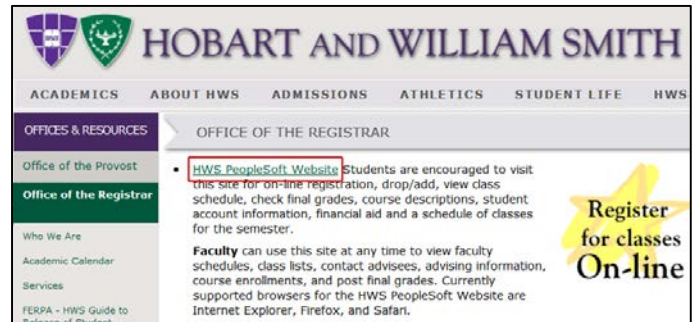


Campus Solutions For Faculty: Accessing Class Rosters

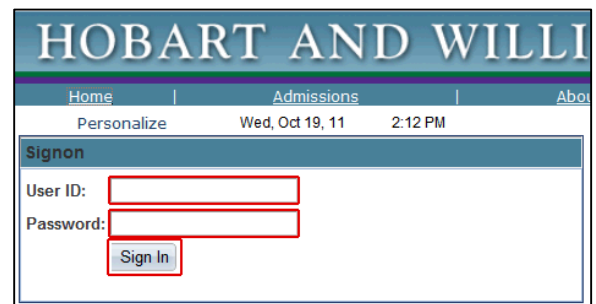
These instructions introduce you to the Faculty Center and highlight some of the features.

To access class rosters:

1. On the Registrar's web page, click the [HWS PeopleSoft Website](#) link



2. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)



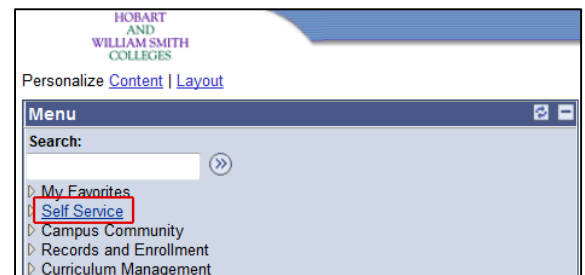
3. On the menu, click **Campus Solutions**



4. Click on **Self Service**

After you make a selection from the main PeopleSoft menu, the menu expands, and the area to the right of it displays selections that provide an alternate way to navigate in PeopleSoft.

Note that the menu choices are the same for both areas.

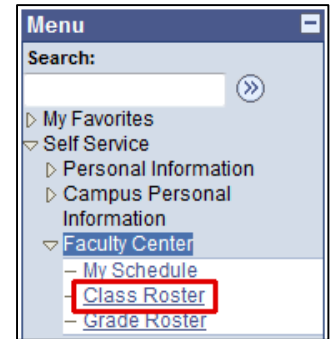


5. Click on **Faculty Center**



Campus Solutions For Faculty: Accessing Class Rosters

6. Click Class Roster



The Faculty Center tabs display. The roster for your first listed class displays.

The page displays the class days, times and beginning and end dates.

Next, the page displays the class's enrollment status and capacity, and the number of enrolled students.

By default, the roster displays only currently enrolled students. However, if there were any students in the other categories, you could use the Enrollment Status dropdown menu to change the display.

By default, the class roster displays with the Link to Photos radio button selected. Data for each enrolled student displays on a line in the table, and you can display a photo of the student (if available) by clicking the icon in the Photo column for the desired student.

A screenshot of the 'Class Roster' page. At the top, there are tabs for 'Faculty Center', 'Advisor Center', 'Search', and 'Learning Management'. Below these are sub-tabs for 'my schedule', 'class roster', and 'grade roster'. The 'class roster' tab is active. The page title is 'Class Roster'. Below the title, there is a breadcrumb trail: 'Fall 2014 | Regular Academic Session | Hobart and William Smith | Undergraduate Degree'. The main content area shows details for 'BIOL 167 - 02 (1297)' with a 'change class' link. Below this, it says 'Intro Topics - Tropical Biology (Lecture)'. A table shows 'Days and Times', 'Room', 'Instructor', and 'Dates'. The 'Days and Times' row shows 'MoWeFr 10:10AM-11:05AM', 'Room' is 'Napier Hall 101', 'Instructor' is redacted, and 'Dates' are '09/01/2014 - 12/12/2014'. Below the table, there is an '*Enrollment Status' dropdown menu set to 'Enrolled'. It shows 'Enrollment Capacity 36' and 'Enrolled 37'. There are radio buttons for 'Link to Photos' (selected) and 'Include photos in list'. Below this is a table of 'Enrolled Students' with columns: 'Notify', 'Photo', 'ID', 'Name', 'Grade Basis', 'Units', 'Program and Plan', 'Level', and 'Status Note'. The table has 7 rows of student data. At the bottom, there are links for 'Select All', 'Clear All', 'notify selected students', 'notify all students', and 'Printer Friendly Version'.

7. Click Include photos in list

A close-up screenshot of the 'Select display option:' section. It shows two radio buttons: 'Link to Photos' (which is selected) and 'Include photos in list'. The 'Include photos in list' radio button is highlighted with a red rectangular box.

Campus Solutions

For Faculty: Accessing Class Rosters

The roster display changes, displaying a single student rather than a table with all students. If a photo is available, it is displayed at the left.

Other than the photo, the same data displays for the student.

Though only one student is displayed now, you can display additional students by using the navigation features in the upper right of the box.

To display the next student, click the right arrow icon.

You can also go straight to the beginning or end of the list by clicking First or Last, in the same navigation area. If you wish, you can view all of the students in this format on a single page by clicking View All.

- Return to the default view by clicking **Link to Photos**

You can also format the page for printing.

- At the bottom, click **Printer Friendly Version**

The roster changes to a layout more suitable for printing. Print the roster using the steps you prefer for printing from your browser.

- Return to the default view by clicking **Return**

Class Roster

Fall 2014 | Regular Academic Session | Hobart and William Smith | Undergraduate Degree

▼ **BIOL 167 - 02 (1297)** [change class](#)

Intro Topics: - Tropical Biology (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 10:10AM-11:05AM	Napier Hall 101	[REDACTED]	09/01/2014 - 12/12/2014

*Enrollment Status **Enrolled**

Enrollment Capacity 36 Enrolled 37

Select display option: Link to Photos Include photos in list

Find | View All First 1 of 37 **▶** Last

Notify

ID [REDACTED]
Name [REDACTED]
Grade Basis Graded
Units Taken 1.00

Program & Plan William Smith College - Undeclared
Level First Year
Status Enrolled **Status Note**

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

[notify selected students](#) [notify all students](#)

*Enrollment Status **Enrolled**

Enrollment Capacity 36 Enrolled 37

Select display option: **Link to Photos** Include photos in list

6	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Graded	1.00	Hobart College - Environmental Studies-BA-ID/Geoscience-BA-D/Sustainable Comm Dev(minor)-ID	SR	
7	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Graded	1.00	Hobart College - Undeclared	FY	

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

[notify selected students](#) [notify all students](#)

Class Roster

Fall 2014 | Regular Academic Session | Hobart and William Smith | Undergraduate Degree

▼ **BIOL 167 - 02 (1297)**

Intro Topics: - Tropical Biology (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 10:10AM-11:05AM	Napier Hall 101	Elizabeth Newell	09/01/2014 - 12/12/2014

Enrollment Status **Enrolled**

Enrollment Capacity 36 Enrolled 37

Enrolled Students

ID	Name	Grade Basis	Units	Program and Plan	Level	Status Note
1	[REDACTED]	Graded	1.00	William Smith College - Undeclared	FY	
2	[REDACTED]	Graded	1.00	William Smith College - Undeclared	SO	
3	[REDACTED]	Graded	1.00	Hobart College - Undeclared	FY	
4	[REDACTED]	Graded	1.00	William Smith College - Undeclared	FY	
5	[REDACTED]	Graded	1.00	Hobart College - Undeclared	FY	
6	[REDACTED]	Graded	1.00	Hobart College - Environmental Studies-BA-ID/Geoscience-BA-D/Sustainable Comm Dev(minor)-ID	SR	
7	[REDACTED]	Graded	1.00	Hobart College - Undeclared	FY	

[Return](#)

Campus Solutions

For Faculty: Accessing Class Rosters

At the bottom of the roster page are buttons that let you send e-mails to students in the class.

6	<input type="checkbox"/>		██████████	██████████	Graded	1.00	Hobart College - Environmental Studies-BA-ID/Geoscience-BA-D/Sustainable Comm Dev(minor)-ID	SR	
7	<input type="checkbox"/>		██████████	██████████	Graded	1.00	Hobart College - Undeclared	FY	

Select All Clear All [Printer Friendly Version](#)

The notify selected students button lets you send an e-mail to specific students. To use it, select the desired recipients in the checkboxes in the Notify column, then click the button and complete the steps for writing and sending the e-mail.

Alternatively, the notify all students button lets you send an e-mail to all students currently enrolled in the class. You do not need to select them all first.

Note: your class roster page is also accessible from your schedule page. From your schedule, to display a class roster for one of your classes, click the **class roster icon** for the class desired.

[Faculty Center](#) | [Advisor Center](#) | [Search](#) | [Learning Management](#)

[my schedule](#) | [class roster](#) | [grade roster](#)

Faculty Center

My Schedule

Fall 2014 | Hobart and William Smith [change term](#) [View Personal Data Summary](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Gradebook Assignments Mid-Term Progress

My Teaching Schedule > Fall 2014 > Hobart and William Smith

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<input checked="" type="checkbox"/>	BIOL 167-02 (1297)	Intro Topics: (Lecture)	37	MoWeFr 10:10AM - 11:05AM	Napier Hall 101	Sep 1, 2014- Dec 12, 2014
<input type="checkbox"/>	BIOL 320-01 (1758)	Agroecology (Lecture)	11	TuTh 8:45AM - 10:10AM	Napier Hall 102	Sep 1, 2014- Dec 12, 2014