

Instructo Tj0.001 Tc 0.001 Tw 0.2611701357005(a)219 (St 45)pp 41e.435700570057005 BDC Q56.4 602.52 508.91

link.

2. From the Faculty Centre, click the link.

3. access the Faculty Centre by logging onto the My UofC Portal with SecurID and selecting Self Service.


7. The class roster displays and, if desired, the class meeting information can be collapsed for ease of viewing. Click the _____ button.

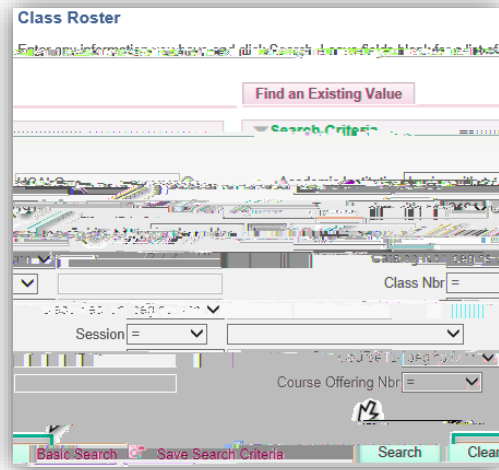
8. Click the _____

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9. You will be prompted to Open, Save or Cancel the Excel file. Click the button.

10. Excel will open the class roster. You can manipulate the file as desired in Excel.

13. Enter the desired term and subject. For this example 2191 (Winter 2019) and JPNS will be used. Click the  button.



14. A grid displays of the classes for the Term 2191 (e.g. JPNS). Click the applicable class.
15. The selected course displays (JPNS 207) and details of the class (time, location, instructor and term dates). For ease of viewing, collapse the meeting details. Please note for FOIP reasons all names of instructors and students have been scrambled.

Class Roster

Winter 2019 | Regular Academic | University of Calgary | Undergraduate Programs


JPNS 207 - 01 (10634)
Beginners' Japanese II (Lecture)

Days and times: MoTuWeFr 11:00AM-11:50AM
Room: SI 105
Instructor: Pamela M. Memm
Dates: 2019/04/12 - 2019/04/12


*Enrollment

Enrollment Capacity 32 Enrolled 32

Download Format

No Special Format Upload Ready  Download Grade Program

To notify students, please select 'No Special Format'

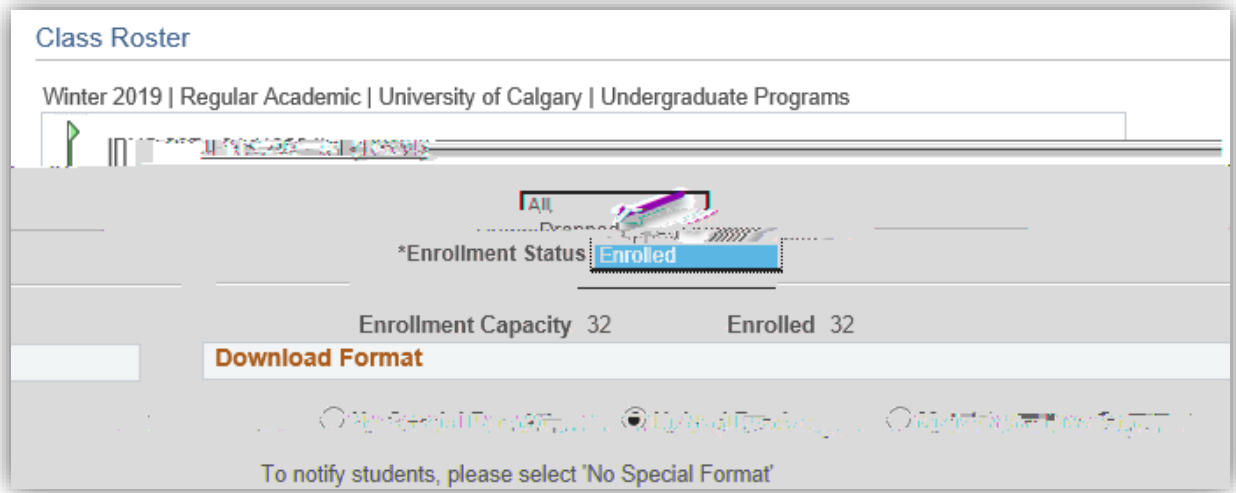
To download the roster, click the  icon below. For help, click [here](#).

Enrolled Students

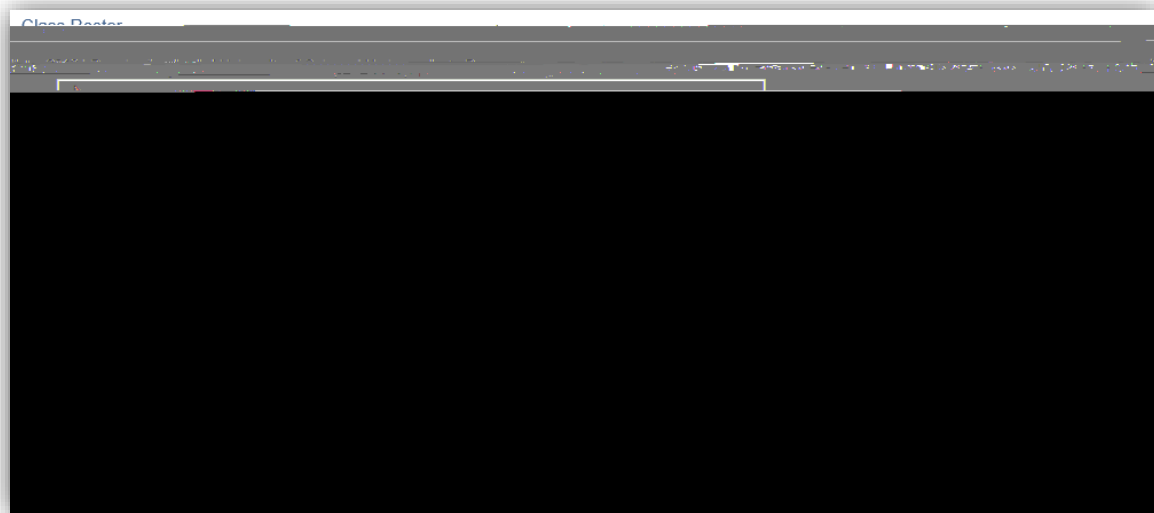
ID	Name	Prim Last Name	Prim First Name	Grade	Grade Points	Program	Degree	Plan	Faculty Level	Status
1	JPNS	207	01		0.00					
2	Allen, James	Allen	James	Grade 6	3.00	Arts Bachelor - Communication & Media Studies	ARBCH BA-DEG	CMDS-	AR	Year 3
3	Ancil, Vanessa	Ancil	Vanessa	Graded	3.00	Arts Bachelor - Drama/Bachelor of Fine Arts	ARBCH BFA-DEG	DRAM-MAJ	AR	Year 3

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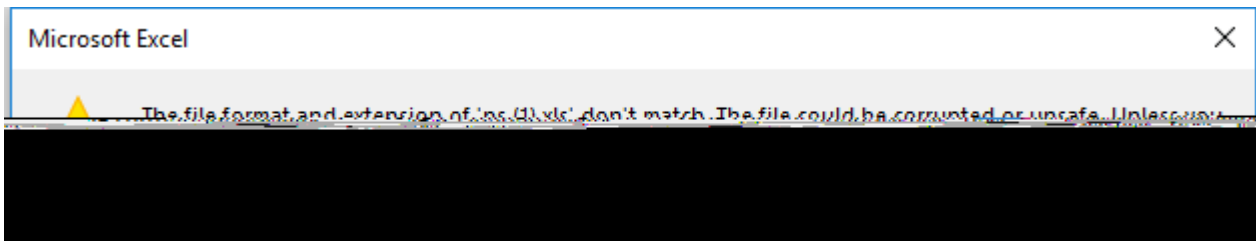
16. Enrollment Status defaults to Enrolled. Currently the Enrollment Capacity is 32 and there are 32 Enrolled in this class. There are 3 options for Enrollment Status: All, Dropped, and Enrolled. Click the list.
17. displays students cancelled from the term. Late drops may not be included and will trigger an error message. Please contact Student and Enrolment Services to refresh the roster if this occurs. Click the list item.



18. For this example there has been one student who dropped as reflected in the class roster. Click the list.

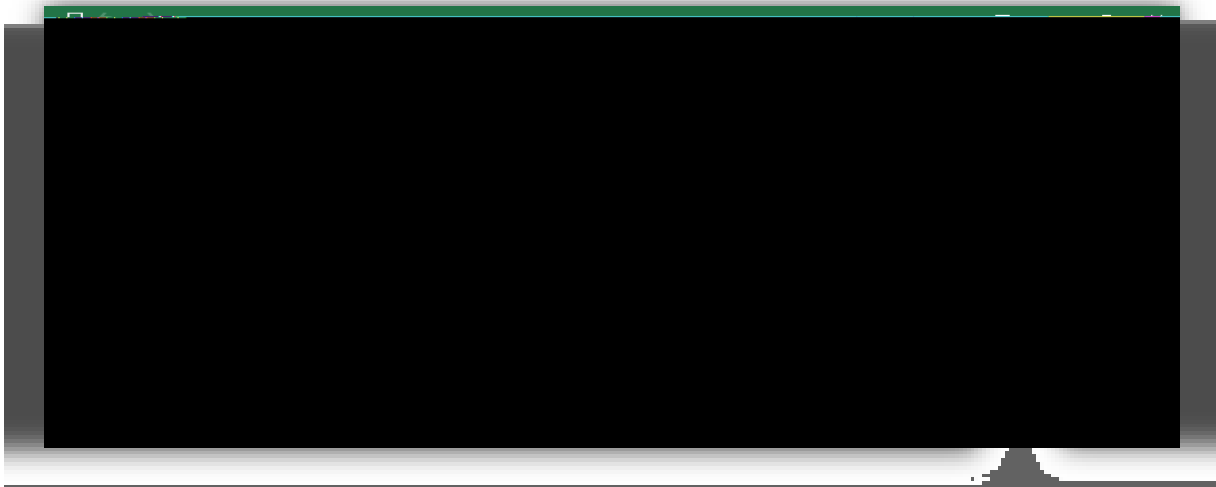


22. You might be prompted for corrupted and unsafe files. Click the button.

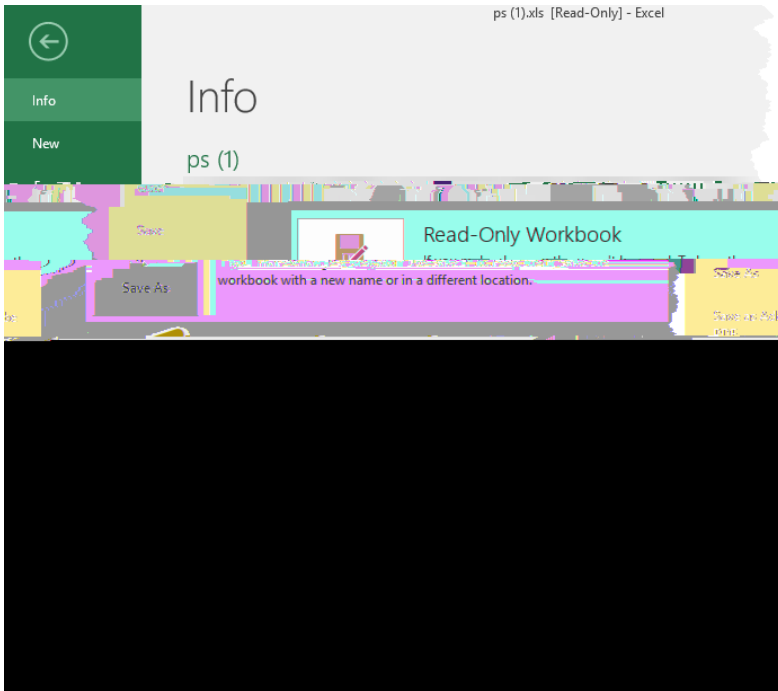


23. Excel will open the class roster. You can manipulate the file as desired in Excel; however please avoid including comments in the spreadsheet. Click the option.

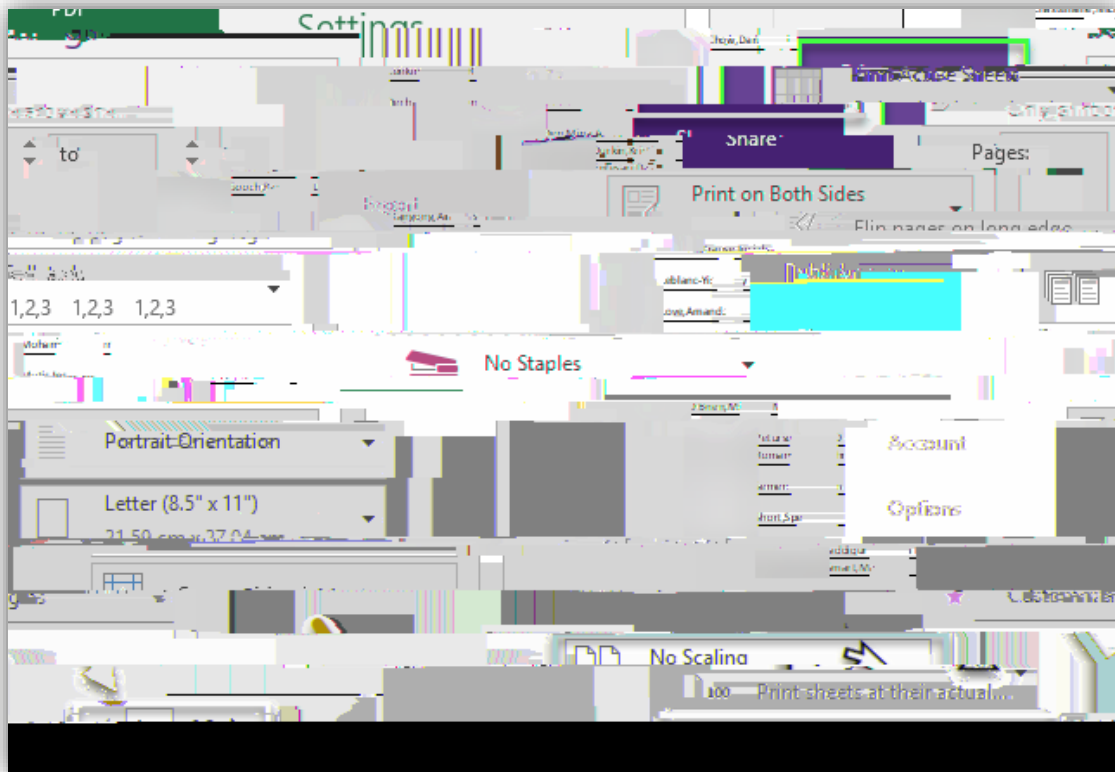
File



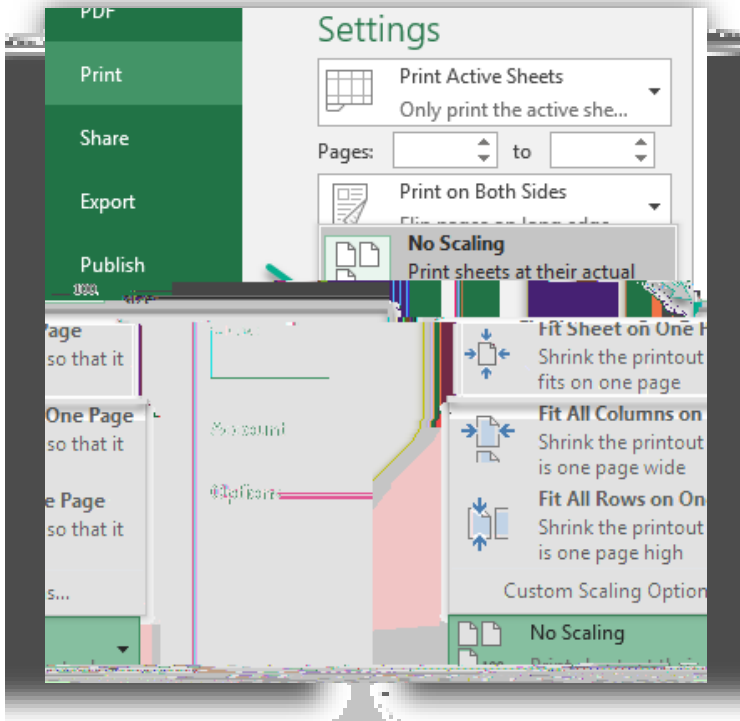
24. Click the option.



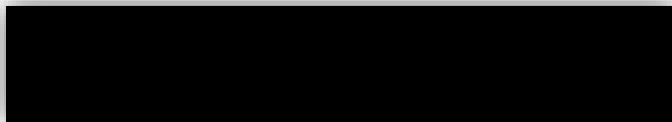
25. The Excel spreadsheet can be fit to one page for printing. Click the No Scaling button.



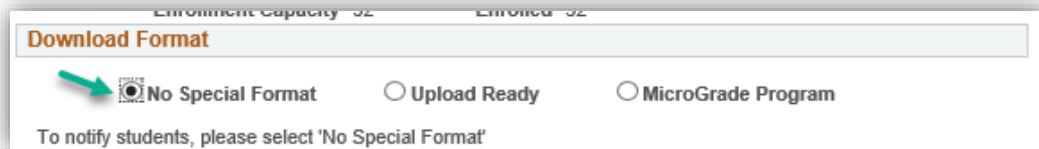
26. Click the Print list item.



27. Note the page number is now 1 of 1.



1. To email students from the class roster for specific reasons (classroom change, instructor illness, etc.) it can be completed as follows. Click the Download Format option.



2.

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4. will add a checkmark (selection) to all students on the class roster. Click the link.

