Class Roster Download, Print & Email

SA – Registration

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 studentsfrom the class roster.

5. A grid displays from the search criteria entered (e.g. JPNS classes for the Term 2191). For this example select the first one (207 Lecture 01). Click the 207 link.

6. 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.

7. Enrollment Status defaults to Enrolled . Currently the Enrollment Capacity is 32 and there are 32 Enrolled in this class.

8. There are 4 options for Enrollment Status. Click the Enrollment Status list; All, Dropped, Enrolled and Waiting .

9. Dropped displays students cancelled from the term.

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

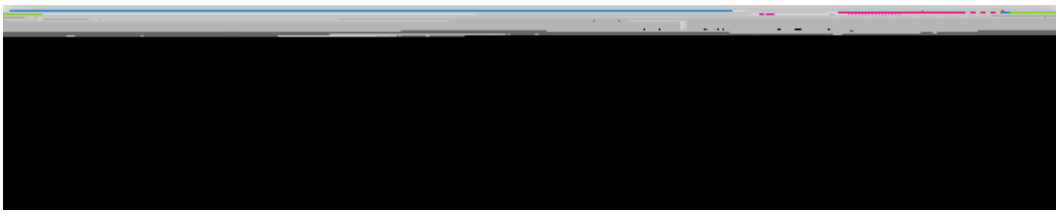
11. To download the class roster, click on the Download Enrolled Students Excel icon in the column heading. Click the Download Excel Icon button. ure 75.87996786gs 978.35993853.16 >399363 0 81.2j -9164

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

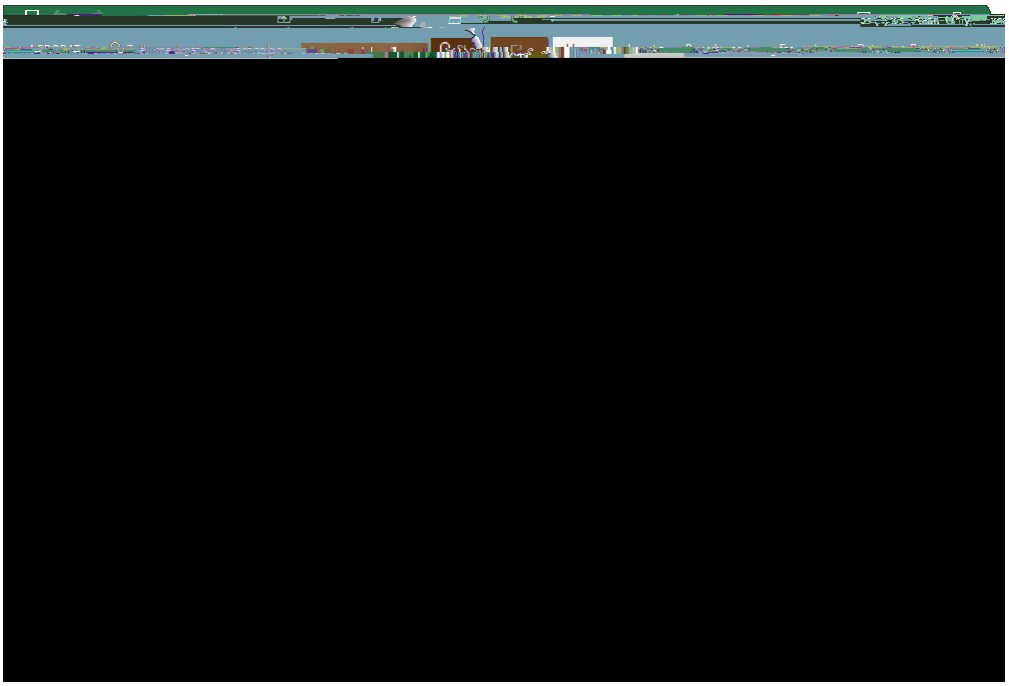
Open

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

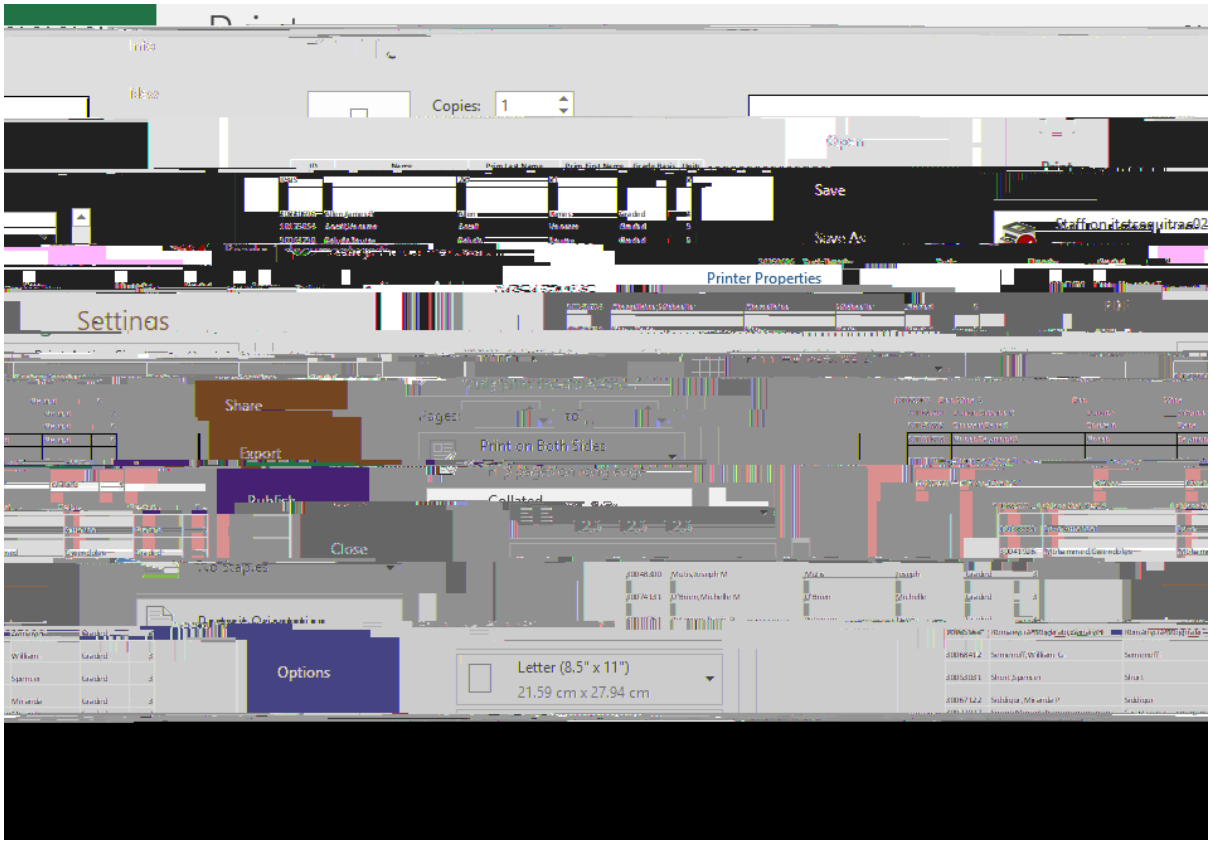
Yes



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



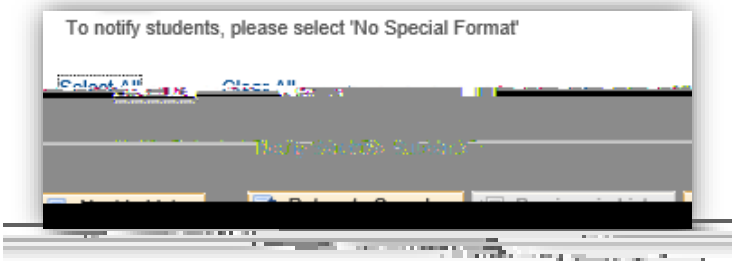
15. Click the File > Print tab and on the print options, click on the options for Scaling.



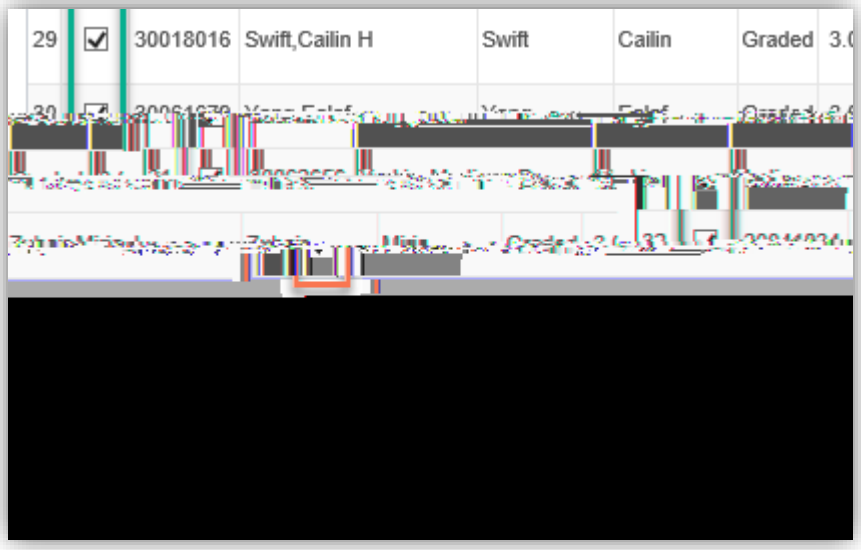
16. Click the Fit Sheet on One Page list item.

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

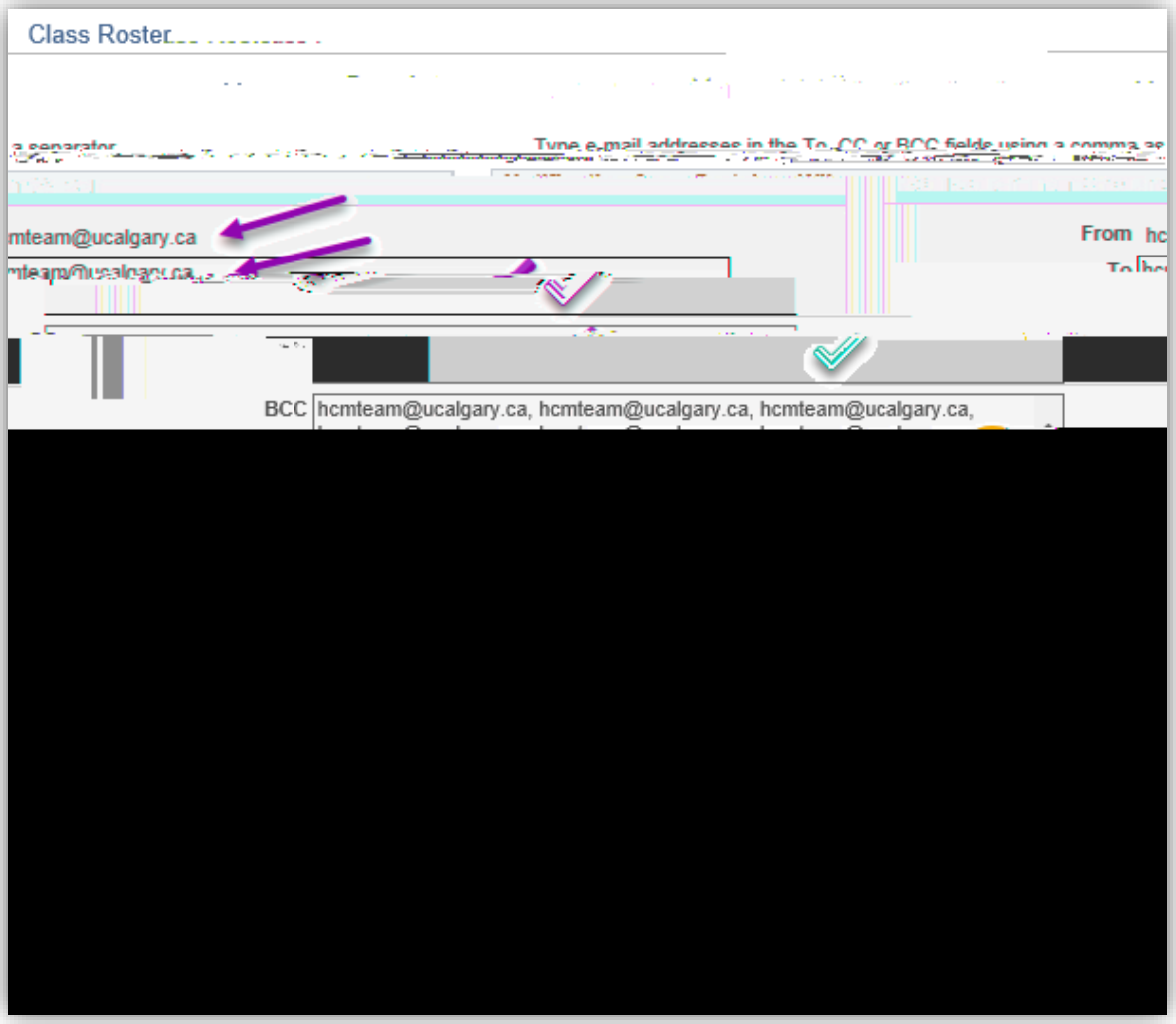
3. Scroll to the bottom of the class roster for selection options. You can either select individual students using the checkbox or Select All. Click the Select All link.



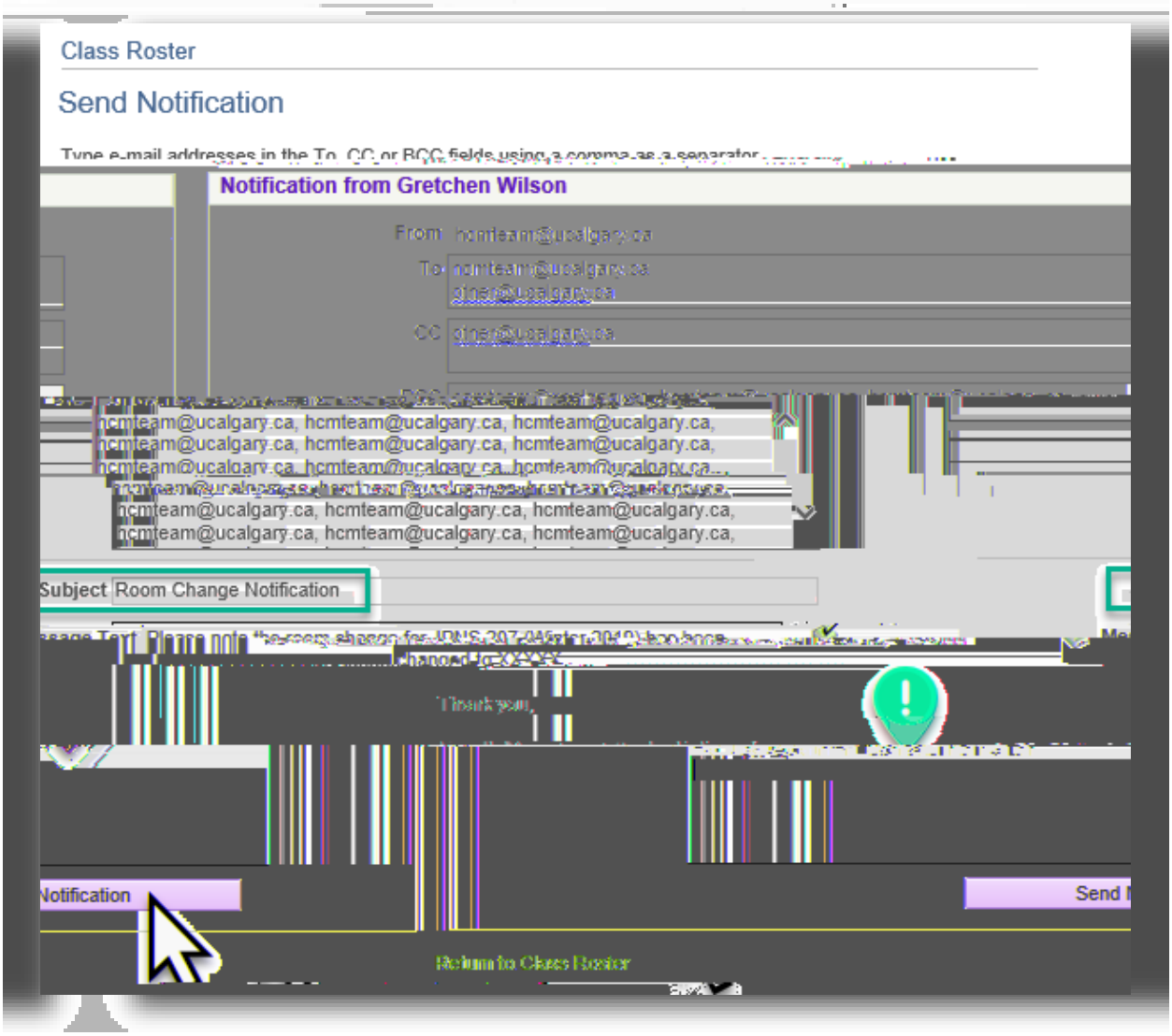
4. Select All will add a checkmark (selection) to all students on the class roster. Click the Notify Selected Students link.



5. 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.



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

End of Procedure.