

Class Roster

Introduction

As an administrator, you can view the rosters of classes in any department to which you have access.

Class Rosters include enrolled students, emplID, name pronunciation (if available), personal pronouns, units they're enrolled for, program and plan, academic level, admit term, expected graduation term, and four-year advisor.

Students can also be emailed through the Class Roster. See the Notify Students section below.

Note: Instructors, teaching assistants, and grading proxies view Class Rosters through their My Schedule & Roster tile.

Class Roster for Administrators

1. [Log in to SIS](#) with your CWRU ID and associated passphrase. From the **NavBar**, select **Menu > Curriculum Management > Class Roster > Class Roster**.

The Class Roster search screen will appear.

2. Enter the term, subject, and catalog number, etc., and click **Search**.
3. If there are multiple search results, a list will appear. Click on the appropriate roster.
If there is only one result, the roster will open.
4. The top of the screen displays the name of the course, its course number, and its section number. Click on the class link to see a description of the course.
5. The **Enrollment Status** drop-down defaults to **Enrolled** (showing all students who are enrolled), but if students have dropped the class, you have the option to change it to **Dropped** (showing all students who have dropped the class) or **All** (showing all students regardless of status).
6. The roster displays the capacity of the class in the **Enrollment Capacity** field, as well as the total number of enrolled students in the **Enrolled** field.

Roster Details

7. Each class roster contains the following information:

- **Select** - use this checkbox to choose students before sending an email through SIS.
- **ID** - unique number that identifies the student.
- **Name** - use this link to email a single student.
- **Hear Name** - click the speaker icon to hear the student's name pronunciation (if available).
- **Prefix** - prefix or honorific which should be used when formally addressing the student.
- **Personal Pronouns** - the preferred pronoun(s) a student has elected in SIS, which should be used when referring to the student in the third person.
- **Audit** - the grading basis for the class.
- **Units** - the number of credits for which the student is registered in the class.
- **Program and Plan** - for undergraduates, a program is the school or college of the student's major(s); the plan is the undergraduate's major. For graduate students, a program is the academic discipline and degree being pursued (i.e., Anthropology MA, Bioethics PhD, etc.); the plan is the method by which the student is achieving their degree (i.e., Plan A, Plan B, etc.).
- **Level** - For undergraduates, the student's class standing based on credit hours earned (i.e., first year, sophomore, etc.). For graduates, it is the degree level being pursued (i.e., Master's, Doctoral, etc.).
- **Admit Term** - the term in which the student was admitted.
- **Expected Graduation Term** - the term in which a student is expected to graduate based on the entry year.
- **Four-year Advisor** - a professional staff member who advises undergraduate students through graduation.

Note: Click on any column heading to sort by that column. The first click will sort in ascending order. Click the column heading again to sort in descending order.

Notify Students

8. The **Class Roster** allows you to send emails to students from within SIS.



9. To use this functionality, first decide if the email will go to all students or selected students.
 10. To send an email to all students, click the text **Select All**, then **Notify Selected Students**.
A new screen appears and the email addresses of all students in the class will be listed in the BCC: field.
 11. To send an email to selected students, select the students by clicking the **Select** checkbox, then **Notify Selected Students**.
The email addresses of the selected students will appear in the BCC: field.
 12. The **Send Notification** screen appears. Use it to type and send the email.
Email recipients can be added in the **To**, **CC**, or **BCC** fields.
The subject can be changed as desired.
Click the **Send Notification** button to send the email.
- This completes the review of the **Class Roster** screen and functionality.