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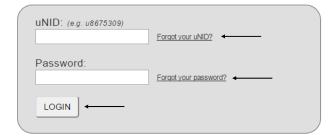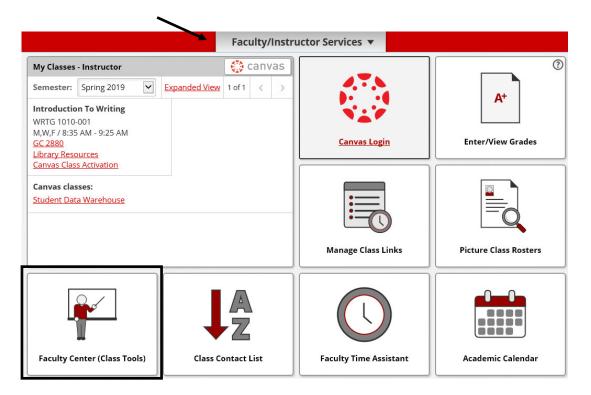
1. Log in to Campus Information Services with your uNID and password:
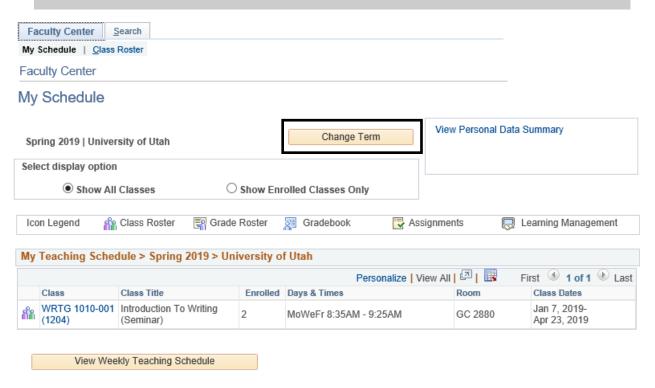

2. Navigate to the Faculty/Instructor Services page, click on the Faculty Center (Class Tools) tile.

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.

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.

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

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

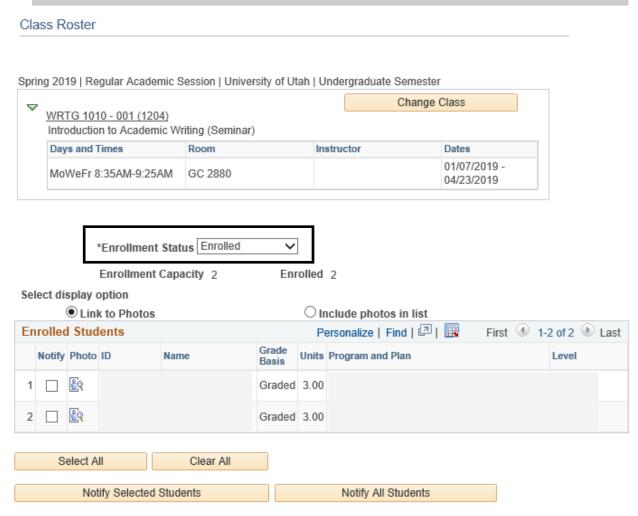**Note**: Enrollment type options will appear only when there are students in that status connected to the class. If no students have dropped, the option of Dropped will not appear. I f no students are on the wait list, the option for Waiting will not appear.

Class Roster

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

	Change Class

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

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	☐	👤			Graded	3.00		
2	☐	👤			Graded	3.00		

Select All	Clear All

Notify Selected Students	Notify All Students

Printer Friendly Version

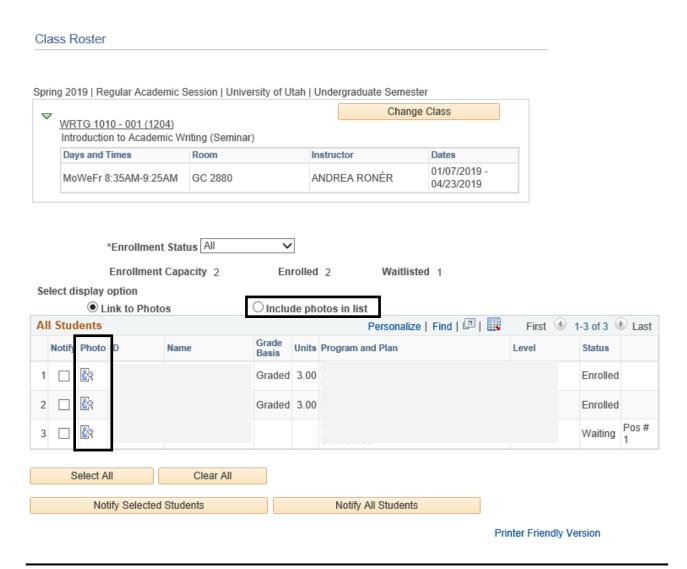7. The Status of All will pull in all students who have either enrolled, dropped, or are wait listed in the class. If they are wait listed, the status will pull as Waiting, and the students position number will be displayed in the Status Note column.

Class Roster

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

▽ WRTG 1010 - 001 (1204)
Introduction to Academic Writing (Seminar)

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

[Change Class]

*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	☐	📇			Graded	3.00			Enrolled	
2	☐	📇			Graded	3.00			Enrolled	
3	☐	📇							Waiting	Pos # 1

[Select All]   [Clear All]

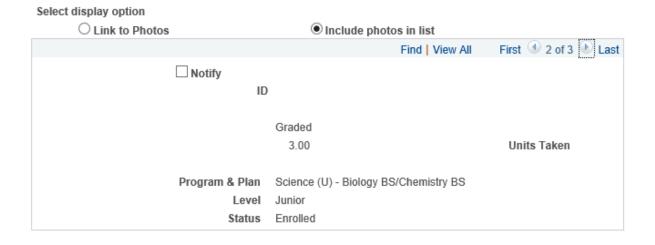[Notify Selected Students]   [Notify All Students]

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.
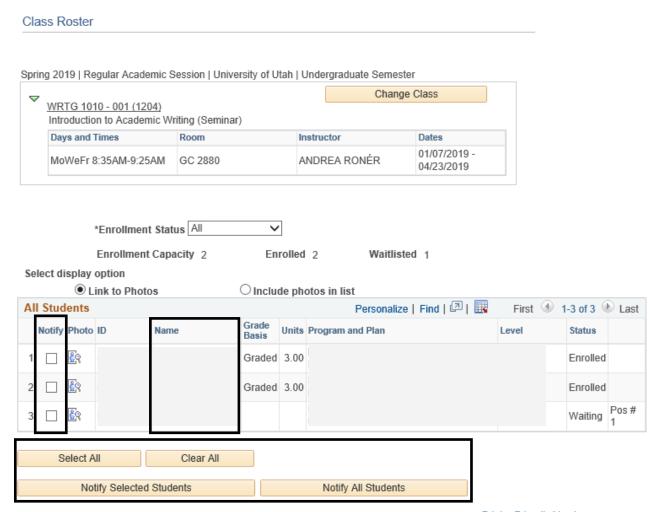

9. Click on the View All link to see all students. This page can also be filtered by Enrolled, Dropped, Waiting, or All.
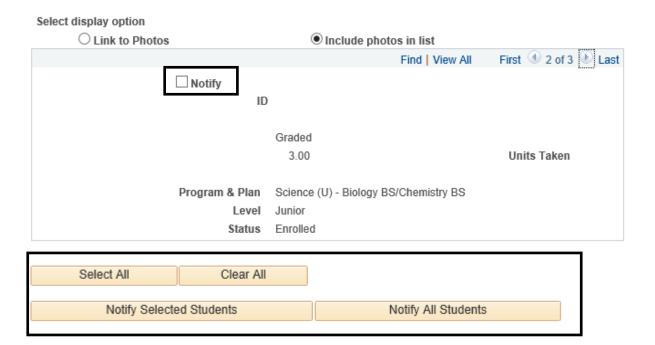
10. To email students, either check the box to the left of the students name, click on the students name to email individual students, or click on the Select All link at the bottom of the roster to email all students . This can be filtered by Enrolled, Dropped, or Waiting students.

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)

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	☐				Graded	3.00			Enrolled	
2	☐				Graded	3.00			Enrolled	
3	☐								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

☐ Notify

ID

Graded
3.00   Units Taken

Program & Plan   Science (U) - Biology BS/Chemistry BS
Level   Junior
Status   Enrolled

Select All	Clear All
Notify Selected Students	Notify All Students

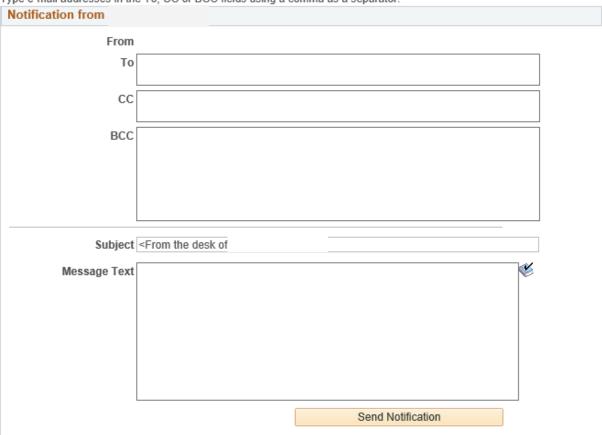2018 by The University of Utah

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	

Subject <From the desk of

Message Text

Send Notification

Return to Class Roster