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**

| | | | Learning Manage | Iment Systems | | | | |
|-----------------------------------------------------------------------------|-----------------------------------------|-------------|----------------------------|--------------------------|------------------------------|--|--|--|
| HOBART AND WILLIAN COLLEGES | | | | | | | | |
| avorites Main Menu > | Self Service > Faculty_C | ienter > (| Class Roster > My Schedule | | | | | |
| Faculty Center | Advisor Center Search | Learning Ma | anagement | | | | | |
| My Schedule Class | Roster Grade Roster | | | | | | | |
| Faculty Center | | | | | | | | |
| My Schedule | | | | | | | | |
| Fall 2017 Hobart and William Change Term View Personal Data Summary Smith | | | | | | | | |
| Select display option Show All | Classes O | Show Enro | olled Classes Only | | | | | |
| Icon Legend 👔 | Class Roster 🔄 Grade | Roster | 🐖 Gradebook 🛛 🛃 A | ssignments 🛝 | Mid-Term Progress | | | |
| | | | | | | | | |
| My Teaching Schedule | e > Fall 2017 > Hobart and V | William Smi | ith | | | | | |
| | | | Person | alize View All 🗖 🗎 | First 💶 1-2 of 2 🔟 Last | | | |
| Class | Class Title | Enrolled | Days & Times | Room | Class Dates | | | |
| A EDUC 083-08 (1328) | Teaching (Lecture) | 11 | Th 7:30AM - 8:30AM | Merritt Hall 100 | Aug 28, 2017- Dec 8, 2017 | | | |
| 都 <u>MATH 115-01</u> (1626) | Foundations of School Math (Lecture) | 16 | TuTh 1:30PM - 2:55PM | Merritt Hall 100 | Aug 28, 2017- Dec 8, 2017 | | | |
| View Wee | kly Teaching Schedule | | | Go to top | | | | |

HOBART AND WII

Personalize

Sign In

User ID: Password

Hom

Enterprise Menu
Reporting Tools

 Campus Solutions

 Human Resources

Lavout

99

HOBART AND WILLIAM SMITH

Self Service

Reporting Tools

Records and Enrollme

🗀 Curriculum Manageme 🗀 Faculty Center

Favorites Main Menu

Wed, Oct 19, 11

HOBART AND WIL

Content

ی 🕲

Advisor Cente

Search

Campus Personal Information

2:12 PM

Personalize

My Schedule

Class Roster

0 🔻

Campus Solutions For Faculty: Accessing Class Rosters

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.

| vorite | es N | ∕lain Men | u > Self Serv | ice > Faculty_C | Center > | Clas | s Roster 🚿 My Sche | dule | | | | | |
|-----------------------------------------------------|----------------|--------------|----------------|-------------------|----------------------|--------------|----------------------------------------------|----------------------------|--------------|-------------------|--|--|--|
| Fa | culty | Center | Advisor Cent | er <u>S</u> earch | Learning | Mana | gement | | | | | | |
| My Schedule Class Roster Grade Roster | | | | | | | | | | | | | |
| Cla | ss R | oster | | | | | | | | | | | |
| _ | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | 2017 | Regula | r Academic Se: | | | | th Undergraduate De | gree | | | | | |
| EDUC 083 - 08 (1328) | | | | | | | | | | | | | |
| Teaching - Teach. Elem School Mathematics (Lecture) | | | | | | | | | | | | | |
| | Days and Times | | Room | | Inst | tructor | Dates | | | | | | |
| | Th | :30AM-8:30AM | | Merritt Hall 100 | | Pau | l Kehle | 08/28/2017 - 12/08/2017 | | | | | |
| _ | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | *8 | nrollment Stat | tus Enrolled | - | | | | | | | | |
| Enrollment Capacity 30 Enrolled 11 | | | | | | | | | | | | | |
| Select display option | | | | | | | | | | | | | |
| | | _ | k to Photos | C | Include | photo | | | | | | | |
| Enro | lled S | itudents | | | Grade | | | alize Find 🖓 🕌 | First | 1-11 of 11 🚺 Last | | | |
| | Notify | Photo | ID <u>Na</u> | <u>me</u> | Basis | <u>Units</u> | Program and Plan | | <u>Level</u> | Advisor Info | | | |
| 1 | | <u>E</u> q | | | Crd/No Crd | 0.00 | William Smith Colleg Psychology-BS-D/Ed | e - ucation (minor)-ID | Senior | Advisor Info | | | |
| 2 | | <u>E</u> q | | | Crd/No Crd | 0.00 | William Smith Colleg Psychology-BA-D | e - | Junior | Advisor Info | | | |
| | | - | | | Crd/No | | William Smith Colleg Educational Studies- | | Senior | | | | |
| 3 | | <u>8</u> 9 | | | Crd | 0.00 | BA-D | BA-D/Sociology- | Senior | Advisor Info | | | |
| 3 | | | | | Crd Crd/No Crd | 0.00 | | | Junior | Advisor Info | | | |

6. Click 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.

Notify ID Name Grade Basis Graded Units Taken 1.00 Program & Plan William Smith College - Undeclared Level First Year Status Status Note Enrolled Select All Clear All Printer Friendly Version notify selected students notify all students

▼ Enrolled

Link to Photos

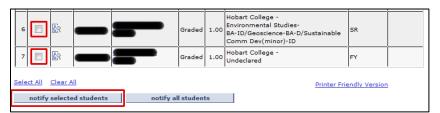
37

Include photos in list

Find | View All First 🚺 1 of 37 D Last

At the bottom of the roster page are buttons that let you send emails 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.

*Enrollment Status Enrolled

Enrollment Capacity 36

Select display option:

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.