

Curriculum Management Use the Class Roster Step-By-Step Procedure

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										٦
						Ţ	View FER	PA Stater	ment	
Fall 2010 Regular	Academic S	Session Ur	niversity of Michigan							
▼ <u>CHEM 105</u> -	001 (12	441)								
Changing Atm	nos (Lectur) Clas	s Roster Opt	ions	;					
Days and Tim		Selec	t the informat	ion v	ou wa	nt to v	riew or	n the C	lass Ro	ster
TuTh 10:00AM	M-1:		s section only			_			ned sect	
▽ Instructor/Proxy Inf	formation		ourse sections			_			it Data	
Name Pstrain, Roger	\square		section only	151	-oned	•	-	cha	inge	
				_						
Class Roster Opti				Em	ail Optic	ns				
Select the informati	· · · ·				Email a	new clas	is roster		-	
This section only			Combined sections				anges o	ccur throu	gh	
*Enrollment Status		<u> </u>			06/24/20	10				
*Enrollment Status	Enrolled	_	change							
Enrollment Capacity	175	Enrolled	3							
			Print i	Photo R	loster					
Enrolled Student	ts			Find	🛛 🖁	F	irst 🚺	1-3 of 3	Last	
Notify Photo I	D	Campus ID	Name		Subject	Catalog Nbr	Class Section	Class Nbr	Comb Sects ID	
1 🗖 🕅 0	1234567	PSTTES	<u>Pstrain, Tessa</u>		СНЕМ	105	001	12441	0727	
2 🗖 🕅 1	2345678	PSTKEV	<u>Pstrain, Kevin</u>		ENSCEN	105	001	25887	0727	
з 🗖 🕅 2	3456789	PSTJAS	Pstrain, Jason		СНЕМ	105	001	12441	0727	
Note: Photos are not av	vailable whe	n selecting th	e 'All course section' op	tion.						
Select All Clear A	ш					Print	er Friend	lly Versior	1	
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.

- 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:
 - o Units
 - o Program and Plan
 - o Academic Level
 - o Student Groups
 - o Enroll Date

Class Roster Page

Class Roster						
			7	View FER	PA Stater	nent
Fall 2010 Regular Academic Session University o	f Michigan					
	r Options					
Changing Atmos (Lecture) Select the info		vant to	view or	the C	lass Ros	ster
Days and Times This section	only 💌	Пл	clude (Combin	ed sect	ions
TuTh 10:00AM-11:30AM		🗆 Ex	pand S	tuden	t Data	
*Enrollment S	tatus Enrolle	ed 🕨	-	chai	nne	3
▽ Instructor/Proxy Information	All			citat	.ge	
Name	2 Enrolle Permis					Ĩ
Pstrain, Roger	Waitin	٩,	1,	uter can allo rate		
Class Roster Options	Em	ail Optio	ns _			
Select the information you want to view on the Clas	Deeter .	Email a		s roster		•
This section only	vv			anges o	ccur throu	gh
*Enrollment Status Enrolled		06/24/20	10			
*Enrollment Status Enrolled Chang	e					
Enrollment Capacity 175 Enrolled 3						
	Print Photo F	Roster				
Enrolled Students	Find	I 🖾 I	F	irst 🗹 :	1-3 of 3	
Notify Photo ID Campus ID Name		Subject	Catalog Nbr	Class Section	Class Nbr	Comb Sects ID
1 🗖 🎇 01234567 PSTTES Pstrain.Te	ssa	CHEM	105	001	12441	0727
2 🗖 🕅 12345678 PSTKEV Pstrain, Ke	win	ENSCEN	105	001	25887	0727
3 🗖 🕅 23456789 PSTJAS Pstrain_Ja	son	СНЕМ	105	001	12441	0727
Note: Photos are not available when selecting the 'All cours	e section' option.					
Select All Clear All			Print	er Friend	lly Versior	1
notify selected students notify all	students					-

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 **change** to update the Class Roster results.

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

Class Roster						
			View FER	PA Stater	nent	
Fall 2010 Regular Academic Session Ur	niversity of Michigan					
▼ <u>CHEM 105 - 001 (12441)</u>	Email Options					
Changing Atmos (Lecture)			_			
Days and Times	🗹 Email a nev	w class ro	ster		-	
1011110100441 11100444	When enrollm	ent chan	ges or	ily		
	09/22/2008			eekly		
▽ Instructor/Proxy Information						
Name		Grade Roster Access	Email Addr	ess		
Pstrain, Roger	Prim Instr A	Approve	rost@umich.	enqu		
Class Roster Options	Em	ail Options		<u> </u>		
Select the information you want to view or	1	Email a new	class roster		•	
		hen enrollme	nt changes o	ccur throu	gh	
*Enrollment Status Enrolled		06/24/2010				
Enrolled •	change					
Enrollment Capacity 175 Enrolled	3					
	Print Photo F	Roster				
Enrolled Students	Find	i 🖾 i 🎽	First 🚺	1-3 of 3		
Notify Photo ID Campus ID	Name	Subject Cata	alog Class Section	Class Nbr	Comb Sects ID	
1 🗖 🕅 01234567 PSTTES	<u>Pstrain, Tessa</u>	CHEM 105	001	12441	0727	
2 🗖 🕅 12345678 PSTKEV	Pstrain, Kevin	ENSCEN 105	001	25887	0727	
3 🗖 🖹 23456789 PSTJAS	Pstrain, Jason	CHEM 105	001	12441	0727	
Note: Photos are not available when selecting th	e 'All course section' option.					
Select All Clear All			Printer Friend	lly Versior	1	
notify selected students	notify all students					1
						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.

- 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

Class Roste	r								
						Ţ	View FER	PA Stater	<u>nent</u>
all 2010 Regul	ar Academic :	Session U	niversity of Michigan						
▼ <u>CHEM 10</u>									
Changing A	tmos (Lectur	e)							
Days and T	imes DAM-11:30AN		Room L210 CHEM			Start/En	d Dates 2/13/20	10	
7 Instructor/Proxy	Information								
lame			Role		Grade Ros Access	iter En	nail Addr	ess	
strain, Roger			Prim Instr	4	pprove	rps	t@umich.	edu	
Class Roster O	ptions			Em	ail Optic	ns _			
This section on	ly 💌	Include	n the Class Roster Combined sections Student Data	w	Email a hen enro 06/24/20	llment ch		ccur throu	▼ gh
Enrollment Stat	1	Enrolled	change 3 Print	Photo F	loster				
Enrolled Stude	ents			Find	🖾 🎽	F	irst 🖪	1-3 of 3	🕨 Last
Notify Photo	ID	Campus ID	Name		Subject	Catalog Nbr	Class Section	Class Nbr	Comb Sects ID
1 🗖 🌆	01234567	PSTTES	Pstrain, Tessa		СНЕМ	105	001	12441	0727
2 🗖 🧟	12345678	PSTKEV	Pstrain, Kevin		ENSCEN	105	001	25887	0727
з 🗖 🕅	23456789	PSTJAS	Pstrain, Jason		СНЕМ	105	001	12441	0727
lote: Photos are not Select All <u>Clea</u>		en selecting t	ne 'All course section' op	tion.		Print	er Friend	lly Version	2
			notify all students						

Class Roster Printer Friendly Version Page

	2010 Reg		nic Session	Univer	sity of Michigan				
•		05 - 001 (
	Changing	g Atmos (Le	cture)						
	Days and			Room			Start/End Da		
	TuTh 10	:00AM-11:3	DAM	1210	СНЕМ	09/07/	/2010 - 12/13	3/2010	
Ine	tructor/Prox	Information							
Na			Role N	ame	Grade Roster Access	Class Roster	Email To		
Pst	rain, Roger		Prim I	nstr	Approve	rpst@umich.ed	u		
	rollment Sta Class Roste rollment Caj	er Email	lled C		otion This section	only 🗖 (Combined sec	tions	
En	rolled Stu	dents							
	ID	Campus ID	Name	Units	Program and Plan		Level	Enroll Date	Student Groups
1	01234567	PSTTES	Pstrai∩, Tess a		Lit, Science & Arts LSA Undeclared	UG Degree -	Sophomore	02/25/2010	Bridge, CSP
2	12345678	PSTJAS	Pstrain, Jason	3.00	Lit, Science & Arts Interdisciplinary Ph	UG Degree - hysics BS	Freshman	05/06/2010	
Ret	turn								

- 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.

- Use your internet browsers print function to Print the Class Roster (e.g., File > Print or type CTRL+P).
- 4. Click <u>Return</u> 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.

								-	View FER	PA Stater	nent
Fall 2010	Regula	ar Academic	Session Ur	niversity of	Michigan						
▼ <u>CHE</u>	M 105	5 - 001 (12	<u>2441)</u>								
Cha	nging A	tmos (Lectur	e)								
	s and Ti			Room				Start/En			
TuT	h 10:00	AM-11:30AM	1 1	1210 CHEM			09/07/	2010 - 1	12/13/20	10	
▽ Instructo	r/Proxy I	Information									
Name				Role			rade Ros	ster En	nail Addro	ess	
Pstrain, Rog	er			Prim Inst	r	A	pprove	rps	tr@umich.e	edu	
Class Ro	ster Or	otions				Ema	ail Optio	ns			
		ation you wa	nt to view o	n the Class	Roster				s roster		
This sec	tion onl	у 💌	Include	Combined	sections					cur throu	gh
			Expand :	Student Da	ita	C	6/24/20	10			
*Enrollme	nt Statu	Enrolled	•	change							
Enrollment		175	Enrolled	3							
Enrollment	Capacit	y 175	Enrolled	-	Print Ph	oto R	oster				
Enrolled	l Stude	nts					101			L-3 of 3	D
			Campus			- 1110		Catalog		Class	Comb
Notifu	Photo	ID	ID	Name	а		Subject	Nbr	Section		Sects ID
Notiry										12441	
	ŝ	01234567	PSTTES	Pstrain, Te:	ssa		CHEM	105	001	12441	0/2/
	<u> </u>	01234567 12345678	PSTTES PSTKEV	Pstrain, Tes Pstrain, Ke			CHEM ENSCEN		001	25887	
					vin						0727
b 🗆		12345678 23456789	PSTKEV PSTJAS	Pstrain, Ke Pstrain, Jas	vin		ENSCEN	105	001	25887	0727
b C	ER are not	12345678 23456789 available whe	PSTKEV PSTJAS	Pstrain, Ke Pstrain, Jas	vin son		ENSCEN	105	001	25887	0727
b 🗆		12345678 23456789 available whe	PSTKEV PSTJAS	Pstrain, Ke Pstrain, Jas	vin son		ENSCEN	105	001	25887	0727

Class Roster Page

- 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 Notific	cation
Type e-mail addr	resses in the To, CC or BCC fields using a comma as a separator.
	om Pstrain34,Randy
From:	spstrain@umich.edu
То:	spstrain@unich.edu
CC:	×
	student@umich.edu; student@umich.edu
BCC:	
	Y
Subject:	From the desk of Sharon Pstrain
Message Text:	Insert Message Text Here
4	
	Add Attachments
	Add Attachments
	SEND NOTIFICATION 5
Return to Class R	loster 6

- 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 主 and 🗔.

- 6. Click ______
- 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 <u>http://spg.umich.edu/pdf/601.13.pdf</u>.

Class Roster Page

Fall 2010 Regular Academic Se		versity of Michigan						
CHEM 105 - 001 (124 Changing Atmos (Lecture)								
Days and Times		om		Class	start/En	d Datas		
TuTh 10:00AM-11:30AM		10 CHEM				2/13/20	10	
Name		Role		Grade Ros Access	ter Em	ail Addro	ess	
Pstrain, Roger		Prim Instr	A	Approve	ros	t@umich.e	edu	
Class Roster Options	t to view on	the Class Rester		ail Optio				
Select the information you want			F	Email a	new clas			
Select the information you want This section only		ombined sections	E w	Email a	new clas Iment ch		ccur throu	
Select the information you want This section only	Include Co	ombined sections	E w	Email a	new clas Iment ch		ccur throu	
Select the information you want This section only	Include Co Expand St	ombined sections tudent Data	E w	Email a	new clas Iment ch		ccur throu	
Select the information you want This section only *Enrollment Status Enrolled	Include Co Expand St	ombined sections tudent Data change	W W	Email a hen enrol 06/24/20:	new clas Iment ch		ccur throu	
Select the information you want This section only *Enrollment Status Enrolled	Include Co Expand St	ombined sections tudent Data change	W (Email a hen enrol 06/24/20:	new clas Iment ch 10	anges or	ccur throu	gh
Select the information you want This section only	Include Co Expand St Incolled	ombined sections tudent Data change	W (Email a hen enrol 06/24/20: Roster	new clas Iment ch 10	irst 🚺 :	L-3 of 3 Class	gh
Select the information you want This section only V V *Enrollment Status Enrolled inrollment Capacity 175 Er Enrolled Students Notify Photo ID C	Include Co Expand St Incolled	ombined sections cudent Data change 3 <u>Print P</u>	W (Email a hen enrol 06/24/20: Roster	new clas Iment ch 10 2 Catalog	irst 🚺 : Class	L-3 of 3 Class	Last Comb Sects ID
Select the information you want This section only Y V *Enrollment Status Enrolled inrollment Capacity 175 Er Enrolled Students Notify Photo ID C 1 0 00 01234567 F	Include Co Expand St Incolled	and sections tudent Data change 3 <u>Print P</u> Name	W (Email a hen enrol 06/24/20: Roster Subject	new class Iment ch 10 2 Catalog Nbr 105	irst 🚺 : Class Section	1-3 of 3 Class Nbr	Last Comb Sects ID 0727
Select the information you want This section only Y V *Enrollment Status Enrolled inrollment Capacity 175 Er Enrolled Students Notify Photo ID C 1 0 01234567 F 2 0 01234567 F	Include Co Expand St Incolled Campus ID PSTTES E PSTTES E	antipined sections tudent Data change 3 <u>Print P</u> Name Strain, Tessa	W (Email a hen enrol 06/24/200 Subject CHEM ENSCEN	new class Iment ch 10 2 Catalog Nbr 105	irst 【 ; Class Section 001	L-3 of 3 Class Nbr 12441	D Last Comb Sects ID 0727 0727



Print Photo Class Roster Page

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

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

SQR Window – opens in new window

🖉 SQR Rej	port - MSR	:04160 - Windo	ws Internet Explorer		_ []	×
	👻 🙋 http	p://tody.dsc.umic	h T 47 X Google			2
😭 🏘	🏉 SQR Re	eport - MSR04160)	🌡 🔹 🔂 Page 🔹 🄇	🕽 Tools 👻	»
Queu	ıed					
Process	Name:	MSR04160	MSR04160- Photo	Class Roster		
Process	Instance	6671942	Process Type:	SQR Report		
 					1000	_
Done			😝 Internet	<u> </u>	100% 👻	_//_

Report Index Window - opens in new window

Student Photo Class Roster

1 62 6	Report Index			🔄 + 📾 + 🕑 Page + 🥥 Tools +	
Report				New Window Customize Page 1	100
Report ID: Name: Run Status:	MSR04188 Proce	ss Instance: 6671941 iss Type: Applicatio	<u>Message Log</u> In Engine		
Distribution	Details				
Distribution	Node: RPRTNODEAX	Expiration Date:	08/14/2008		
Name		File Size (bytes)	Datetime Greated	1	
	88.6671941.log	679	05/07/2008 2:50:33.000000PM EDT		
Distribute To					
Distribution	0.Type	Distribution ID			
User		MAISSREH			

UNIVERSITY OF MICHIGAN -2010 01 18 33 000 Student Photo Class Roster 8.50 x 11.00 m

The SQR Report window will appear and 5. 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 <u>Return</u> to go back to the Class Roster.

VI. **Download the Class Roster to Microsoft Excel Class Roster Page**

		nging A	tmos (Lectur	e)							
		s and Ti	mes AM-11:30AM		Room				nd Dates 12/13/20		
	Turi	10:00	AM-11:30AM		1210 CHEM		05/07/	2010 -	12/13/20	10	
⊽lr	structo	r/Proxv I	nformation								
Nan					Role		Grade Ros Access	ster E	mail Addr	ess	
Pstr	ain, Roqe	er			Prim Instr		Approve	rc	str@urnich	edu	
Cla	nn Por	ster Op	tions			En	nail Optio				
*50		at Chate						10			
		nt Statu Capacit	1	Enrolled	change 3	t Photo	Roster				
Enro	llment		y 175		3		Roster		t KI :	1-3 of 3	D Las
Enro	Ilment	Capacit	y 175		3				t Tass Section	Class	Comb Sects ID
Enro	llment nrolled Notify	Capacit Stude	y 175	Enrolled	3 Prin		a 🖾 🎙	2	class	Class	Comb Sects ID
Enro	Ilment nrolled Notify	Capacit Stude Photo	ny 175 ID	Enrolled Campus ID	3 Prin		d 🛺	2 Catalog Nbr 105	Section	Class Nbr	Comb Sects ID 0727
Enro	Notify	Capacit Stude Photo	y 175 nts ID 01234567 12345678	Campus ID PSTTES	3 Prin Name Pstrain, Tessa		d 💷 🕈 Subject CHEM	2 Catalog Nbr 105	Section	Class Nbr 12441	Comb Sects ID 0727 0727

File Download Window



- 1. Select the Class Roster View Options. (see change 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.

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

OR

Open to open the document Click with Microsoft Excel.

- 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													
								Ţ	View FER	PA Staten	nent		
Fall 2010 Regular Academic Session University of Michigan													
▼ <u>CHEM 105 - 001 (12441)</u>													
Changing Atmos (Lecture)													
		s and Ti	imes AM-11:30AM		oom 210 CHEM								
	Turn	10:00	AM-11:30AM	1	210 CHEM		09/07/	/2010 - 1	2/13/20	10			
Name	e				Role		Grade Ros Access	ster En	mail Address				
Pstrai	n, Roge	r			Prim Instr		Approve	ros	ti@umich.	edu			
Clas	Class Roster Options Email Options												
Sele	ct the i	informa		nt to view or	the Class Ros	ster	🗹 Email a	new clas	s roster		•		
This section only Include Combined sections When enrollment changes occur through													
	Expand Student Data 06/24/2010												
*Enro	*Enrollment Status Waiting Change												
All Enrolled Permissions H 3													
Enrollment (Permissions # 3 Waiting Print Photo Roster													
Enr								Find 💭 🛗 First 🚺 1-3 of 3 D Last					
r	Notify	Photo	ID	Campus ID	Name		Subject	Catalog Nbr		Class	Comb Sects ID		
1		<u>8</u>	01234567	PSTTES	Pstrain, Tessa		СНЕМ	105	001	12441	0727		
2		<u>Eq</u>	12345678	PSTKEV	Pstrain, Kevin		ENSCEN	105	001	25887	0727		
з		<u>8</u> 9	23456789	PSTJAS	Pstrain, Jason		СНЕМ	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													

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

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

Class Roster Page Waitlist View

								View FE	RPA Statement		
Fall	2010	Regul	ar Acad	emic Session	University	of Michigan					
~	CHE	M 105	5 - 00	<u>1 (12441)</u>							
	Char	iging A	tmos (I	Lecture)							
Days and Times Room Class Start/End D								art/End Dates	ates		
	TuTh	10:00	DAM-11	:30AM	1210 CHE	М	09/07/2010 - 12/13/2010				
2 In	structor	/Proxy	Informa	ition							
Name					Role		Grade Rost Access	er Email Add	Email Address		
Pstra	ain, Roge	r			Prim In	istr	Approve	rpst/@umich.edu			
*En	Cr	t Stati	us Wa	Expan	de Combine nd Student 	Data ge	06/24/2010	nent changes ()	occur through		
Wa	itliste	d Stu	dents				Find 🗖 🟪		1-3 of 3 🚺 Last		
	Notify	Perm #	Photo	Permission Expire Date	ID	Campus ID	Name	Waitlisted Date/Time	Waitlist Position #		
1			ŝ		98765432	PSTMAR	Pstrain67, Marc	04/07/2008 11:00:17AM	1		
2			ŝ		87654321	PSTTRA	Pstrain52, Tracie	04/08/2008 2:02:42PM	2		
3			<u>š</u> ą		76543210	PSTDAV	Pstrain37, David	04/08/2008 3:31:12PM	з		
4			<u>.</u>		65432109	PSTKEV	Pstrain41, Kevin	04/08/2008 6:31:53PM	4		
4						rse section' o					

Class Roster Page Waitlist View (cont.)

Class Roster											
				View FE	RPA Statement						
Fall 2010 Regular Academic Session University of Michigan											
▼ <u>CHEM 105 - 001 (12441)</u>											
Changing Atmos (Lecture)											
Days and Times	Room			rt/End Dates							
TuTh 10:00AM-11:30AM	1210 CHEM	1	09/07/20	10 - 12/13/20	010						
▽ Instructor/Proxy Information											
Name	Role		Grade Roste Access	r Email Add	Email Address						
Pstrain, Roger	Prim Ins	itr	Approve	røsti@umich	.edu						
Class Roster Options Email Options											
Select the information you want to view on the Class Roster											
This section only Include Combined sections When enrollment changes occur through											
Expand Student Data 06/24/2010											
*Enrollment Status Waiting Change											
Create Perm # and Send Email Print Photo Roster											
Waitlisted Students			Find 🚨 🛗		1-3 of 3 🖸 Last						
Notify # Photo Expire Date		Campus ID	Name	Waitlisted Date/Time	Waitlist Position #						
2 🗆 🕅 3	98765432	PSTMAR	Pstrain67, Marc	04/07/2008 11:00:17AM	1						
2 🗆 🗖 🕅	87654321	PSTTRA	Pstrain52, Tracie	04/08/2008 2:02:42PM	2						
з 🗆 🗆 🕅	76543210	PSTDAV	Pstrain37, David	04/08/2008 3:31:12PM	3						
4 🗆 🗖 🏠	65432109	PSTKEV	Pstrain41, Kevin	04/08/2008 6:31:53PM	4						
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											

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 crosscampus 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

- 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.