## 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

 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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Му	Tead	hing Schedul	e > Fall 2024 > Hobart a	nd Willia	m Smith		
					Personalize   Vi	ew All   💷   🔣 🛛 First	🕚 1-2 of 2 🕑 Last
		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<b>8</b> 8	×	ENG 266-01 (4309)	Modernist American Poetry (Lecture)	16	TuTh 1:10PM - 2:40PM	Napier Hall 102	Aug 26, 2024- Dec 6, 2024
ส์ส		FSEM 142-01 (4317)	Pop Culture (Seminar)	16	TuTh 8:40AM - 10:10AM	Demarest 14	Aug 26, 2024- Dec 6, 2024
View Weekly Teaching Schedule					Go to top		

			*Enrollment	Status	~					
		E	nrollment Ca	apacity 15	Enro	lled 16				
Se	lect di	splay ( O L	option ink to Photo	s	O Include phot	os in list				
Er	rolled	l Stud	ents					Personalize   Find   💷   🔢	First 🕙 1-16	of 16 🕑 Last
	Notify	Photo	ID	Name	Chosen Pronoun	Grade Basis	Units	Program and Plan	Level	Advisor Info
1		<u>.</u> ?	-		He/Him/His	Graded	1.00	Hobart College - Undeclared	Sophomore	Advisor Info
2		<u>.</u>	-	5	She/Her/Hers	Graded	1.00	William Smith College - Undeclared	First Year	Advisor Info
3		<u>.</u>	—		She/Her/Hers	Graded	1.00	William Smith College - Environmental Studies-BA-ID/English (minor)-D	Senior	Advisor Info





HOBART AND WILLIAM SMITH COLLEGES PeopleSoft Login

Please enter your Username below

Username

Simply select from the list of PeopleSoft environments below and

log in using your HWS credentials.

CAMPUS SOLUTIONS

## Campus Solutions For Faculty: Accessing Class Rosters

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 email to specific students. To use it, select the desired recipients in the checkboxes in the Notify column, then click the button and complete

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		Find   View All First ④ 2 of 16 🕑 Las			
	[	Chosen Pronoun She/Her/Hers			
	ID (				
	Name				
No Photo On File	Grade Basis	Graded			
	Units Taken	1.00			
	Program & Plan	William Smith College - Undeclared			
	Level	First			
		Year			
	Status	Enrolled			
Select All	Clear All				
Notify Select	ed Students	Notify All Students			

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.