Use the Class Roster

Important Information

• Who can access the class roster:
  o 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.
  o Via M-Pathways, users with the SR CLASS ROSTER USER or SR INDEPENDENT STUDY USER role can access and perform all class roster tasks.
  o 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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Navigation for Operational Staff

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I. Define Class Roster View Options

Class Roster Page

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 to view all the sections of a course that they are assigned.

Notes:

- Photos are not available when selecting the ‘All course sections’ 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
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 **update the Class Roster results.**
II. Receive Updated Class Roster by E-mail

Class Roster Page

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

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

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

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

   OR

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

   

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Send Notification Page

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

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

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 Run.
5. The SQR Report window will appear and read *Queued*.

6. 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.

7. Close the Report Index Window.

8. The Photo Class Roster will open in the SQR Report window. (For privacy purposes, no pictures display in this example.)

9. 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.

10. Close the report window.
Print Photo Class Roster 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 [change] to update the Class Roster results.

2. Click the Download icon [Download].

Note: If the File Download window does not appear after clicking Download [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.

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

OR

Click [Open] 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

1. 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

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.

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 **Create Perm # and Send Email**.

   **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.