Instructions:

Log in to Campus Information Services with your uNID and password

Under the Faculty/Instructor Services tab, locate the Faculty Center (Class Tools) tile. Click on it.
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

My Schedule

Spring 2017 | University of Utah

Select display option: ○ Show All Classes ○ Show Enrolled Classes Only

My Teaching Schedule > Spring 2017 > University of Utah

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Enrolled</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Class Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAE 2420-001 (12164)</td>
<td>Intro Algorithms &amp; Data (Lecture)</td>
<td>45</td>
<td>M 6:00PM - 9:00PM</td>
<td>Marriott Library</td>
<td>Jan 9, 2017-Apr 25, 2017</td>
</tr>
<tr>
<td>EAS 6991-001 (14121)</td>
<td>Individual Research (Lecture)</td>
<td>0</td>
<td>TBA</td>
<td>TBA</td>
<td>Jan 9, 2017-Apr 25, 2017</td>
</tr>
<tr>
<td>LING 3950-001 (16641)</td>
<td>Service Learning (Practicum)</td>
<td>0</td>
<td>TBA</td>
<td>TBA</td>
<td>Jan 9, 2017-Apr 25, 2017</td>
</tr>
<tr>
<td>LING 3955-001 (16648)</td>
<td>Internship in Ling (Practicum)</td>
<td>0</td>
<td>TBA</td>
<td>TBA</td>
<td>Jan 9, 2017-Apr 25, 2017</td>
</tr>
<tr>
<td>LING 6970-001 (4141)</td>
<td>Thesis Research-Masters (Thesis Research)</td>
<td>0</td>
<td>TBA</td>
<td>TBA</td>
<td>Jan 9, 2017-Apr 25, 2017</td>
</tr>
<tr>
<td>LING 7960-001 (3984)</td>
<td>PhD Comp Exam Prep (Independent Study)</td>
<td>0</td>
<td>TBA</td>
<td>TBA</td>
<td>Jan 9, 2017-Apr 25, 2017</td>
</tr>
<tr>
<td>LING 7970-001 (4214)</td>
<td>Thesis Research - Ph.D. (Thesis Research)</td>
<td>0</td>
<td>TBA</td>
<td>TBA</td>
<td>Jan 9, 2017-Apr 25, 2017</td>
</tr>
</tbody>
</table>
To view the Class Roster, click on either the Class Roster icon next to the class, or the class roster tab 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.
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 2017 | Regular Academic Session | University of Utah | Undergraduate Semester

**EAE 2420 - 001 (12164)** change class
Introduction to Algorithms & Data Structures (Lecture)

<table>
<thead>
<tr>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>M 6:00PM-9:00PM</td>
<td>M Lib 1160</td>
<td></td>
<td>01/09/2017 - 04/25/2017</td>
</tr>
</tbody>
</table>

*Enrollment Status [Enrolled](#)

Enrollment Capacity 46 Enrolled 46

Select display option: [Link to Photos](#) [Include photos in list](#)

Enrolled Students

<table>
<thead>
<tr>
<th>Notify</th>
<th>Photo</th>
<th>ID</th>
<th>Name</th>
<th>Units</th>
<th>Program and Plan</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>4.00</td>
<td>University College (U) - Pre Engineering BS</td>
<td>Sophomore</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>4.00</td>
<td>University College (U) - Pre Computer Science BS</td>
<td>Freshman</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>4.00</td>
<td>Business (U) - Accounting BA</td>
<td>Junior</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td>4.00</td>
<td>Engineering (U) - Computer Science BCS</td>
<td>Sophomore</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Notify Photo ID</th>
<th>Name</th>
<th>Units</th>
<th>Program and Plan</th>
<th>Level</th>
<th>Status</th>
<th>Status Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>University College (U) - Pre Engineering BS</td>
<td>4.00</td>
<td>University College (U) - Pre Engineering BS</td>
<td>Sophomore</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>University College (U) - Pre Computer Science BS</td>
<td>4.00</td>
<td>University College (U) - Pre Computer Science BS</td>
<td>Freshman</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Business (U) - Accounting BA</td>
<td>4.00</td>
<td>Business (U) - Accounting BA</td>
<td>Junior</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Engineering (U) - Computer Science BCS</td>
<td>4.00</td>
<td>Engineering (U) - Computer Science BCS</td>
<td>Sophomore</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Engineering (U) - Engineering BS</td>
<td>4.00</td>
<td>Engineering (U) - Engineering BS</td>
<td>Freshman</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>University College (U) - Pre Film and Media Arts BA/Pre Business BS</td>
<td>4.00</td>
<td>University College (U) - Pre Film and Media Arts BA/Pre Business BS</td>
<td>Sophomore</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Fine Arts (U) - Film and Media Arts BA</td>
<td>4.00</td>
<td>Fine Arts (U) - Film and Media Arts BA</td>
<td>Senior</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Engineering (U) - Engineering BS</td>
<td>4.00</td>
<td>Engineering (U) - Engineering BS</td>
<td>Freshman</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>University College (U) - Pre Computer Science BS</td>
<td>4.00</td>
<td>University College (U) - Pre Computer Science BS</td>
<td>Freshman</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>University College (U) - Pre Computer Science BS</td>
<td>4.00</td>
<td>University College (U) - Pre Computer Science BS</td>
<td>Freshman</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>University College (U) - Undeclared</td>
<td>4.00</td>
<td>University College (U) - Undeclared</td>
<td>Sophomore</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Engineering (U) - Computer Science BCS</td>
<td>4.00</td>
<td>Engineering (U) - Computer Science BCS</td>
<td>Freshman</td>
<td>Enrolled</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>University College (U) - Pre Business BS</td>
<td>4.00</td>
<td>University College (U) - Pre Business BS</td>
<td>Freshman</td>
<td>Waiting</td>
<td>Pos # 1</td>
</tr>
</tbody>
</table>
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.

Click on the View All link to see all students. This page can also be filtered by Enrolled, Dropped, Waiting, or All.
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.
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.
Fill out the Message Text, and then click Send Notification.