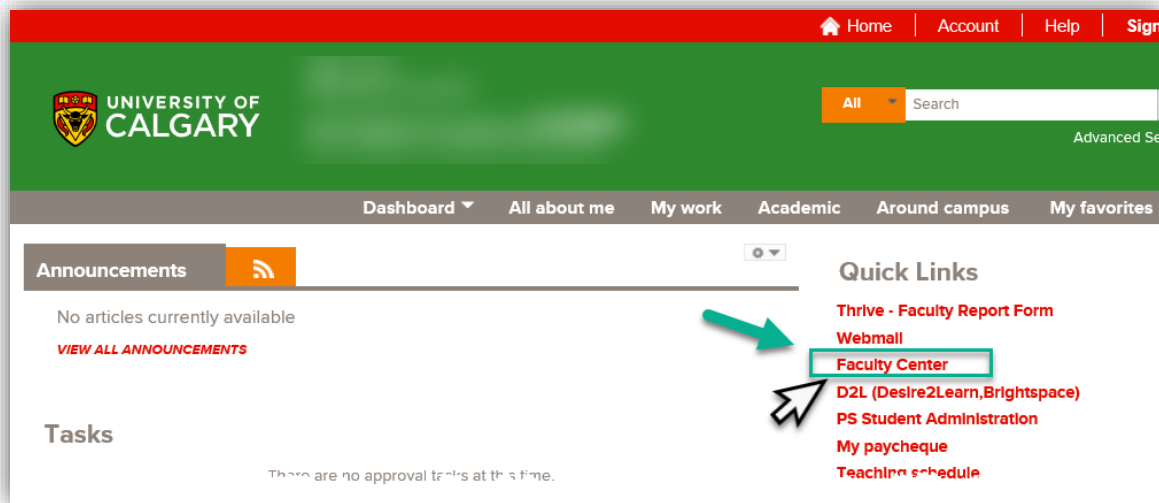


Instructors and grade administrators can access, download to Excel and print Class Rosters (class lists) from the Faculty Centre. The class roster provides a list of students who enrolled or dropped a class. Included is how to download the class roster to Excel, print and email students.

## Download Class Roster to Excel:

1. **Instructors** can access the Faculty Centre by navigating from the My UofC Portal by clicking on the Faculty Centre on the Quick Links. *Note: For FOIP reasons all names are scrambled.* Click the **Faculty Center** link.

**Faculty Center**



2. From the Faculty Centre, click the **My Schedule** link.

**My Schedule**



3. **Grade Administrators** access the Faculty Centre by logging onto the My UofC Portal with SecurID and selecting Self Service. Click the **Self Service** link.

**Self Service**

# Class Roster: Download to Excel, Print and Email

SA – Faculty Centre



- Click the **Faculty Center** link.

**Faculty Center**

- Click the **My Schedule** link.

**My Schedule**

- To view the class roster click on the class roster icon beside the applicable class (e.g. ALMC 202). **Tip:** To access D2L (Desire 2 Learn), click on the Learning Management Icon. Click the **Class Roster** button.



Faculty Center

### My Schedule

Fall 2018 | University of Calgary Change Term

Select display option  
 Show All Classes  Show Enrolled Classes Only

My Exam Schedule  
Links for Staff and Faculty

**D2L Link**

Icon Legend Class Roster Learning Management

**My Teaching Schedule > Fall 2018 > University of Calgary**

Personalize   View 100						
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ALMC 202-01 (72543)	Beginners Arabic I (Lecture)	23	MoWeThFr 9:00AM - 9:50AM	CHE 118	Sep 6, 2018- Dec 7, 2018
				MoWeThFr 9:00AM - 9:50AM	CHE 118	Sep 6, 2018- Dec 7, 2018
	ALMC 202-02 (72675)	Beginners Arabic I (Lecture)	33	MoWeThFr 2:00PM - 2:50PM	CHC 110	Sep 6, 2018- Dec 7, 2018

7. The class roster displays and, if desired, the class meeting information can be collapsed for ease of viewing. Click the **Expand / Collapse** button.

**Class Roster**

---

Fall 2018 | Regular Academic | University of Calgary | Undergraduate Programs

▶ ALMC 202 - 01 (72543) Change Class

Beginners Arabic I (Lecture)

Days and Times	Room	Instructor	Dates
MoWeThFr 9:00AM-9:50AM	CHE 118		2018/09/06 - 2018/12/07

8. Click the **Download Enrolled Students Table to Excel** button. **Note:** For FOIP reasons all student names are scrambled.



**Class Roster**

---

Fall 2018 | Regular Academic | University of Calgary | Undergraduate Programs

▶ ALMC 202 - 01 (72543) Change Class

\*Enrollment Status Enrolled ▼

Enrollment Capacity 34      Enrolled 23

**Download Format**

No Special Format   
  Upload Ready   
  MicroGrade Program

To notify students, please select 'No Special Format'

To download the roster, click the icon below. For help, click [here](#).

**Enrolled Students** Personalize | Find | | First

	Name	ID	Prim Last Name	Prim First Name	Faculty	Program	Degree	Plan	Level	LEC	N/A	Final Grade	Enr.
1	Name	ALMC	202	01									
2	Adams, Lucas W		Adams	Lucas	AR	ARBCH	BA-DEG	ECON-MAJ	Year 1	01			hcr
3	Al-Attar, Cortney		Al-Attar	Cortney	MD	MDBCH	BCR-DEG		Year 2	01			hcr
4	Aziz, Gregorio H		Aziz	Gregorio	SC	SCBCH	BSC-DEG	BISC-MAJ	Year 2	01			hcr
5	Bazzarelli, Robert P		Bazzarelli	Robert	SC	SCBCH	BSC-DEG	GOV-MAJ	Year 1	01			F

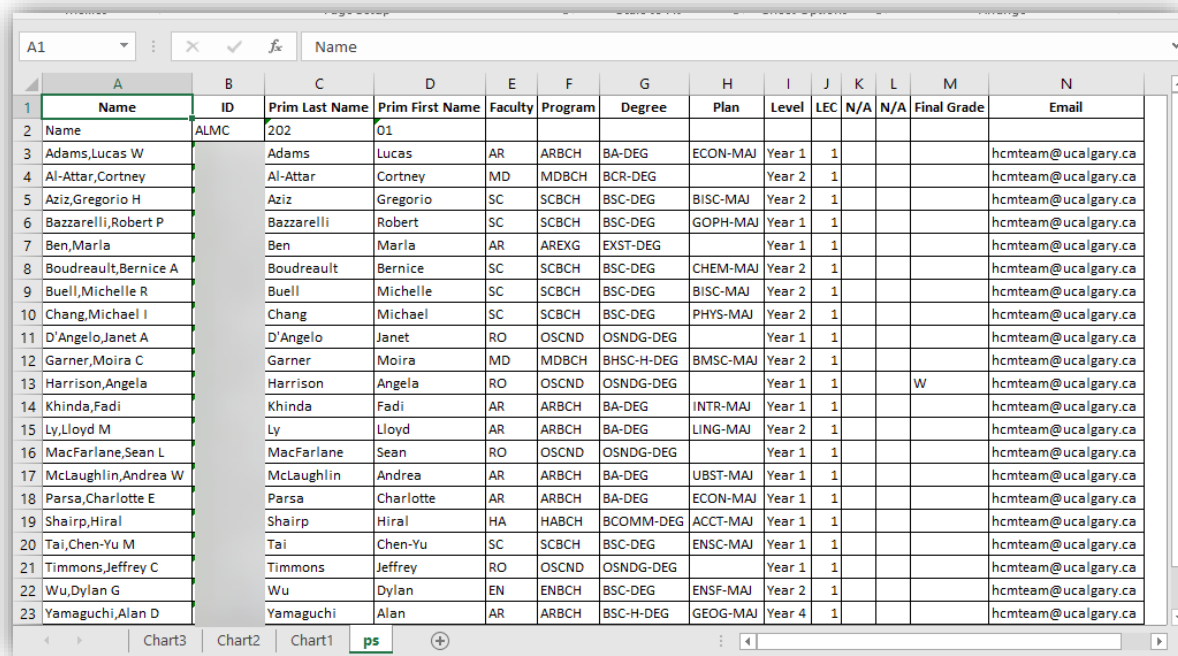
# Class Roster: Download to Excel, Print and Email

SA – Faculty Centre

9. You will be prompted to Open, Save or Cancel the Excel file. Click the **Open** button.



10. Excel will open the class roster. You can manipulate the file as desired in Excel. **Note:** Errors are often generated using MAC/Apple computers. *For FOIP reasons all student names are scrambled.*



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Name	ID	Prim Last Name	Prim First Name	Faculty	Program	Degree	Plan	Level	LEC	N/A	N/A	Final Grade	Email
2	Name	ALMC	202											
3	Adams, Lucas W		Adams	Lucas	AR	ARBCH	BA-DEG	ECON-MAJ	Year 1	1				hcmteam@ucalgary.ca
4	Al-Attar, Cortney		Al-Attar	Cortney	MD	MDBCH	BCR-DEG		Year 2	1				hcmteam@ucalgary.ca
5	Aziz, Gregorio H		Aziz	Gregorio	SC	SCBCH	BSC-DEG	BISC-MAJ	Year 2	1				hcmteam@ucalgary.ca
6	Bazzarelli, Robert P		Bazzarelli	Robert	SC	SCBCH	BSC-DEG	GOPH-MAJ	Year 1	1				hcmteam@ucalgary.ca
7	Ben, Marla		Ben	Marla	AR	AREXG	EXST-DEG		Year 1	1				hcmteam@ucalgary.ca
8	Boudreault, Bernice A		Boudreault	Bernice	SC	SCBCH	BSC-DEG	CHEM-MAJ	Year 2	1				hcmteam@ucalgary.ca
9	Buell, Michelle R		Buell	Michelle	SC	SCBCH	BSC-DEG	BISC-MAJ	Year 2	1				hcmteam@ucalgary.ca
10	Chang, Michael I		Chang	Michael	SC	SCBCH	BSC-DEG	PHYS-MAJ	Year 2	1				hcmteam@ucalgary.ca
11	D'Angelo, Janet A		D'Angelo	Janet	RO	OSCND	OSNDG-DEG		Year 1	1				hcmteam@ucalgary.ca
12	Garner, Moira C		Garner	Moira	MD	MDBCH	BHSC-H-DEG	BMSC-MAJ	Year 2	1				hcmteam@ucalgary.ca
13	Harrison, Angela		Harrison	Angela	RO	OSCND	OSNDG-DEG		Year 1	1		W		hcmteam@ucalgary.ca
14	Khinda, Fadi		Khinda	Fadi	AR	ARBCH	BA-DEG	INTR-MAJ	Year 1	1				hcmteam@ucalgary.ca
15	Ly, Lloyd M		Ly	Lloyd	AR	ARBCH	BA-DEG	LING-MAJ	Year 2	1				hcmteam@ucalgary.ca
16	MacFarlane, Sean L		MacFarlane	Sean	RO	OSCND	OSNDG-DEG		Year 1	1				hcmteam@ucalgary.ca
17	McLaughlin, Andrea W		McLaughlin	Andrea	AR	ARBCH	BA-DEG	UBST-MAJ	Year 1	1				hcmteam@ucalgary.ca
18	Parsa, Charlotte E		Parsa	Charlotte	AR	ARBCH	BA-DEG	ECON-MAJ	Year 1	1				hcmteam@ucalgary.ca
19	Shairp, Hiral		Shairp	Hiral	HA	HABCH	BCOMM-DEG	ACCT-MAJ	Year 1	1				hcmteam@ucalgary.ca
20	Tai, Chen-Yu M		Tai	Chen-Yu	SC	SCBCH	BSC-DEG	ENSC-MAJ	Year 1	1				hcmteam@ucalgary.ca
21	Timmons, Jeffrey C		Timmons	Jeffrey	RO	OSCND	OSNDG-DEG		Year 1	1				hcmteam@ucalgary.ca
22	Wu, Dylan G		Wu	Dylan	EN	ENBCH	BSC-DEG	ENSF-MAJ	Year 2	1				hcmteam@ucalgary.ca
23	Yamaguchi, Alan D		Yamaguchi	Alan	AR	ARBCH	BSC-H-DEG	GEOG-MAJ	Year 4	1				hcmteam@ucalgary.ca

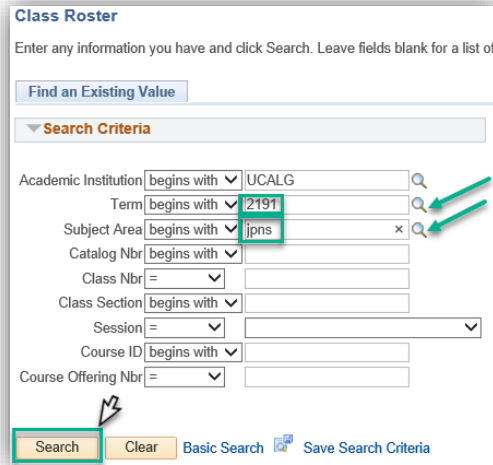
11. **Grade Administrators** can download Class Rosters by navigating to **Curriculum Management > Class Rosters** and search for the applicable class. Click the **Curriculum Management** link.

[Curriculum Management](#)

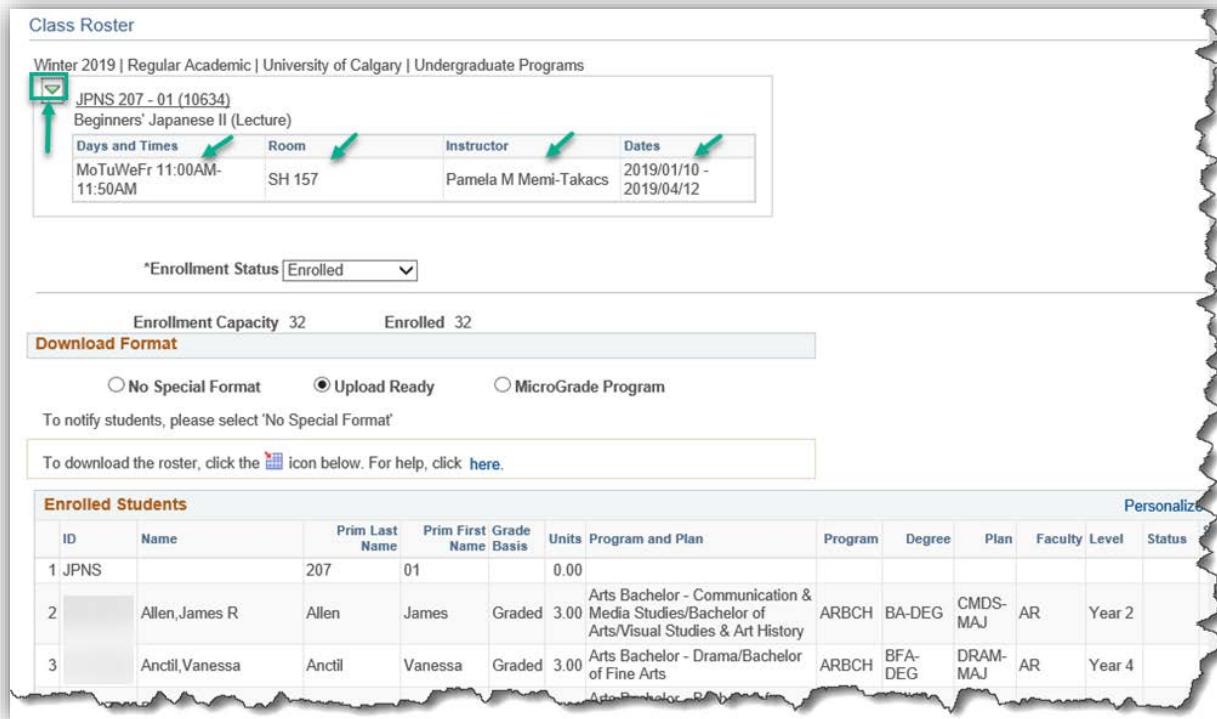
12. Click the **Class Roster** link.

[Class Roster](#)

- Enter the desired term and subject. For this example 2191 (Winter 2019) and JPNS will be used. Click the **Search** button.



- A grid displays of the classes for the Term 2191 (e.g. JPNS). Click the applicable class.
- The selected course displays (JPNS 207) and details of the class (time, location, instructor and term dates). For ease of viewing, collapse the meeting details. Please note for FOIP reasons all names of instructors and students have been scrambled.



Winter 2019 | Regular Academic | University of Calgary | Undergraduate Programs

JPNS 207 - 01 (10634)  
Beginners' Japanese II (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeFr 11:00AM-11:50AM	SH 157	Pamela M Memi-Takacs	2019/01/10 - 2019/04/12


\*Enrollment Status:

Enrollment Capacity 32    Enrolled 32

**Download Format**

No Special Format     Upload Ready     MicroGrade Program

To notify students, please select 'No Special Format'

To download the roster, click the  icon below. For help, click [here](#).

**Enrolled Students** Personalize

ID	Name	Prim Last Name	Prim First Name	Grade Basis	Units	Program and Plan	Program	Degree	Plan	Faculty Level	Status
1	JPNS	207	01		0.00						
2	Allen, James R	Allen	James	Graded	3.00	Arts Bachelor - Communication & Media Studies/Bachelor of Arts/Visual Studies & Art History	ARBCH	BA-DEG	CMDS-MAJ	AR	Year 2
3	Ancil, Vanessa	Ancil	Vanessa	Graded	3.00	Arts Bachelor - Drama/Bachelor of Fine Arts	ARBCH	BFA-DEG	DRAM-MAJ	AR	Year 4

# Class Roster: Download to Excel, Print and Email

SA – Faculty Centre



- Enrollment Status defaults to Enrolled. Currently the Enrollment Capacity is 32 and there are 32 Enrolled in this class. There are 3 options for Enrollment Status: All, Dropped, and Enrolled. Click the **Enrollment Status** list.
- Dropped** displays students cancelled from the term. **Important:** Late drops may not be included and will trigger an error message. Please contact Student and Enrolment Services to refresh the roster if this occurs. Click the **Dropped** list item.

The screenshot shows the 'Class Roster' interface for 'Winter 2019 | Regular Academic | University of Calgary | Undergraduate Programs'. The class is 'JPNS 207 - 01 (10634)'. The enrollment status is currently set to 'Enrolled'. A dropdown menu is open, showing options: 'All', 'Dropped', and 'Enrolled'. A red arrow points to the 'Dropped' option. Below the dropdown, it shows 'Enrollment Capacity 32' and 'Enrolled 32'. There is a 'Download Format' section with three radio buttons: 'No Special Format', 'Upload Ready' (selected), and 'MicroGrade Program'. A note says 'To notify students, please select 'No Special Format''.

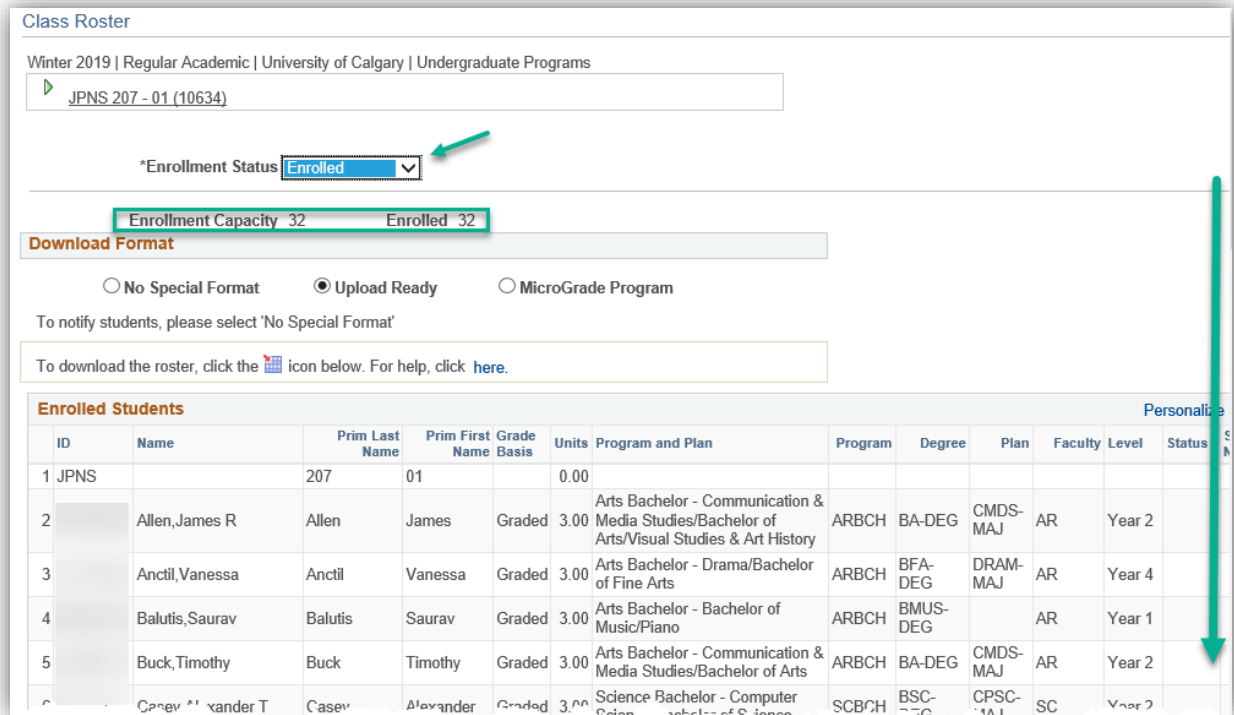
- For this example there has been one student who dropped as reflected in the class roster. Click the **Enrollment Status** list.

The screenshot shows the 'Class Roster' interface for 'Winter 2019 | Regular Academic | University of Calgary | Undergraduate Programs'. The class is 'JPNS 207 - 01 (10634)'. The enrollment status is now set to 'Dropped'. It shows 'Enrollment Capacity 32' and 'Dropped 1'. The 'Download Format' section has 'Upload Ready' selected. A note says 'To notify students, please select 'No Special Format''.

To download the roster, click the icon below. For help, click [here](#).

Dropped Students														Personalize
ID	Name	Prim Last Name	Prim First Name	Grade Basis	Units	Program and Plan	Program	Degree	Plan	Faculty	Level	Status	Statu No.	
1	JPNS	207	01		0.00									
2	5	Taheer, Iryna M	Taheer, Iryna			Arts Bachelor -	ARBCH	BA-DEG	CMDS-MAJ	AR	Year 1			

19. Click the **Enrolled** list item and scroll down to view the entire class roster. Note there are 32 students listed on the class roster as the status is Enrolled.



Class Roster

Winter 2019 | Regular Academic | University of Calgary | Undergraduate Programs

JPNS 207 - 01 (10634)


\*Enrollment Status: **Enrolled** (dropdown menu)

Enrollment Capacity: 32    Enrolled: 32

**Download Format**

No Special Format     Upload Ready     MicroGrade Program

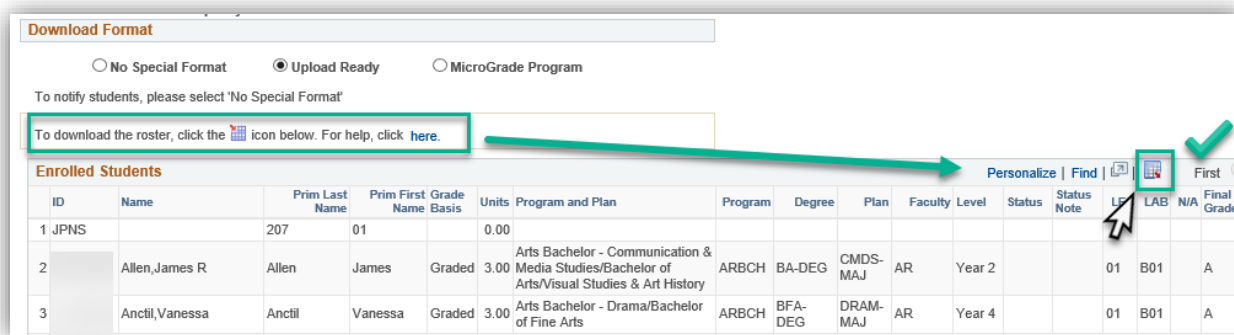
To notify students, please select 'No Special Format'

To download the roster, click the  icon below. For help, click [here](#).

**Enrolled Students**

ID	Name	Prim Last Name	Prim First Name	Grade Basis	Units	Program and Plan	Program	Degree	Plan	Faculty	Level	Status
1	JPNS	207	01		0.00							
2	Allen, James R	Allen	James	Graded	3.00	Arts Bachelor - Communication & Media Studies/Bachelor of Arts/Visual Studies & Art History	ARBCH	BA-DEG	CMDS-MAJ	AR	Year 2	
3	Anctil, Vanessa	Anctil	Vanessa	Graded	3.00	Arts Bachelor - Drama/Bachelor of Fine Arts	ARBCH	BFA-DEG	DRAM-MAJ	AR	Year 4	
4	Balutis, Saurav	Balutis	Saurav	Graded	3.00	Arts Bachelor - Bachelor of Music/Piano	ARBCH	BMUS-DEG		AR	Year 1	
5	Buck, Timothy	Buck	Timothy	Graded	3.00	Arts Bachelor - Communication & Media Studies/Bachelor of Arts	ARBCH	BA-DEG	CMDS-MAJ	AR	Year 2	


20. To download the class roster, click on the Download Enrolled Students Excel icon in the column heading. Click the **Download Excel Icon** button.



**Download Format**

No Special Format     Upload Ready     MicroGrade Program

To notify students, please select 'No Special Format'

To download the roster, click the  icon below. For help, click [here](#).

**Enrolled Students**

ID	Name	Prim Last Name	Prim First Name	Grade Basis	Units	Program and Plan	Program	Degree	Plan	Faculty	Level	Status	Status Note	LAB	N/A	First
1	JPNS	207	01		0.00											
2	Allen, James R	Allen	James	Graded	3.00	Arts Bachelor - Communication & Media Studies/Bachelor of Arts/Visual Studies & Art History	ARBCH	BA-DEG	CMDS-MAJ	AR	Year 2			01	B01	A
3	Anctil, Vanessa	Anctil	Vanessa	Graded	3.00	Arts Bachelor - Drama/Bachelor of Fine Arts	ARBCH	BFA-DEG	DRAM-MAJ	AR	Year 4			01	B01	A

21. You will be prompted to Open, Save or Cancel. Ensure your browser allows for popups. For this example, click Open.

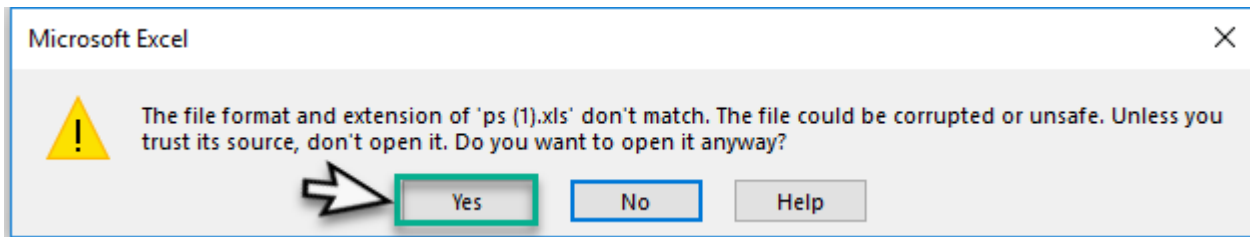


Do you want to open or save **ps.xls** from **my.ucalgary.ca**?

# Class Roster: Download to Excel, Print and Email

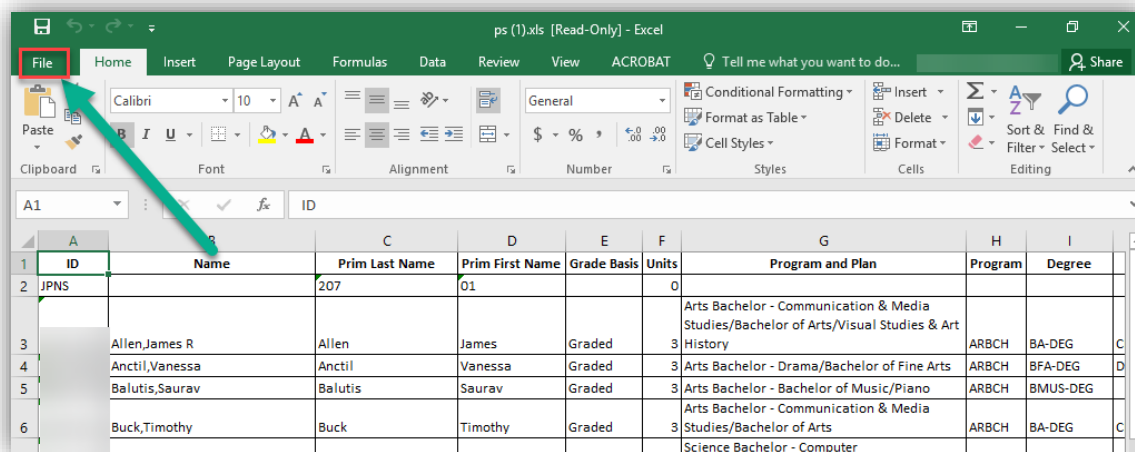
SA – Faculty Centre

22. You might be prompted for corrupted and unsafe files. Click the **Yes** button.



23. Excel will open the class roster. You can manipulate the file as desired in Excel; however please avoid including comments in the spreadsheet. Click the **File** option.

File

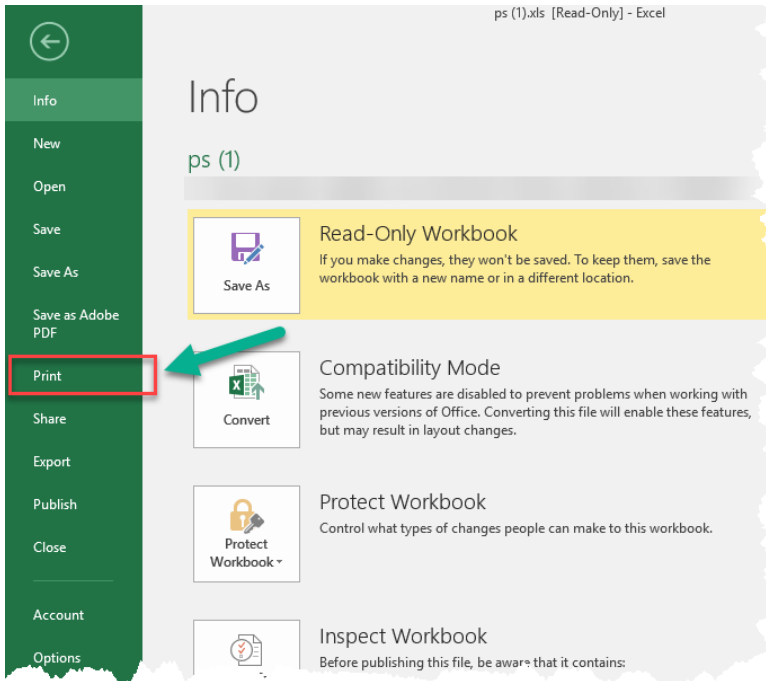


A screenshot of the Microsoft Excel interface. The "File" tab is highlighted in the ribbon. A green arrow points to the "File" tab. The spreadsheet contains the following data:

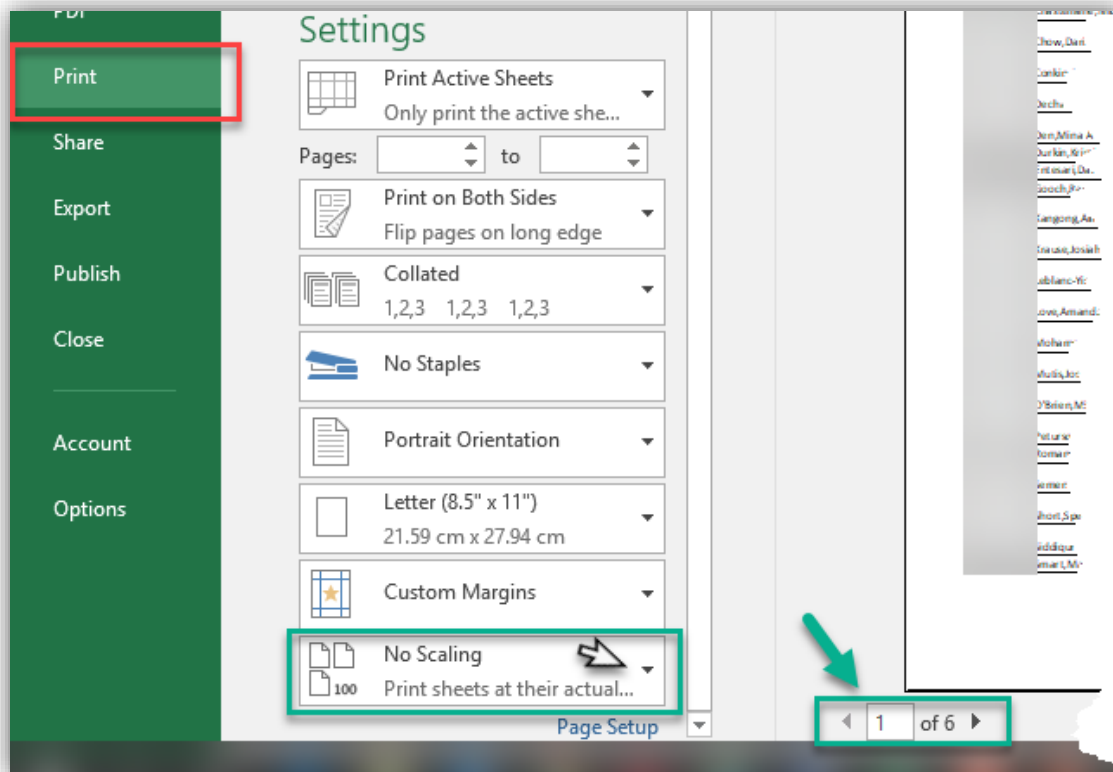
ID	Name	Prim Last Name	Prim First Name	Grade Basis	Units	Program and Plan	Program	Degree
JPNS		207	01		0			
	Allen,James R	Allen	James	Graded		Arts Bachelor - Communication & Media Studies/Bachelor of Arts/Visual Studies & Art History	ARBCH	BA-DEG
	Anctil,Vanessa	Anctil	Vanessa	Graded	3	Arts Bachelor - Drama/Bachelor of Fine Arts	ARBCH	BFA-DEG
	Balutis,Saurav	Balutis	Saurav	Graded	3	Arts Bachelor - Bachelor of Music/Piano	ARBCH	BMUS-DEG
	Buck,Timothy	Buck	Timothy	Graded	3	Arts Bachelor - Communication & Media Studies/Bachelor of Arts	ARBCH	BA-DEG
						Science Bachelor - Computer		



24. Click the **Print** option.



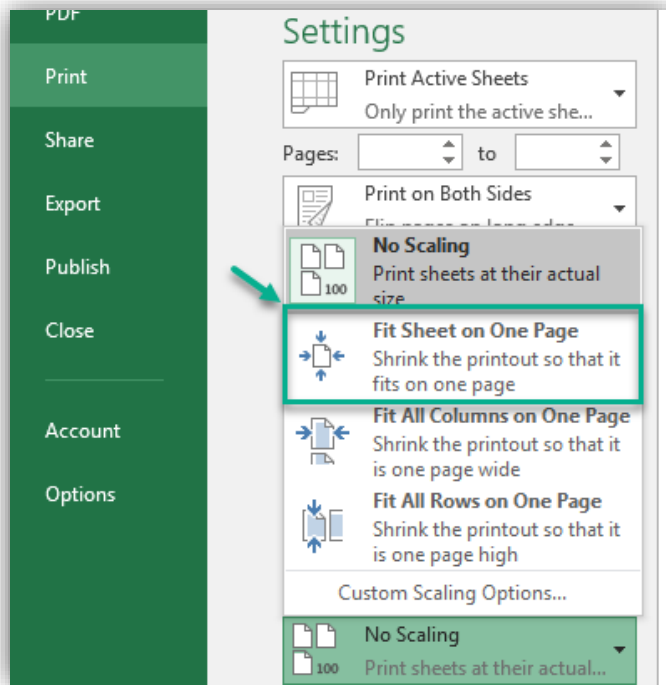
25. The Excel spreadsheet can be fit to one page for printing. Click the No Scaling **Open** button.



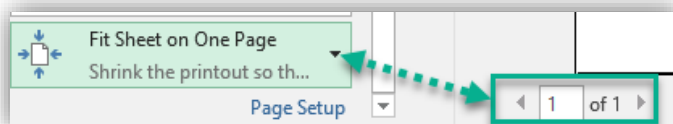
# Class Roster: Download to Excel, Print and Email

SA – Faculty Centre

26. Click the **Fit Sheet on One Page** list item.

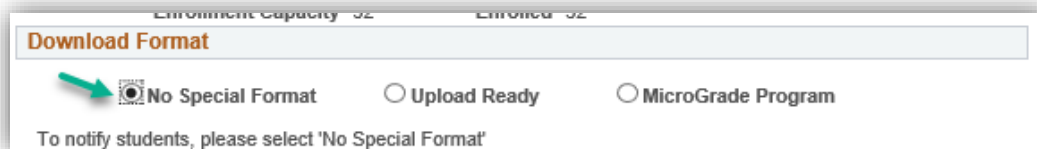


27. Note the page number is now 1 of 1.



## Email Student from Class Roster:

1. To email students from the class roster for specific reasons (classroom change, instructor illness, etc.) it can be completed as follows. Click the **No Special Format** option.



2. After selecting "No Special Format" a "Select" column of checkboxes displays.


Enrollment Capacity: 32      Enrolled: 32

**Download Format**

No Special Format     
  Upload Ready     
  MicroGrade Program

To notify students, please select 'No Special Format'

---

To download the roster, click the  icon below. For help, click [here](#).

**Enrolled Students**

	Select	ID	Name	Prim Last Name	Prim First Name	Grade Basis	Units	Program and Plan
1	<input type="checkbox"/>		Allen, James R	Allen	James	Graded	3.00	Arts Bachelor - Communi- Media Studies/Bachelo, Arts/Visual Studies & Ar*
2	<input type="checkbox"/>		Anctil, Vanessa	Anctil	Vanessa	Graded	3.00	Arts Bachelor - Drama/T of Fine Arts
3	<input type="checkbox"/>		Balutis, Saurav	Balutis	Saurav	Graded	3.00	Arts Bachelor - Bachelor Music/Piano
4	<input type="checkbox"/>		Buck, Timothy	Buck	Timothy	Graded	3.00	Arts Bachelor - Commu. Media Studies/Bachelor o
5	<input type="checkbox"/>		Casey, Alexander T	Casey	Alexander	Graded	3.00	Science Bachelor - Co Science/Bachelor of S.
6	<input type="checkbox"/>		Chastellaine, Michaelle	Chastellaine	Michaelle	Graded	3.00	Science Bachelor - Mathematics/Bachelor
7	<input type="checkbox"/>		Chow, Daria	Chow	Daria	Graded	3.00	Haskayne Schl of Busin - Business Analytics/Bac Commerce
8	<input type="checkbox"/>		Conkin, Miranda R	Conkin	Miranda	Graded	3.00	Arts Bachelor - Visual Studies/Bachelor of Fine
9	<input type="checkbox"/>		Dechant, Jonathon L	Dechant	Jonathon	Graded	3.00	Arts Bachelor - Not Dec. Degree Declared

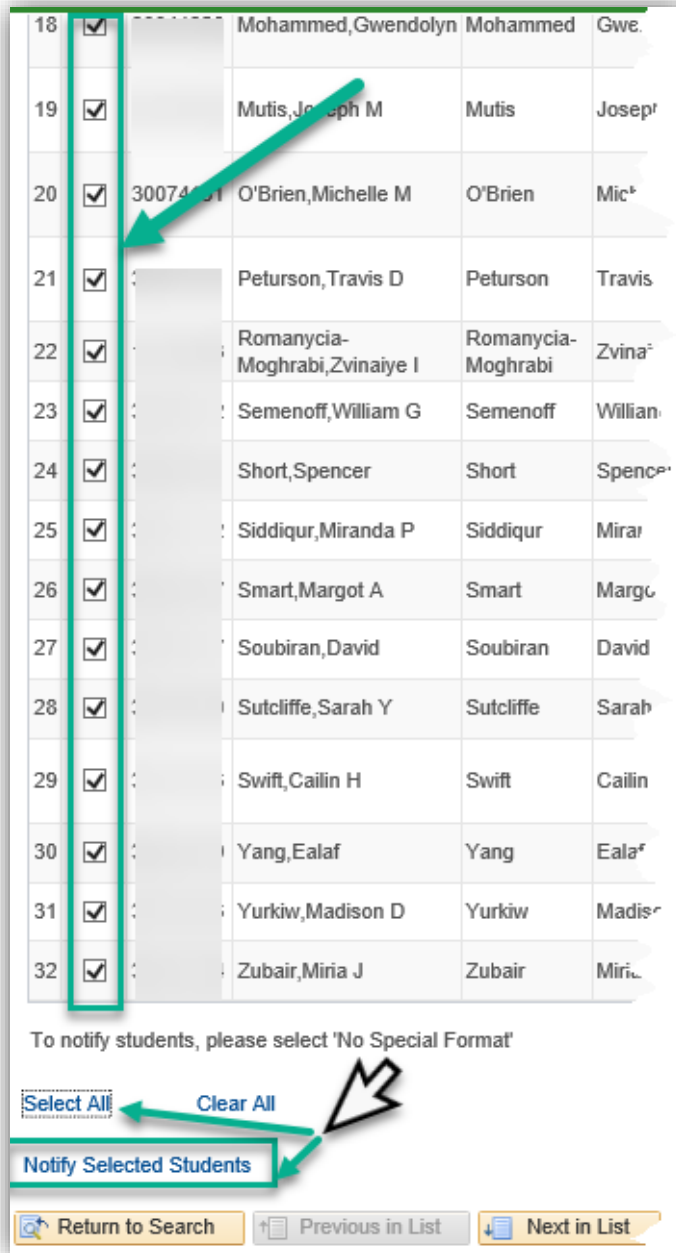
3. Scroll to the bottom of the class roster for selection options. You can either select individual students using the checkbox or Select All. Click the **Select All** link.

[Select All](#)

# Class Roster: Download to Excel, Print and Email

SA – Faculty Centre

4. **Select All** will add a checkmark (selection) to all students on the class roster. Click the **Notify Selected Students** link.



18	<input checked="" type="checkbox"/>		Mohammed,Gwendolyn	Mohammed	Gwe.
19	<input checked="" type="checkbox"/>		Mutis,Joseph M	Mutis	Josep
20	<input checked="" type="checkbox"/>	30074001	O'Brien,Michelle M	O'Brien	Mic
21	<input checked="" type="checkbox"/>		Peturson,Travis D	Peturson	Travis
22	<input checked="" type="checkbox"/>		Romanycia-Moghrabi,Zvinaie I	Romanycia-Moghrabi	Zvina
23	<input checked="" type="checkbox"/>		Semenoff,William G	Semenoff	William
24	<input checked="" type="checkbox"/>		Short,Spencer	Short	Spence
25	<input checked="" type="checkbox"/>		Siddiqur,Miranda P	Siddiqur	Mira
26	<input checked="" type="checkbox"/>		Smart,Margot A	Smart	Margu
27	<input checked="" type="checkbox"/>		Soubiran,David	Soubiran	David
28	<input checked="" type="checkbox"/>		Sutcliffe,Sarah Y	Sutcliffe	Sarah
29	<input checked="" type="checkbox"/>		Swift,Cailin H	Swift	Cailin
30	<input checked="" type="checkbox"/>		Yang,Ealaf	Yang	Eala
31	<input checked="" type="checkbox"/>		Yurkiw,Madison D	Yurkiw	Madis
32	<input checked="" type="checkbox"/>		Zubair,Miria J	Zubair	Miri

To notify students, please select 'No Special Format'



# Class Roster: Download to Excel, Print and Email

SA – Faculty Centre



- Note the default "From the desk of your name" displays. This can be removed and edited. Enter desired information into the Subject and the Message Text area. Include any details and Faculty or Department contact information. When completed press the Send Notification. Note this is generated within PeopleSoft and there will not be a sent copy to reference. Click the **Send Notification** button.

Send Notification

**Reminder:** Set the Class Roster to Ready for Review.

For the corresponding online learning, consult the student administration training website.

**End of Procedure.**