

# View My Class Roster

1. Click the My Schedule link.

[My Schedule](#)

2. Click the **Class Roster** button for the desired class.



3. The **Enrollment Status** will default to **Enrolled**. Select the drop down list to view a list of **All** or **Dropped**. (Those options will only be provided if students have dropped the selected class.)

4. To view a roster including photos, click the **Include photos in list** option.

☒ Include photos in list

5. All student's photos are displayed. Use the arrow buttons, to navigate to the desired student.

Click the **Link to photos** option to return to the default view.

☐ Link to Photos

6. Selecting the **Photo** icon will display a photo for an individual student.

7. You can send an email directly to a student by selecting on the desired student's **Name** link.

8. Click the **View Releases** link to see student authorizations.

[View Releases](#)

9. Student Authorization information is displayed. Click the **Cancel** button to return to the Class Roster.

Cancel

10. Communication can also be sent by checking the **Notify** option.



11. Click the **Notify Selected Students** or **Notify all Students** buttons as needed.

notify selected students

12. Edit the email accordingly and click the **Send Notification** button.

SEND NOTIFICATION

13. Class Rosters and Photo Rosters can also be imported.

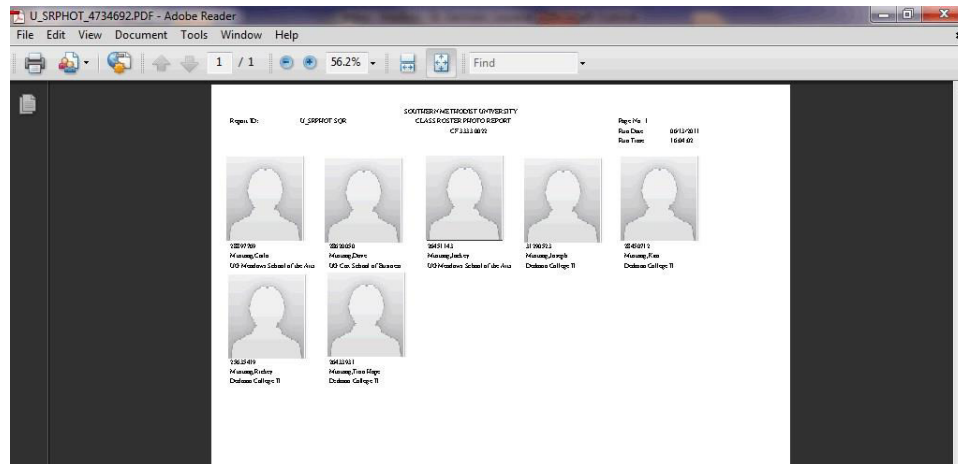
14. Click the **Import Class Roster** button.

import class roster

15. You will receive an email with the desired roster. Click the **OK** button.

OK





16. If you selected the photo roster, you will receive a pdf via email including a list of students, photos, empl id's and their academic program.
17. To print, click the **Printer Friendly Version** link.

[Printer Friendly Version](#)

18. Print accordingly.
19. **End of Procedure.**

