

View a Class Roster and send email to students via Mosaic

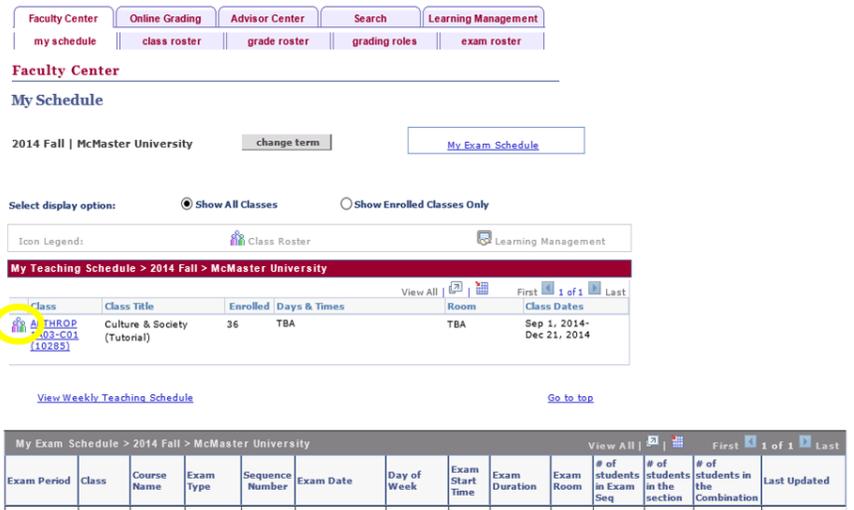
A **class roster** lists all students in the class. Use this if you want to find out details about a student (their name and program they are enrolled in), or to build your own spreadsheet for tracking other things such as attendance or grades (although we recommend Avenue to Learn for that). There are options to view enrollment status of students which could be useful if you are receiving work from students that you do not believe to be enrolled in your class.

1. [Login](#), if you are not logged in already.
2. Click on the **Faculty Center** tab then the **My Schedule** tab.

Alternately you can navigate to the Faculty Center by Clicking **Main Menu > Campus Solutions > Self Service > Faculty Center > My Schedule**

3. Click the **Class Roster icon** beside the respective class to view the **Class Roster**.

Note: the **Class Roster** is in real time so this is the most accurate version for you to use.



The screenshot displays the Faculty Center interface. At the top, there are navigation tabs: Faculty Center, Online Grading, Advisor Center, Search, and Learning Management. Below these are sub-tabs: my schedule, class roster, grade roster, grading roles, and exam roster. The main heading is 'Faculty Center' followed by 'My Schedule'. The current term is '2014 Fall | McMaster University' with a 'change term' button and a 'My Exam Schedule' link. There are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' shows a Class Roster icon and a Learning Management icon. The main content area is titled 'My Teaching Schedule > 2014 Fall > McMaster University'. It features a table with columns: Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. The first row is highlighted and has a yellow circle around the Class icon: 'A THROP 03-C01 (10283) Culture & Society (Tutorial) 36 TBA TBA Sep 1, 2014-Dec 21, 2014'. Below the table are links for 'View Weekly Teaching Schedule' and 'Go to top'. At the bottom, there is a 'My Exam Schedule > 2014 Fall > McMaster University' section with a table of exam periods and statistics.

| Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|------------------------|------------------------------|----------|--------------|------|--------------------------|
| A THROP 03-C01 (10283) | Culture & Society (Tutorial) | 36 | TBA | TBA | Sep 1, 2014-Dec 21, 2014 |

| Exam Period | Class | Course Name | Exam Type | Sequence Number | Exam Date | Day of Week | Exam Start Time | Exam Duration | Exam Room | # of students in Exam Seq | # of students in the section | # of students in the Combination | Last Updated |
|-------------|-------|-------------|-----------|-----------------|-----------|-------------|-----------------|---------------|-----------|---------------------------|------------------------------|----------------------------------|--------------|
|-------------|-------|-------------|-----------|-----------------|-----------|-------------|-----------------|---------------|-----------|---------------------------|------------------------------|----------------------------------|--------------|

- The **Class Roster** page allows you to view the students who are enrolled in a class (with photos if available) or have dropped the class. It will also show the capacity of the class and the number enrolled.

2014 Fall | Regular Academic Session | McMaster University | Undergraduate

▼ **ANTHROP 1A03 - 1 (10285)** [change class](#)

Cultural&Soc Anthr (Tutorial)

| Days and Times | Room | Instructor | Dates |
|----------------|------|---------------------|-------------------------|
| TBA | TBA | Superior Instructor | 2014/09/01 - 2014/12/21 |

*Enrollment Status:

Enrollment Capacity: 30 Enrolled: 34

Select display option: Link to Photos Include photos in list

| Enrolled Students | | | | | | | |
|--------------------------|-------|-----------|---------------------------------|-------------|-------|---|---------|
| Notify | Photo | ID | Name | Grade Basis | Units | Program and Plan | Level |
| <input type="checkbox"/> | | 400002373 | AR_USCDG,Mature | Graded | 3.00 | Science Degree Seeking - Life Sciences 1 | Level 1 |
| <input type="checkbox"/> | | 0161 | Ali,Ali | Graded | 3.00 | Engineering Bachelors - Civil Engineering | Level 1 |
| <input type="checkbox"/> | | 400002846 | Beal,Herschel | Graded | 3.00 | Engineering Bachelors - Photonics Engineering | Level 1 |

- You can filter the class roster by clicking the **Enrollment Status** list. The available values are: **All, Dropped, and Enrolled**

2014 Fall | Regular Academic Session | McMaster University | Undergraduate

▼ **ANTHROP 1A03 - 1 (10285)** [change class](#)

Cultural&Soc Anthr (Tutorial)

| Days and Times | Room | Instructor | Dates |
|----------------|------|---------------------|-------------------------|
| TBA | TBA | Superior Instructor | 2014/09/01 - 2014/12/21 |

Enrollment Status:

Enrollment Capacity: 30 Enrolled: 34

Select display option: Link to Photos Include photos in list

| Enrolled Students | | | | | | | |
|--------------------------|-------|-----------|---------------------------------|-------------|-------|---|---------|
| Notify | Photo | ID | Name | Grade Basis | Units | Program and Plan | Level |
| <input type="checkbox"/> | | 400002373 | AR_USCDG,Mature | Graded | 3.00 | Science Degree Seeking - Life Sciences 1 | Level 1 |
| <input type="checkbox"/> | | 0161 | Ali,Ali | Graded | 3.00 | Engineering Bachelors - Civil Engineering | Level 1 |
| <input type="checkbox"/> | | 400002846 | Beal,Herschel | Graded | 3.00 | Engineering Bachelors - Photonics Engineering | Level 1 |

6. You can filter the class roster by clicking the **Enrollment Status** list. The available values are: **All, Dropped, and Enrolled**

The screenshot shows the 'Class Roster' page for 'ANTHROP 1A03 - 1 (10285)'. The 'Enrollment Status' dropdown menu is highlighted in yellow, showing 'Enrolled' as the selected option. Below the dropdown, the enrollment capacity is 30 and the number of enrolled students is 34. The 'Enrolled Students' table is visible below.

| Notify | Photo | ID | Name | Grade Basis | Units | Program and Plan | Level |
|--------|-------|-----------|---------------------------------|-------------|-------|---|---------|
| 1 | | 400002373 | AR_USCDG,Mature | Graded | 3.00 | Science Degree Seeking - Life Sciences 1 | Level 1 |
| 2 | | 0161 | Ali,Ali | Graded | 3.00 | Engineering Bachelors - Civil Engineering | Level 1 |
| 3 | | 400002846 | Beal,Herschel | Graded | 3.00 | Engineering Bachelors - Photonics Engineering | Level 1 |

7. Click the **Change Class** button or the **My Schedule** tab to return to the list of classes for the term.

The screenshot shows the 'Class Roster' page with the 'my schedule' tab and the 'change class' button highlighted in yellow. The 'Enrollment Status' dropdown is set to 'Enrolled'. The 'Enrolled Students' table is visible below.

| Notify | Photo | ID | Name | Grade Basis | Units | Program and Plan | Level |
|--------|-------|-----------|---------------------------------|-------------|-------|---|---------|
| 1 | | 400002373 | AR_USCDG,Mature | Graded | 3.00 | Science Degree Seeking - Life Sciences 1 | Level 1 |
| 2 | | 0161 | Ali,Ali | Graded | 3.00 | Engineering Bachelors - Civil Engineering | Level 1 |
| 3 | | 400002846 | Beal,Herschel | Graded | 3.00 | Engineering Bachelors - Photonics Engineering | Level 1 |

8. On the **Class Roster** tab you can use the “notify all students” or “notify selected students” buttons to send an email to the students. Click the check box in the Notify column to indicate who you would like to send an email message to.

Cultural&Soc Anthr (Tutorial)

| Days and Times | Room | Instructor | Dates |
|--------------------|------|---------------------|-------------------------|
| Tu 11:00AM-12:00PM | TBA | Superior Instructor | 2015/09/01 - 2015/12/31 |

*Enrollment Status: Enrolled

Enrollment Capacity: 30 Enrolled: 2

Select display option: Link to Photos Include photos in list

| Enrolled Students | | | | | | | | Find | First | 1-2 of 2 | Last |
|-------------------------------------|-------|-----------|-------------------------------|-------------|-------|---------------------------------|-------|------|-------|----------|------|
| Notify | Photo | ID | Name | Grade Basis | Units | Program and Plan | Level | | | | |
| <input checked="" type="checkbox"/> | | 400004104 | Howard, Matt | Graded | 3.00 | Humanities Bach. Arts - English | | | | | |
| <input checked="" type="checkbox"/> | | 400004103 | McDonald, Amy | Graded | 3.00 | Humanities Bach. Arts - English | | | | | |

Select All Clear All [Printer Friendly Version](#)

9. This email can be sent to individual students or numerous students at the same time. Once you have completed the email information, click the **Send Notification** button. Note: The sender “From” will always be your address.

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Superior Instructor

From: test@mcmaster.ca

To: test@mcmaster.ca

CC:

howardm@gmail.com

BCC:

Subject: <From the desk of Superior Instructor>

Message Text: