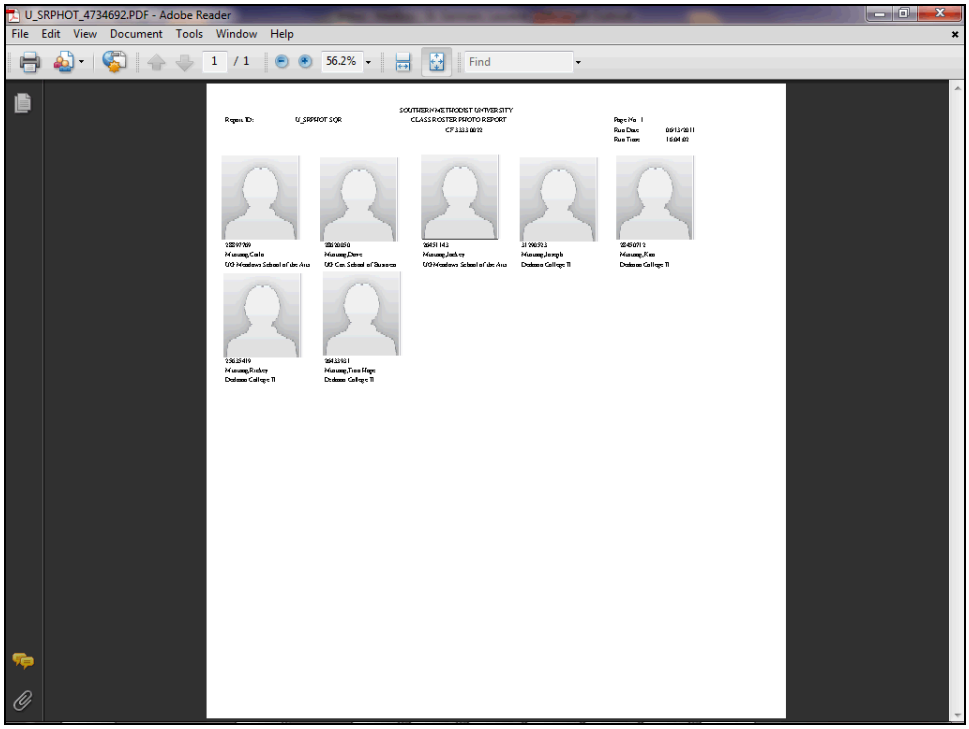
View My Class Roster

Step	Action
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

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



Step	Action
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.**