

Class Roster

Introduction

As an instructor, teaching assistant, or grading proxy, you can view the rosters of classes on which you are listed in SIS.

Class Rosters include enrolled students, their photo (if available), emplID, name pronunciation (if available), email address, network ID, 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.

Class Roster for Instructors and Teaching Assistants

1. [Log in to SIS](#) with your CWRU ID and associated passphrase. From your Faculty Home, click the **My Schedule & Rosters** tile. This will present the **My Schedule** page.

Alternatively, from the **NavBar**, select Menu > Faculty & Advising > My Schedule & Rosters.

2. Your teaching schedule for the term is listed in the **My Schedule** table. To see a past or future term, click the **Change Term** button. See the [Teaching Schedule guide](#) for more information.
3. To see a roster of students in a class, click the icon in the **Class Roster** column.
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.
To look at a different class, click the **Change Class** button to return to the **My Schedule** page and select another roster.
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.

Ways to View Your Roster

7. There are three ways that a class roster can be viewed:
 - The first is a list, which is the default view.
 - The second is with pictures of the students. Click the **Include photos in list** radio button to see the list with photos included.
 - The third is the **Class Photo Roster** which displays all student photos in a grid format along with names, student IDs, personal pronouns and prefixes.
8. When the student photos appear, only one student can be seen on the screen. Move through the student photos one at a time using the **Backward** and **Forward** arrows at the top of the display.
9. To make all student photos appear on the screen at the same time, click the **View All** link.
To find a single student on the roster, click the **Find** link and enter the student's last or first name in the search box that appears.
10. To return to the list view of the roster, click the **Link to Photos** radio button.

Roster Details

11. Each class roster contains the following information:
 - **Notify** - select this checkbox to choose students before sending an email through SIS.
 - **Photo** - click the icon to see a photo of the student.
 - **ID** - unique number that identifies the student.
 - **Hear Name** - click the speaker icon to hear the student's name pronunciation (if available).
 - **Send E-mail** - click the email address to send an email to the student.
 - **CWRU Network ID** - network ID assigned to each 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.
 - **Prefix** - prefix or honorific which should be used when formally addressing the student.
 - **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.
- **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

12. The **Class Roster** allows instructors to send emails to students from within SIS.

13. To use this functionality, first decide if the email will go to all students or selected students.

14. To send an email to all students, click the **Notify All Students** button.

A new screen appears and the email addresses of all students in the class will be listed in the BCC: field.

15. To send an email to selected students, select the students by clicking the **Notify** checkbox, then click the **Notify Selected Students** button.

The email addresses of the selected students will appear in the BCC: field.

16. 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.