

## ONE.UF: FACULTY WORKSPACE CLASS ROLLS & TEACHING SCHEDULE

This instruction guide will highlight the Class Rolls and Teaching Schedule sections of ONE.UF.

### NAVIGATION

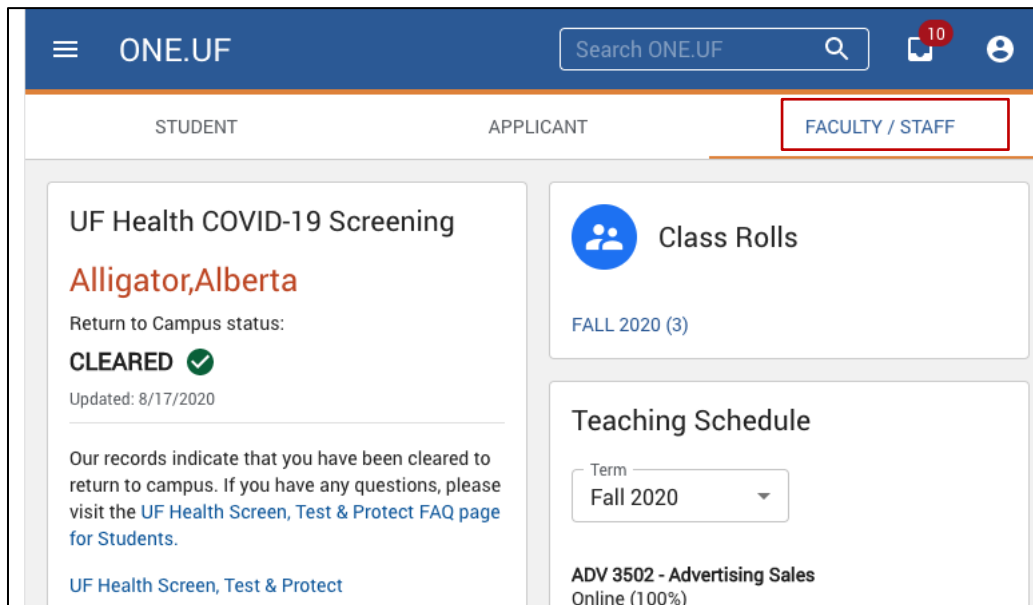
Use the following navigation to navigate to ONE.UF:

1. Navigate to [one.ufl.edu](https://one.ufl.edu) in your web browser
2. Click **LOG IN**
3. Click **Log in with Gatorlink**
4. Enter your **Gatorlink Username** and **Password**

### LOCATING THE FACULTY/STAFF WORKSPACE

This is your faculty/staff workspace in ONE.UF. If you are a student as well as Faculty/Staff, your workspace will start on the student workspace.

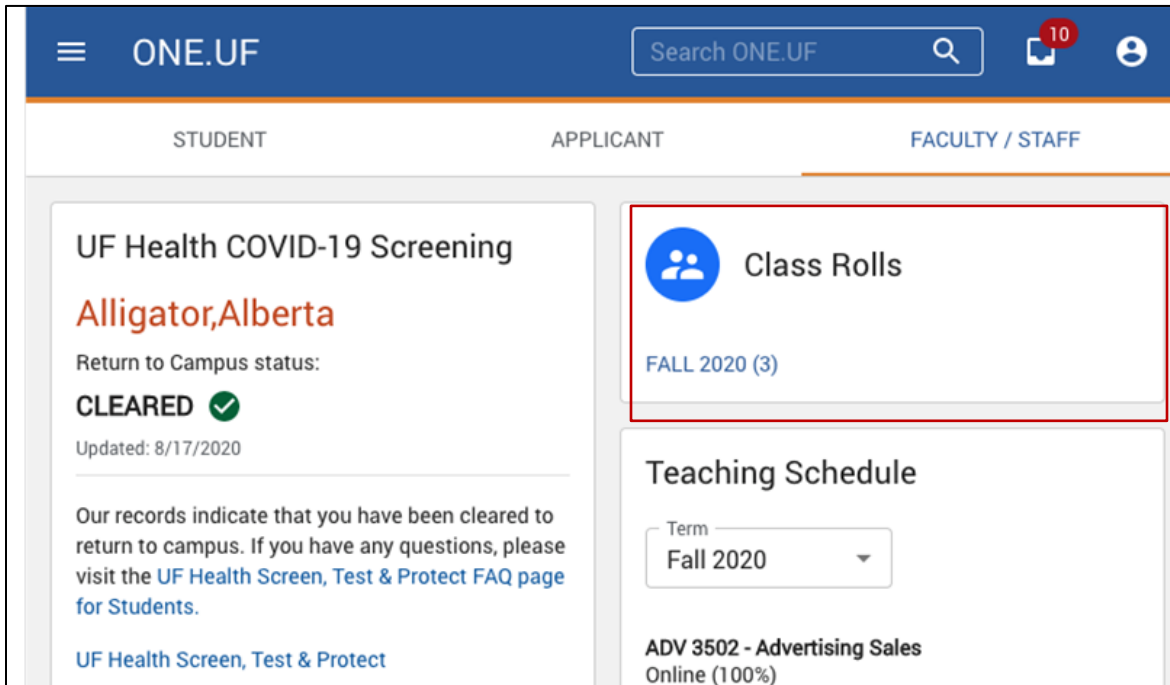
1. Click on the **Faculty/Staff** tab if your default workspace is Student



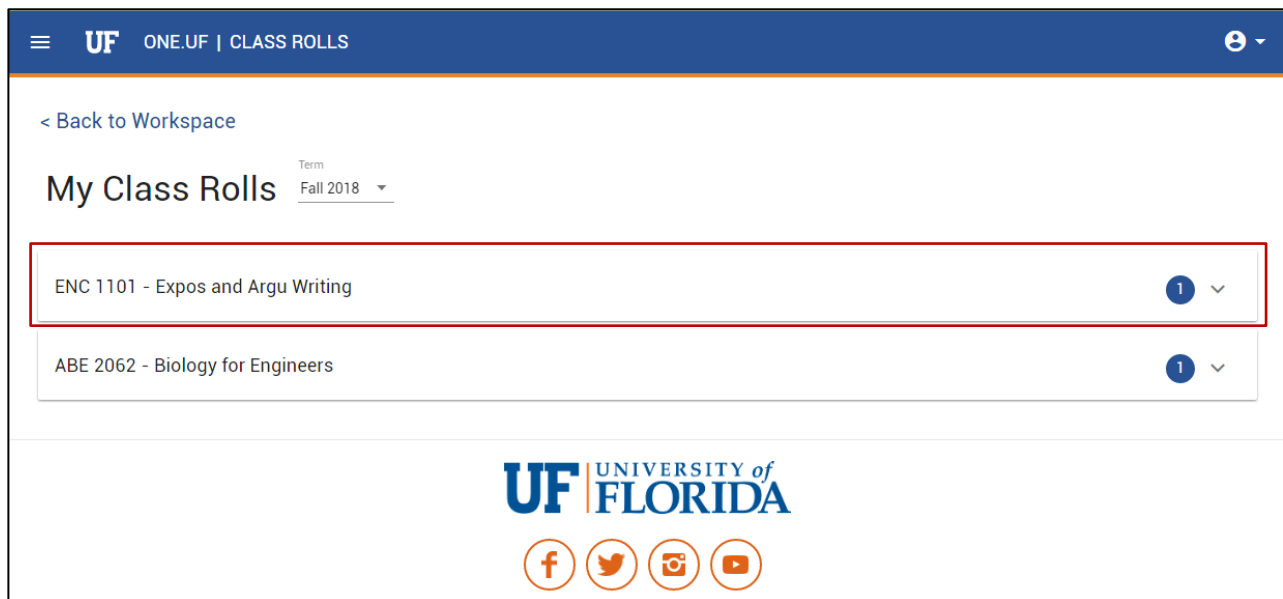
**CLASS ROLLS**

This is the view of the Faculty/Staff workspace where you can view your class rolls.

1. Click on the **FALL 2020 (3)** link. Class Rolls will be listed for each semester. (Number in parenthesis reflects the amount of Class Rolls in that semester.)



2. Click on the **class** you want to view



Here you can see all sections of the course that you are teaching.

- Click the **CLASS ROLL** link to see a list of students enrolled in the section

ONE.UF | CLASS ROLLS

< Back to Workspace

My Class Rolls Term: Fall 2018

ENC 1101 - Expos and Argu Writing 1

Class Roll	Class #	Meeting Info	Enrolled	Class Dates	
<b>CLASS ROLL</b>	10773	M,W,F   Period 2 (8:30 AM - 9:20 AM)	CBD 0212	2	8/22/18 - 12/5/18

ABE 2062 - Biology for Engineers 1

- Once the class is open, you can see and do the following:

- Enrollment Cap**
- Number of **enrolled** students
- Each **student** enrolled
- Download an **Excel** file or **.csv** file of your class roll

ONE.UF | CLASS ROLLS

< Back to My Class Rolls

ENC 1101 - Expos and Argu Writing

Class Number: 10773 Department: Writing Program

Instructor: Alligator,Alberta B Class Dates: 8/22/2018 - 12/14/2018

1 **Enrollment Cap: 19** 2 **Enrolled: 2**

Enrolled Students 4 **EXCEL** **CSV**

3

UFID	Last Name	First Name	E-mail	Grade Basis	Credits	Program	Level	Status	Class Number
11111111	Jones	William	11111111@uf.edu	Letter Grade	3	Liberal Arts and Sciences	Freshman	Enrolled	10773
22222222	Smith	James	22222222@uf.edu	Letter Grade	3	Liberal Arts and Sciences	Senior	Enrolled	10773

Class Roll	Class #
<a href="#">CLASS ROLL</a>	10418
<a href="#">CLASS ROLL</a>	13200
<a href="#">VIEW COMBINED</a>	

*NOTE: If you teach more than one section of a class, you can click the **VIEW COMBINED** link to see a combined list of all students enrolled in the class.*

## TEACHING SCHEDULE

You can view your Teaching Schedule for the term in the Teaching Schedule card.

All classes will display here along with the section number, class time, and room.

In the near future, you will also be able to click on the **DOWNLOAD TO MY CALENDAR** link in order to download your teaching schedule to your own calendar.

The screenshot shows the ONE.UF | WORKSPACE interface with the 'FACULTY / STAFF' tab selected. The 'Teaching Schedule' card for 'FALL 2018' is highlighted with a red box. It lists the following classes:

- ENC 1101 (10773)**: M,W,F | Period 2 (8:30 AM - 9:20 AM), CBD 0212, Final Exam: 12/12/2018 @ 3:00 PM - 5:00 PM
- ABE 2062 (14241)**: M,W,F | Period 2 (8:30 AM - 9:20 AM), MAEA 0303, Final Exam: 12/12/2018 @ 3:00 PM - 5:00 PM

A red box highlights the **DOWNLOAD TO MY CALENDAR** link at the bottom of the card.

## FOR ADDITIONAL ASSISTANCE

### Technical Issues

The UF Computing Help Desk

352-392-HELP

[helpdesk.ufl.edu](http://helpdesk.ufl.edu)