

VIEWING/EMAILING CLASS ROSTER

The Class Roster allows the user to view enrolled and waitlisted students. It also includes a feature that allows the user to email some or all of the students on the roster. This instruction guide outlines the steps required to send emails to students.

NAVIGATION

Use the following navigation to navigate to the Enrollment page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Curriculum Management**
5. Click **Class Roster**
6. Click **Class Roster**

PROCESS

Use the following steps to use the Class Roster page:

Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Academic Institution: begins with

Term: begins with

Subject Area: begins with

Catalog Nbr: begins with

Class Nbr: =

Class Section: begins with

Session: =

Course ID: begins with

Course Offering Nbr: =

Search Results

View All First 1-8 of 8 Last

| Academic Institution | Term | Subject Area | Catalog Nbr | Class Nbr | Class Section | Session | Course ID | Course Offering Nbr | Description |
|----------------------|------|--------------|-------------|-----------|---------------|----------------|-----------|---------------------|--------------|
| UFLO | 2188 | MAC | 1114 | 17342 | 1979 | Regular 020949 | 1 | | Trigonometry |
| UFLO | 2188 | MAC | 1114 | 17343 | 252G | Regular 020949 | 1 | | Trigonometry |
| UFLO | 2188 | MAC | 1114 | 17344 | 252H | Regular 020949 | 1 | | Trigonometry |
| UFLO | 2188 | MAC | 1114 | 17345 | 2859 | Regular 020949 | 1 | | Trigonometry |
| UFLO | 2188 | MAC | 1114 | 17346 | 3054 | Regular 020949 | 1 | | Trigonometry |
| UFLO | 2188 | MAC | 1114 | 17347 | 3055 | Regular 020949 | 1 | | Trigonometry |
| UFLO | 2188 | MAC | 1114 | 17418 | 3056 | Regular 020949 | 1 | | Trigonometry |

1. Enter the **Term**
 2. Enter the **Subject Area**
 3. Enter the **Catalog Nbr**
 4. Enter the **Class Nbr** (if known)
- OR**
- Enter the **Class Section** (if known)
5. Click the **Search** button
 6. Click the appropriate class

1. Change **Enrollment Status** to:
 - a. **All** if you wish to view both enrolled and waitlisted students
 - b. **Enrolled** if you wish to view only enrolled students
 - c. **Waiting** if you wish to view only waitlisted students
 - i. **Position Number** shows where the student is on the waitlist in comparison to other waitlisted students
 - ii. **Note:** Students are not guaranteed a seat in the class and should not expect to be enrolled by waitlisting in a class
2. Check the box in the **Select** column for each student you wish to email
3. If you wish to select all students on the roster for email notification, click the **Select All** link
4. If you wish to clear the check boxes you have selected, click the **Clear All** link
5. When you have made your selections, click the **Notify Selected Students** link

The screenshot shows the 'Class Roster' page for 'Fall 2021 | Regular Academic Session | University of Florida | Undergraduate'. The class is 'ABE 4932 - BIOP (10007) Special Topics (Lecture)'. A table lists days and times, room numbers, instructor names, dates, and topics. Below this is an 'Enrollment Status' dropdown menu set to 'All'. A table titled 'All Students' shows enrollment details for 12 students. The 'Select' column has checkboxes for students 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12. At the bottom, there are buttons for 'Select All', 'Clear All', 'Notify Selected Students', and 'Return to Search'.

| Enrollment Status | All |
|-------------------|--------------------------|
| All | <input type="checkbox"/> |
| Enrolled | <input type="checkbox"/> |
| Waiting | <input type="checkbox"/> |

| Select | ID | Name | Grade Basis | Units | Program and Plan | Level | Status | Status Note |
|-------------------------------------|----|--------------------------------|-------------|-------|--|-------------------|----------|-------------|
| <input checked="" type="checkbox"/> | 1 | Alligator, Alberta Chosen Name | | | Liberal Arts and Sciences - Associate of Arts | Sophomore | Waiting | Pos # 1 |
| <input type="checkbox"/> | 2 | | Letter Grd | 3.00 | Engineering - Chemical Engineering | Senior | Enrolled | |
| <input checked="" type="checkbox"/> | 3 | | Letter Grd | 3.00 | Engineering - Chemical Engineering | Fifth Year Senior | Enrolled | |
| <input type="checkbox"/> | 4 | | Letter Grd | 3.00 | Engineering - Biological Engineering/Organic-Sustainable Crop Prod | Fifth Year Senior | Enrolled | |
| <input type="checkbox"/> | 5 | | Letter Grd | 3.00 | Engineering - Environmental Eng Sciences/Biomolecular Engineering | Fifth Year Senior | Enrolled | |
| <input type="checkbox"/> | 6 | | Letter Grd | 3.00 | Engineering - Biological Engineering/Biomolecular Engineering | Fifth Year Senior | Enrolled | |
| <input type="checkbox"/> | 7 | | Letter Grd | 3.00 | Engineering - Chemical Engineering | Senior | Enrolled | |
| <input type="checkbox"/> | 8 | | Letter Grd | 3.00 | Engineering - Chemical Engineering | Senior | Enrolled | |
| <input type="checkbox"/> | 9 | | Letter Grd | 3.00 | Engineering - Chemical Engineering/Biomolecular Engineering | Fifth Year Senior | Enrolled | |
| <input type="checkbox"/> | 10 | | Letter Grd | 3.00 | Engineering - Chemical Engineering/Biomolecular Engineering | Fifth Year Senior | Enrolled | |
| <input type="checkbox"/> | 11 | | Letter Grd | 3.00 | Engineering - Chemical Engineering | Senior | Enrolled | |
| <input type="checkbox"/> | 12 | | Letter Grd | 3.00 | Engineering - Chemical Engineering/Biomolecular Engineering | Fifth Year Senior | Enrolled | |

6. An email dialog opens for the selected students

7. Enter your message in the **Message Text** field and any other necessary information according to the fields described below:

Notification from Test Instructor: The name of the user who is sending the email will appear here. In this example, the user who is signed in and accessing the class roster is "Test Instructor." This *cannot* be edited

From: The user's email will be listed in the **From** line. This *cannot* be edited

To: The user's email defaults here. It allows you to receive the notification that you are sending to the students. This *can* be edited

CC: This field is usually left blank. You can enter email addresses here. Other email recipients will see these email addresses.

BCC: The students' email addresses selected in step 2 will appear here. You can edit this field to add, update or remove email addresses

Subject: the default subject is <From the desk of *user's name*>. You can edit this field

Message Text: Type your message here

8. When you are finished editing the message, click the **Send Notification** button. This will send your email message to the selected students
9. You can return to the class roster by clicking the **Return to Class Roster** link. If you click this link without clicking the Send Notification button, the email will not be sent to the students

The screenshot shows a web interface for sending a notification. At the top, it says "Class Roster" and "Send Notification". Below that, a note says "Type e-mail addresses in the To, CC or BCC fields using a comma as a separator." The form has several fields: "From" (test.instructor@ufl.edu), "To" (test.instructor@ufl.edu), "CC" (empty), "BCC" (abcompass@ufl.edu, accompass@ufl.edu), "Subject" (From the desk of Test Instructor), and "Message Text" (There will be no class held this Wednesday). A "Send Notification" button is at the bottom right, and a "Return to Class Roster" link is at the bottom left. Red boxes highlight the "Notification from Test Instructor" header, the "From" field, the "To" field, the "BCC" field, the "Subject" field, the "Message Text" field, the "Send Notification" button, and the "Return to Class Roster" link.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu