos       Include photos in list

All Students										Personalize   Find		First	1-3 of 3	Last
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan			Level	Status			
1	<input type="checkbox"/>				Graded	3.00					Enrolled			
2	<input type="checkbox"/>				Graded	3.00					Enrolled			
3	<input type="checkbox"/>										Waiting	Pos # 1		

Select All      Clear All

Notify Selected Students      Notify All Students

[Printer Friendly Version](#)

8. To view the class picture roster, click on either the photo icon under the Photo column, or check the bullet to include photos in list.

### Class Roster

Spring 2019 | Regular Academic Session | University of Utah | Undergraduate Semester

▼ WRTG 1010 - 001 (1204)
Change Class

Introduction to Academic Writing (Seminar)

Days and Times	Room	Instructor	Dates
MoWeFr 8:35AM-9:25AM	GC 2880	ANDREA RONÉR	01/07/2019 - 04/23/2019

\*Enrollment Status  ▼

Enrollment Capacity 2      Enrolled 2      Waitlisted 1

Select display option

Link to Photos       Include photos in list

All Students										Personalize   Find	First	1-3 of 3	Last
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Status				
1	<input type="checkbox"/>				Graded	3.00			Enrolled				
2	<input type="checkbox"/>				Graded	3.00			Enrolled				
3	<input type="checkbox"/>								Waiting	Pos # 1			

Select All
Clear All

Notify Selected Students
Notify All Students

[Printer Friendly Version](#)

9. Click on the View All link to see all students. This page can also be filtered by Enrolled, Dropped, Waiting, or All.

Select display option

Link to Photos       Include photos in list

		Find   View All	First	2 of 3	Last
<input type="checkbox"/>	Notify				
ID					
Graded					
3.00					
Units Taken					
Program & Plan	Science (U) - Biology BS/Chemistry BS				
Level	Junior				
Status	Enrolled				

10. To email students, either check the box to the left of the students name, click on the students name to email individual students, or click on the Select All link at the bottom of the roster to email all students . This can be filtered by Enrolled, Dropped, or Waiting students.

Once students have been selected, click on either notify selected students, or notify all students.

Class Roster

Spring 2019 | Regular Academic Session | University of Utah | Undergraduate Semester

▼ WRTG 1010 - 001 (1204)  
Introduction to Academic Writing (Seminar)
Change Class

Days and Times	Room	Instructor	Dates
MoWeFr 8:35AM-9:25AM	GC 2880	ANDREA RONÉR	01/07/2019 - 04/23/2019

\*Enrollment Status  ▼

Enrollment Capacity 2      Enrolled 2      Waitlisted 1

Select display option

Link to Photos       Include photos in list

All Students										Personalize   Find	First	1-3 of 3	Last
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Status				
1	<input type="checkbox"/>				Graded	3.00			Enrolled				
2	<input type="checkbox"/>				Graded	3.00			Enrolled				
3	<input type="checkbox"/>								Waiting	Pos # 1			

Select All
Clear All

Notify Selected Students
Notify All Students

[Printer Friendly Version](#)

11. Or, to email from the class picture roster page, check the box next to Notify, or select all students, then notify selected students, or notify all students.

Select display option  
 Link to Photos       Include photos in list

Find | View All      First 2 of 3 Last

<input type="checkbox"/> Notify	ID	Graded	Units Taken
		3.00	
Program & Plan	Science (U) - Biology BS/Chemistry BS		
Level	Junior		
Status	Enrolled		

Select All      Clear All

Notify Selected Students      Notify All Students

12. Fill out the Message Text, and then click Send Notification.

[Class Roster](#)

## Send Notification

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

**Notification from**

**From**

**To**

**CC**

**BCC**

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**Subject**

**Message Text**

[Return to Class Roster](#)