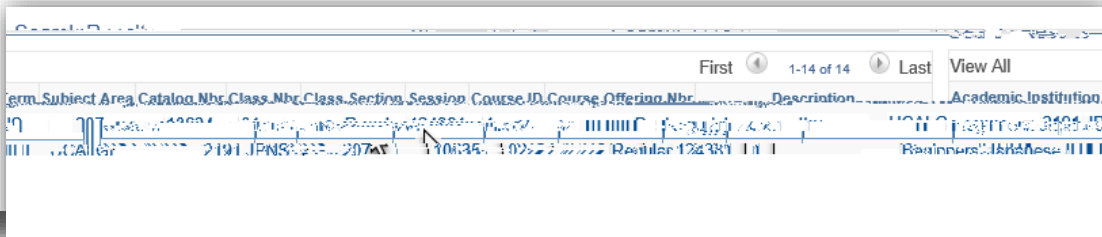


The class roster provides a list of students who are enrolled or waitlisted in a class. Included is how to download the class roster to Excel, print and email students from the class roster.

Class Roster Download, Print & Email SA – Registration



- A grid displays from the search criteria entered (e.g. JPNS classes for the Term 219). For this example select the first one (207 Lecture 01). Click the [207](#) link.



- The selected course displays (JPNS 207 Lecture 01) 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 are scrambled.* Click the [Expand / Collapse](#) button.



Class Roster

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

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

Days: MoTuWeFr
 11:00AM - 11:50AM

Location: SH 157

Instructor: Pamela M Memi-Takacs

Term Dates: 2019/09/10 - 2019/12/12

*Enrollment Status:

Enrollment Capacity 32 Enrolled 32

Download Format

No Special Format

To notify students, please select the appropriate format.

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

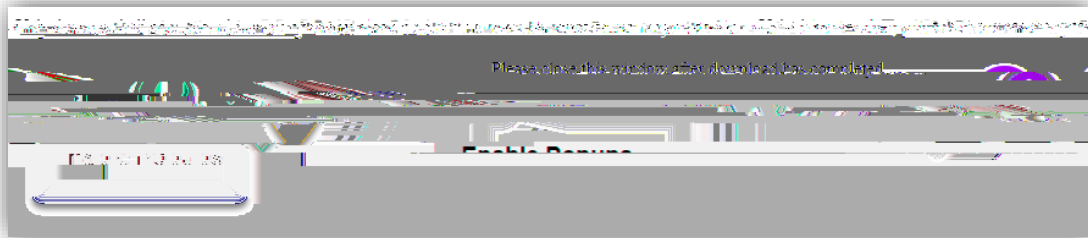
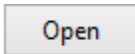
Enrolled Students

ID	Name	Prim Last Name	Prim First Name	Grade Basis	Units	Program and Relationship	Program	Degree	Mail	Faculty	Level	Status
1	JPNS				0.00							
2	30031696	Allen, James R.	Allen, James	Graded	3.00	Arts Bachelor - Communication & Media Studies/Bachelor of Arts/Visual Studies & Arts	ARCH BA DEG	CMDS-MAJ	AP		Year 2	
3	10175064	Ancil, Vanessa	Ancil, Vanessa	Graded	3.00	Arts Bachelor - Design & Visual Arts	DES BACC	DES MAJ	AP			

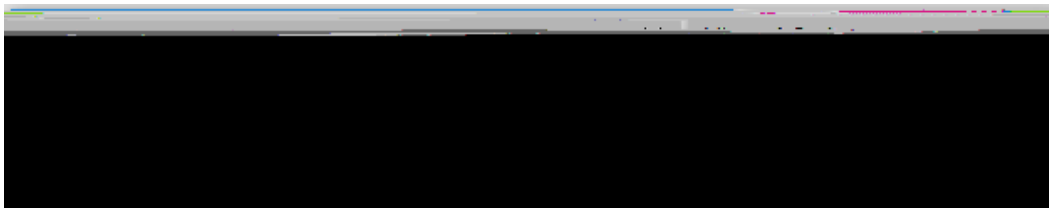
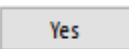
10. Waitlisted indicates students who are on the waitlist for this class (e.g. Waitlisted = 17).

11. To download the class roster, click on the Download Enrolled Students Excel icon in the column heading. Click the [Download Excel Icon](#) button. ure 75.87996786gs 978.35993853.16 >399363 0 81.2j -9164

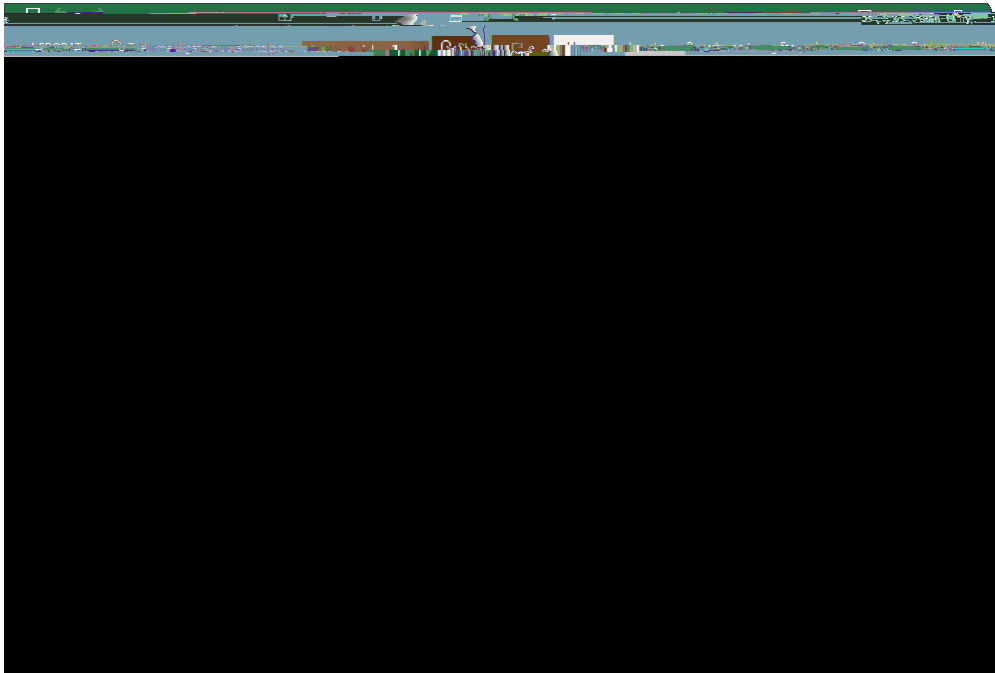
12. You will be prompted to Open, Save or Cancel. Ensure your browser allows for popups. For this example click the **Open** button.



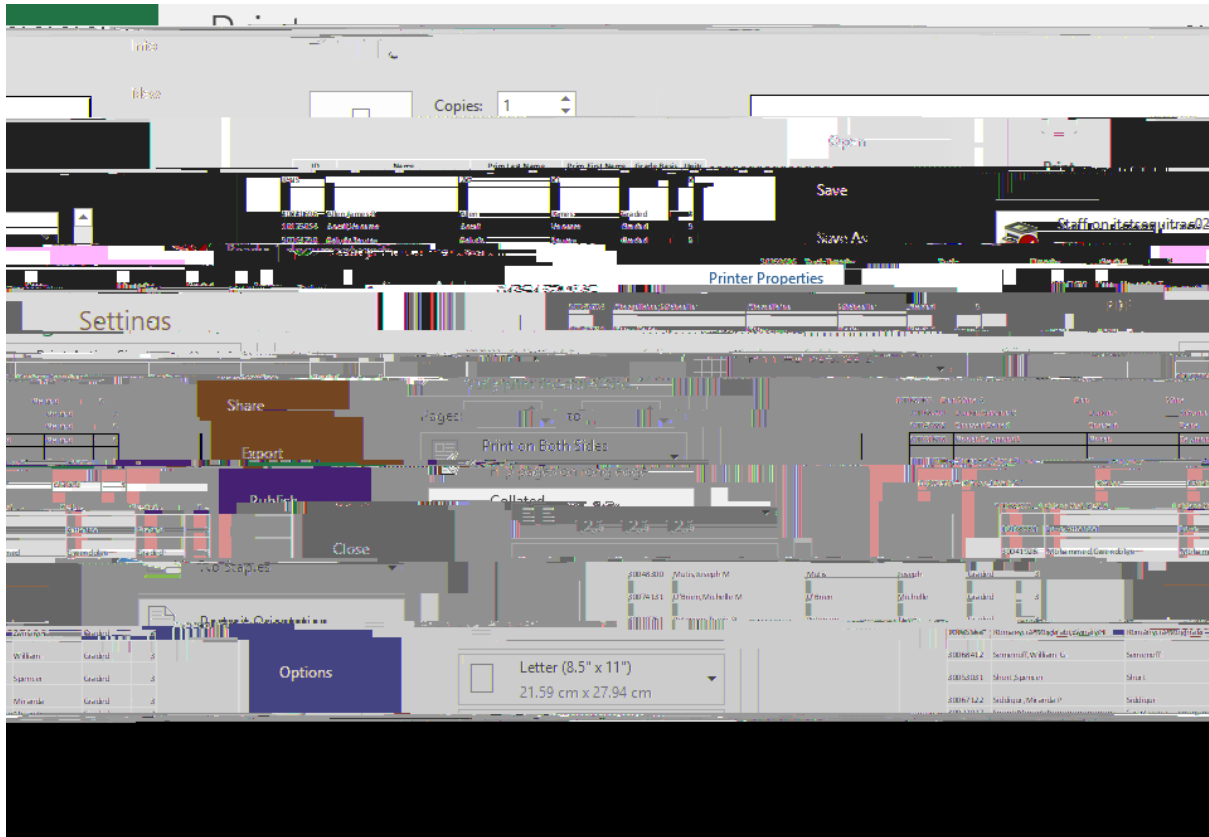
13. You may be prompted for corrupted and unsafe files. Click the **Yes** button.



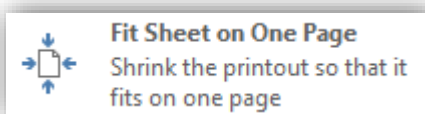
14. Excel will open the class roster. You can manipulate the file as desired in Excel.



15. Click the **File > Print** tab and on the print options, click on the options for **Scaling**.

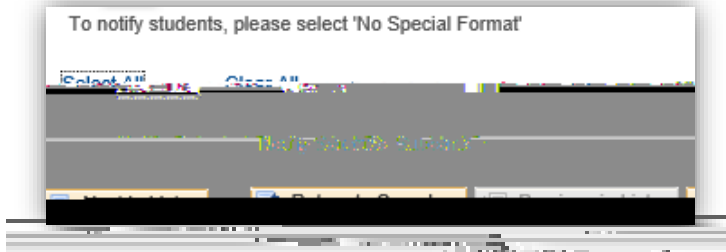


16. Click the **Fit Sheet on One Page** list item.

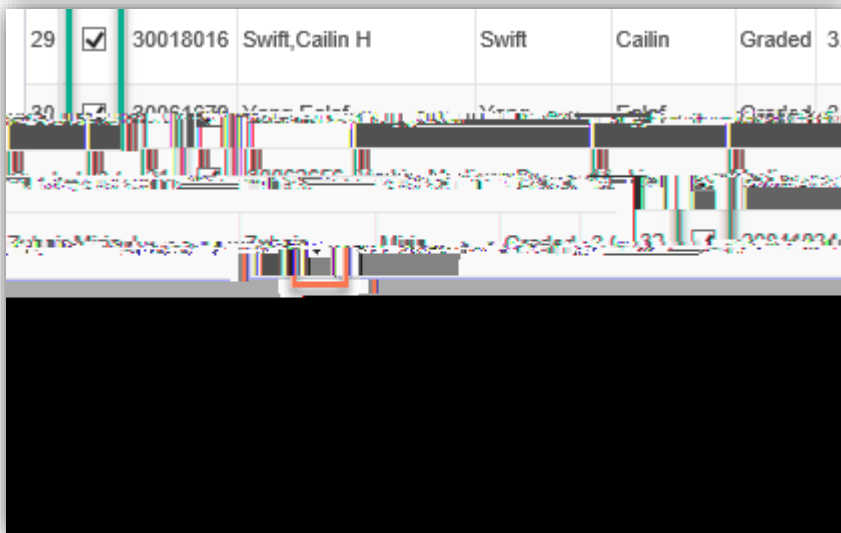


17. Note the page number is now 1 of 1.

3. Scroll to the bottom of the class roster for selection options. You can either select individual students using the checkbox or Select All. Click the [Select All](#) link.

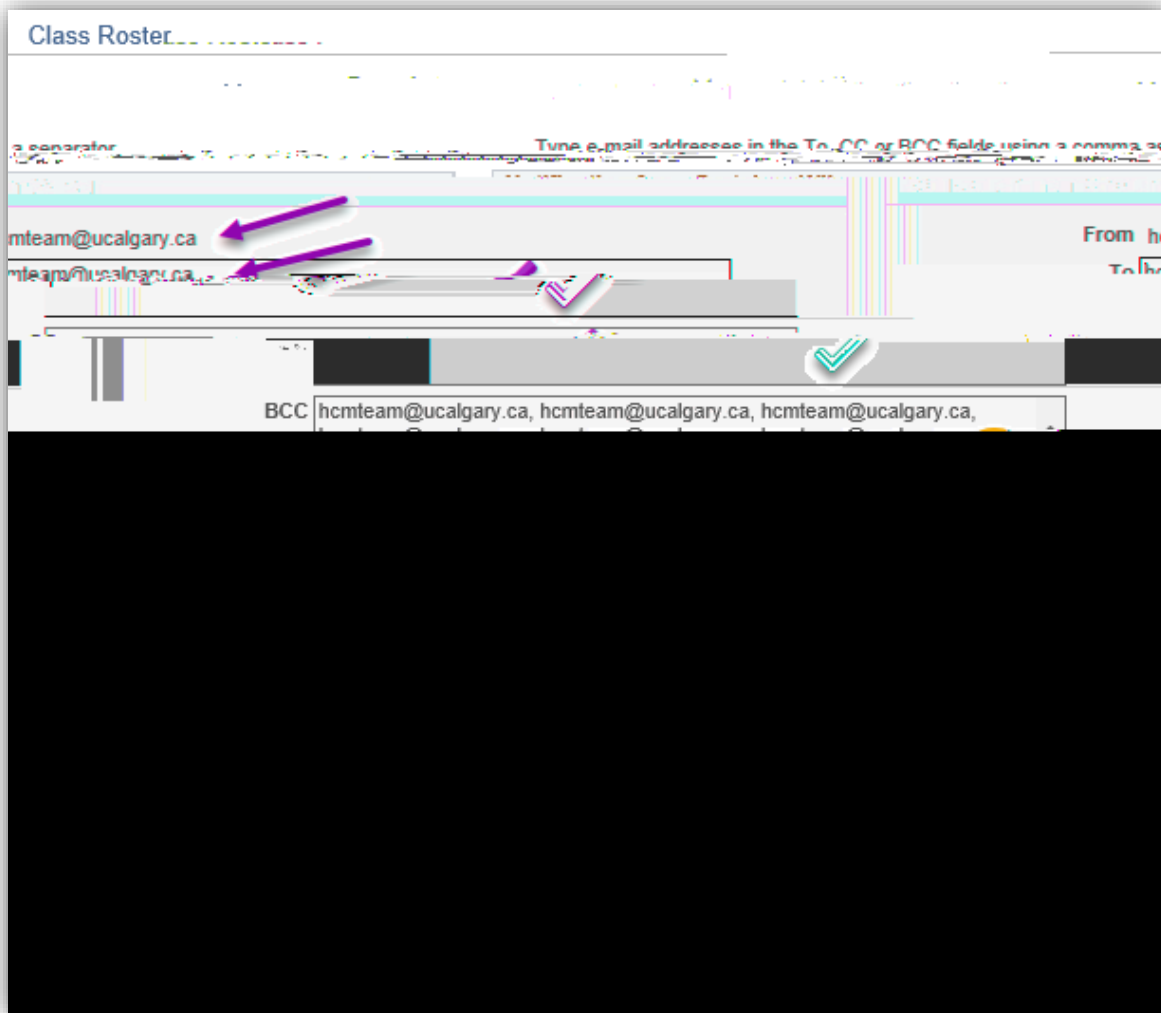


4. Select All will add a checkmark (selection) to all students on the class roster. Click the [Notify Selected Students](#) link.

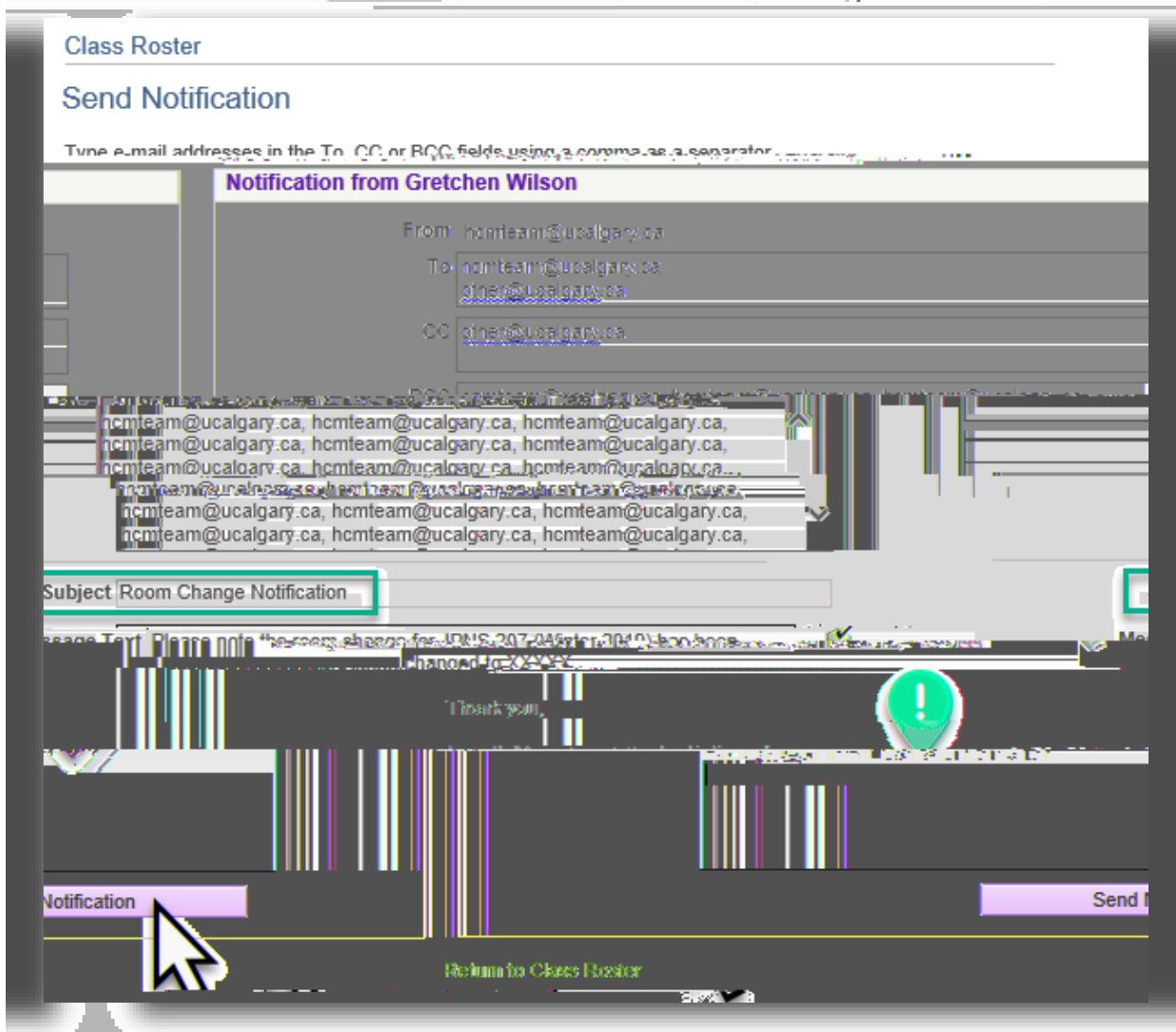
A screenshot of a class roster table. The table has several columns, including a checkbox column. The first two rows are visible, and both have their checkboxes checked. The first row shows student ID 30018016, name Swift, Cailin H, and grade 3.0. The second row shows student ID 30061839, name Yara Entef, and grade 3.6.

29	<input checked="" type="checkbox"/>	30018016	Swift, Cailin H	Swift	Cailin	Graded	3.0
30	<input checked="" type="checkbox"/>	30061839	Yara Entef	Yara ent	Entef	Graded	3.6

- The composition window defaults to your email address contact information. Your email address also displays in the "To" field (can be removed). If desired, additional emails can be included in the To or CC fields. Note the BCC field includes all the student's email addresses for FOIP reasons. Tip: Use your own Faculty/department email and copy the student's emails in the BBC field to the Faculty/department email from your email client (e.g. Outlook). Note the default "From the desk of your name" displays. This can be removed and edited.



6. Enter desired information into the Subject and the Message Text area. Include any details and Faculty or Department contact information. When completed press the Send Notification . Note this is generated within PeopleSoft and there will not be a sent copy to reference. Click the [Send Notification](#) button.



Class Roster

Send Notification

Type e-mail addresses in the To, CC, or BCC fields using a comma as a separator.

Notification from Gretchen Wilson

From: hcmteam@ucalgary.ca
To: hcmteam@ucalgary.ca, g100@ucalgary.ca
CC: g100@ucalgary.ca

hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca,
hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca,
hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca,
hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca,
hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca,
hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca,
hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca,

Subject: Room Change Notification

Message Text: Please note the room change for IDNS 207-045 for 2014-15...

Thank you,

Notification Send Notification

[Return to Class Roster](#)

For the corresponding online learning, consult www.ucalgary.ca/ittraining.
End of Procedure.