

# Campus Solutions

## For Faculty: Accessing Class Rosters

Class rosters are available in Campus Solutions, under the Teaching and Advising tile. On the class desired, use the Class Roster icon to view the roster as a list or as individual students. You may also notify the students, singly or as a group, from the class roster page.

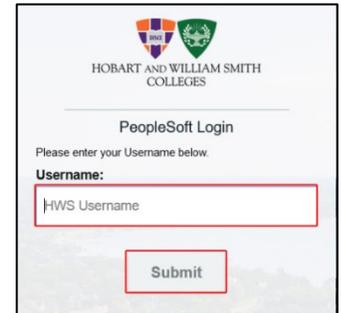
### To access class rosters:

1. Go to the [HWS PeopleSoft Website](#)
2. On the menu, click **Campus Solutions**
3. Log in with your **HWS username and password**



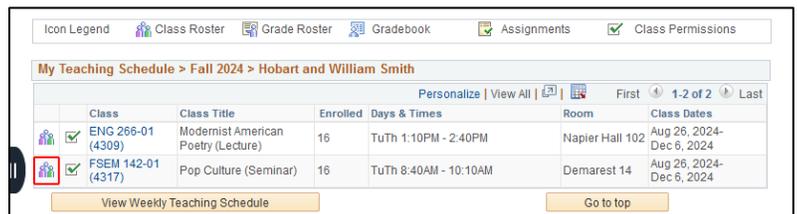
4. On the Campus Solutions home page, click the tile **Teaching and Advising**

The HWS Faculty page displays.

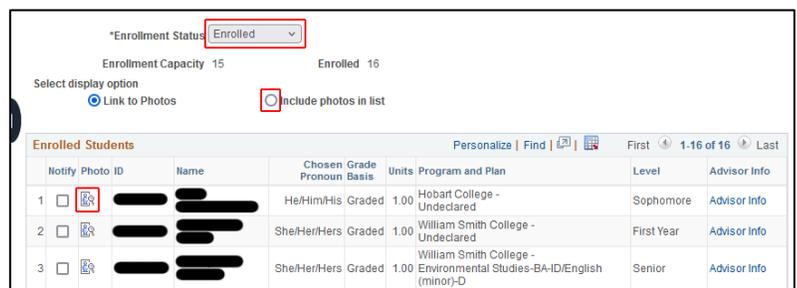


5. From the teaching schedule shown, next to the class desired, click the **Class Roster icon**

By default, the roster displays only currently enrolled students. Use the **Enrollment Status** dropdown menu to change the display.



By default, the Link to Photos radio button is selected. Data for each enrolled student displays on a line in the table. View a photo of the student (if available) by clicking the icon in the Photo column for the desired student.



6. Click **Include photos in list**

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The roster displays a single student. If a photo is available, it is displayed.

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

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.

The screenshot shows a student profile card with the following details:

- Select display option:**  Link to Photos,  Include photos in list
- Find | View All** | First 2 of 16 Last
- Notify (checkbox highlighted with a red box)
- Chosen Pronoun:** She/Her/Hers
- ID:** [Redacted]
- Name:** [Redacted]
- Grade Basis:** Graded
- Units Taken:** 1.00
- Program & Plan:** William Smith College - Undeclared
- Level:** First Year
- Status:** Enrolled
- Photo:** No Photo On File

At the bottom of the card are four buttons:

- Select All
- Clear All
- Notify Selected Students** (button highlighted with a red box)
- Notify All Students

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.