

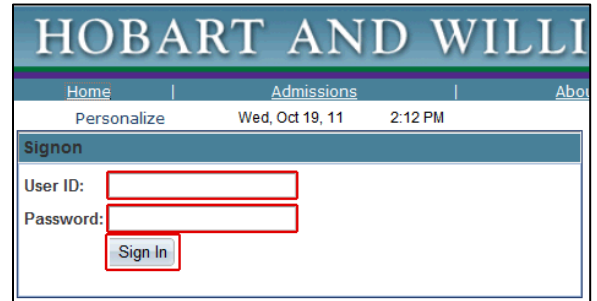
Campus Solutions

For Faculty: Accessing Class Rosters

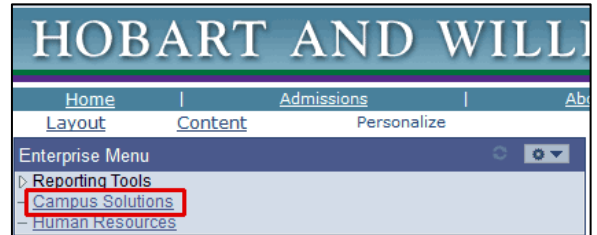
These instructions introduce you to the Faculty Center and highlight some of the features.

To access class rosters:

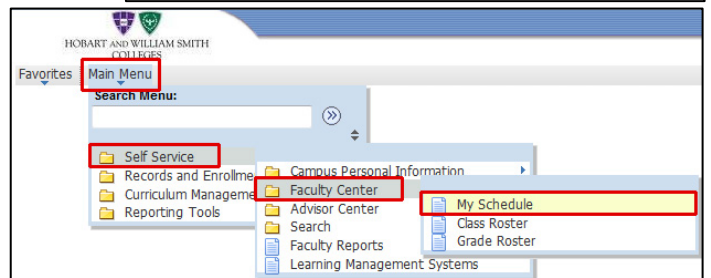
1. Go to the [HWS PeopleSoft Website](#)
2. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)



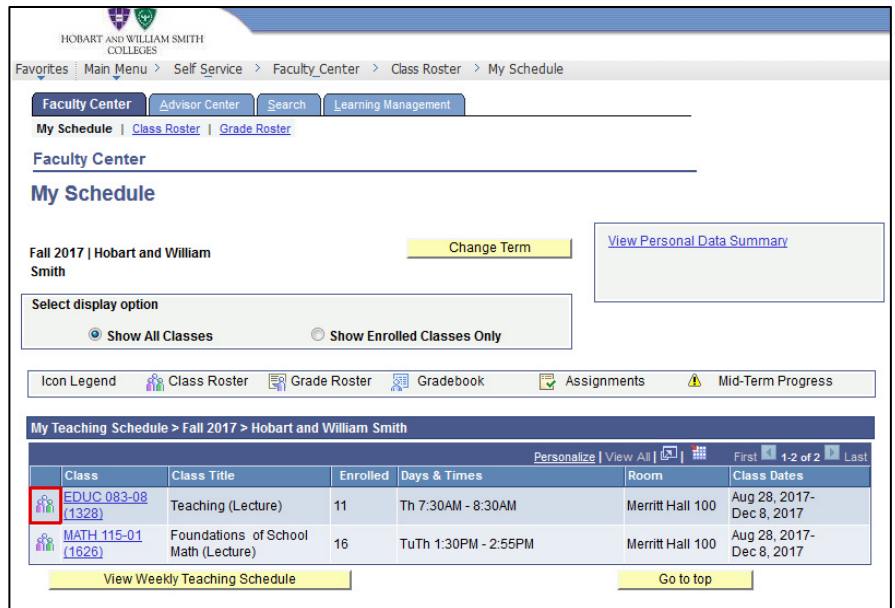
3. On the menu, click **Campus Solutions**



4. On the menu, click **Main Menu > Self Service > Faculty Center > My Schedule**



5. From the teaching schedule shown, next to the class desired, click the **Class Roster icon**



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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.

Favorites | Main Menu > Self Service > Faculty Center > Class Roster > My Schedule

Faculty Center | Advisor Center | Search | Learning Management

My Schedule | Class Roster | Grade Roster

Class Roster

Fall 2017 | Regular Academic Session | Hobart and William Smith | Undergraduate Degree

EDUC 083 - 08 (1328) [Change Class](#)

Teaching - Teach. Elem School Mathematics (Lecture)

Days and Times	Room	Instructor	Dates
Th 7:30AM-8:30AM	Merritt Hall 100	Paul Kehle	08/28/2017 - 12/08/2017

*Enrollment Status: Enrolled

Enrollment Capacity 30 Enrolled 11

Select display option: Link to Photos Include photos in list

Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Advisor Info
<input type="checkbox"/>		[REDACTED]	[REDACTED]	CrdNo Crd	0.00	William Smith College - Psychology-BS-D/Education (minor)-ID	Senior	Advisor Info
<input type="checkbox"/>		[REDACTED]	[REDACTED]	CrdNo Crd	0.00	William Smith College - Psychology-BA-D	Junior	Advisor Info
<input type="checkbox"/>		[REDACTED]	[REDACTED]	CrdNo Crd	0.00	William Smith College - Educational Studies-BA-D/Sociology-BA-D	Senior	Advisor Info
<input type="checkbox"/>		[REDACTED]	[REDACTED]	CrdNo Crd	0.00	William Smith College - English-BA-D	Junior	Advisor Info
<input type="checkbox"/>		[REDACTED]	[REDACTED]	CrdNo Crd	0.00	William Smith College - Educational Studies-BA-D/Women's Studies-BA-D	Senior	Advisor Info

6. Click **Include photos in list**

*Enrollment Status: Enrolled

Enrollment Capacity 36 Enrolled 37

Select display option: Link to Photos Include photos in list

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

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

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](#)

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

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