View My Class Roster

1. Click the My Schedule link.

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.

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.

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.

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

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

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

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

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

14. Click the Import Class Roster button.

15. You will receive an email with the desired roster. Click the OK button.
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.
18. Print accordingly.