

The class roster provides a list of students who are enrolled or waitlisted in a class. Included is how to download the class roster to Excel, print and email students from the class roster.

- 1. Click the Curriculum Management link.
- 2. Click the Class Roster link.
- 3. Click the Class Roster link. Class Roster
- 4. Use the Lookup tool or enter the desired term and subject directly (e.g. 2191 Winter 2019 and JPNS). Click the **Search** button.

Search

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5. A grid displays from the search criteria entered (e.g. JPNS classes for the Term 2191). For this example select the first one (207 Lecture 01). Click the **207** link.

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View All									First 🕚	1-14 of 14	🕑 La
Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	Course ID	Course Offering Nbr	[	escription)	
UCALG	2191	JPNS	207	10634	01	Regular	124381	1	Beginners'	Japanese II	
JCALG	2191	JPNS	20753	10635	02	Regular	124381	1	Beginners'	Japanese II	
UCALG	2191	JPNS	207	10636	03	Regular	124381	1	Beginners'	Japanese II	
JCALG	2191	JPNS	207	10637	B01	Regular	124381	1	Beginners'	Japanese II	
UCALG	2191	JPNS	207	10638	B02	Regular	124381	1	Beginners'	Japanese II	

6. The selected course displays (JPNS 207 Lecture 01) 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 are scrambled*. Click the **Expand / Collapse** button.

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- SA Registration
- 7. Enrollment Status defaults to **Enrolled**. Currently the Enrollment Capacity is 32 and there are 32 Enrolled in this class.

Class Roster	
Winter 2019   Regular Academic   University of Calgary   Undergraduate Programs	
▶ JPNS 207 - 01 (10634)	
*Enrollment Status Enrolled	
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○ No Special Format	

8. There are 4 options for Enrollment Status. Click the **Enrollment Status** list; **All, Dropped, Enrolled** and **Waiting**.



9. **Dropped** displays students cancelled from the term. For this example, there has been one student that dropped the class as reflected in the class roster.

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10. **Waitlisted** indicates students who are on the waitlist for this class (e.g. Waitlisted = 17).

inter 2019   R	egular Academic   Un	iversity of Ca	lgary   Undergr	aduate	Progra	ims							
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o download t Vaitlisted S 1 JPNS 2 30048533 3 30077324	Name Wang,Karen M Azcarraga,Zvjezdan A Benkoczi,Orin L	Prim Las Nam 207 Wang Azcarraga	e Prim First 01 Karen Zvjezdan	Grade		Arts Bachelor - Not Declared/No Degree Declared Science Bachelor - Physics/Bachelor of Science Arts Bachelor - Urban	ARBCH SCBCH	BLNK- DEG BSC- DEG	NODC- MAJ PHYS- MAJ UBST-	AR SC	Level Year 2 Year 1		

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

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



13. You may be prompted for corrupted and unsafe files. Click the **Yes** button.

Yes	
Microsoft I	Excel
	The file format and extension of 'ps (1).xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?
	Yes No Help

14. Excel will open the class roster. You can manipulate the file as desired in Excel.

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3	20021696	Allen,James R	Allen	James	Graded		Arts Bachelor - Communication & Media Studies/Bachelor of Arts/Visual Studies & Art History	ARBCH	BA-DEG
-		Anctil,Vanessa	Anctil		Graded		Arts Bachelor - Drama/Bachelor of Fine Arts	ARBCH	BFA-DEG
-	-	Balutis,Saurav	Balutis	Saurav	Graded		Arts Bachelor - Brana/Bachelor of Fine Arts	ARBCH	BMUS-DEG
		Buck,Timothy	Buck		Graded		Arts Bachelor - Communication & Media Studies/Bachelor of Arts	ARBCH	BA-DEG
,	30047693	Casey,Alexander T	Casey	Alexander	Graded	3	Science Bachelor - Computer Science/Bachelor of Science	SCBCH	BSC-DEG
3	30043984	Chastellaine,Michaelle	Chastellaine	Michaelle	Graded	3	Science Bachelor - Mathematics/Bachelor of Science Haskavne Schl of Business Bach - Business	SCBCH	BSC-DEG
,	10140841	Chow,Daria	Chow	Daria	Graded	3	Analytics/Bachelor of Commerce	навсн	BCOMM-DE
		Conkin,Miranda R	Conkin	Miranda	Graded		Arts Bachelor - Visual Studies/Bachelor of Fine Arts	ARBCH	BFA-DEG
1	30037325	Dechant,Jonathon L	Dechant	Jonathon	Graded	3	Arts Bachelor - Not Declared/No Degree Declared	ARBCH	BLNK-DEG
2	10068065	Den,Mina A	Den	Mina	Graded	3	Science Bachelor - Computer Science/Bachelor of Science	SCBCH	BSC-DEG
3	30068790	Durkin,Kristine C	Durkin	Kristine	Graded	3	Arts Bachelor - English/Bachelor of Arts	ARBCH	BA-DEG
4	30043882	Entesari,Dana J	Entesari	Dana	Graded		Arts Bachelor - Economics/Bachelor of Arts	ARBCH	BA-DEG
		Gooch,Raymond L	Gooch	Raymond	Graded	1	Arts Bachelor - English/Bachelor of Arts	ARBCH	BA-DEG 🦼



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15. Click the **File > Print** tab and on the print options, click on the options for **Scaling**.

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



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





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#### **Email Students from the Class Roster:**

Use the **No Special Format** option to email students from the class rosters for specific reasons (classroom change, instructor illness, etc.).

1. From the class roster, click the **No Special Format** option.

#### $\bigcirc$

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

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1		30031696	Allen, James R	Allen	James	Graded	3.00	Arts Bachelor - Comm Media Studies/Bachel Arts/Visual Studies &
2		10175064	Anctil, Vanessa	Anctil	Vanessa	Graded	3.00	Arts Bachelor - Drama of Fine Arts
3		30064738	Balutis,Saurav	Balutis	Saurav	Graded	3.00	Arts Bachelor - Bache Music/Piano
4		30050616	Buck, Timothy	Buck	Timothy	Graded	3.00	Arts Bachelor - Comm Media Studies/Bachel
5		30047693	Casey, Alexander T	Casey	Alexander	Graded	3.00	Science Bachelor - Co Science/Bachelor of S
6		30043984	Chastellaine,Michaelle	Chastellaine	Michaelle	Graded	3.00	Science Bachelor - Mathematics/Bachelor
7		10140841	Chow,Daria	Chow	Daria	Graded	3.00	Haskayne Schl of Bus - Business Analytics/B Commerce
8		30039132	Conkin,Miranda R	Conkin	Miranda	Graded	3.00	Arts Bachelor - Visual Studies/Bachelor of Fi
9		30037325	Dechant, Jonathon L	Dechant	Jonathon	Graded	3.00	Arts Bachelor - Not De Degree Declared



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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.



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

29	✓	30018016	Swift,Cailin H	Swift	Cailin	Graded	3.0		
30		30061679	Yang,Ealaf	Yang	Ealaf	Graded	3.0		
31	☑	30062656	Yurkiw,Madison D	Yurkiw	Madison	Graded	3.0		
32	☑	30041834	Zubair,Miria J	Zubair	Miria	Graded	3.0		
Ton	To notify students, please select 'No Special Format'								
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Notif	Notify Selected Students								
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- 5. The composition window defaults to your email address contact information. Your email address also displays in the "To" field (can be removed). If desired, additional emails can be included in the To or CC fields. Note the BCC field includes all the student's email addresses for FOIP reasons. Tip: Use your own Faculty/department email and copy the student's emails in the BBC field to the Faculty/department email from your email client (e.g. Outlook). Note the default "From the desk of your name" displays. This can be removed and edited.

Class Roster							
Send Notification							
Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.							
Notification from Gretchen Wilson							
From hcmteam@ucalgary.ca							
To hcmteam@ucalgary.ca							
cc							
BCC hcmteam@ucalgary.ca, hcmte							
Subject <from desk="" gretchen="" of="" the="" wilson=""></from>							
Message Text							
Send Notification							
Return to Class Roster							



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6. 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.

Class Roster Send Notification Type e-mail addresses in the To, CC or BCC fields using a comma as a separator. Notification from Gretchen Wilson From hemteam@ucalgary.ca for hemteam@ucalgary.ca cc other@ucalgary.ca cc other@ucalgary.ca hemteam@ucalgary.ca, hemteam@ucalgary.ca, hemteam@ucalgary.ca, hemteam@ucalgary.ca, hemteam@ucalgary.ca, hemteam@ucalgary.		
Type e-mail addresses in the To, CC or BCC fields using a comma as a separator. Notification from Gretchen Wilson From homteam@ucalgary.ca To homteam@ucalgary.ca CC other@ucalgary.ca CC other@ucalgary.ca BCC homteam@ucalgary.ca, homteam@uca	Class Roster	
Notification from Gretchen Wilson         From hcmteam@ucalgary.ca         To       hcmteam@ucalgary.ca         CC       other@ucalgary.ca         BCC       hcmteam@ucalgary.ca, hcmte	Send Notification	
From       hcmteam@ucalgary.ca         To       hcmteam@ucalgary.ca         CC       other@ucalgary.ca         BCC       hcmteam@ucalgary.ca, hcmteam@ucalgary		
other@ucalgary.ca         CC       other@ucalgary.ca         BCC       hcmteam@ucalgary.ca, hcmte		
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Image: Subject Room Change Notification         Message Text         Please note the room change for JPNS 207 (Winter 2019) has been changed to XXXXX.         Thank you,         Faculty/Department Contact information	BCC	hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca,
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Thank you, Faculty/Department Contact information	Subject	Room Change Notification
Send Notification	Message Text	changed to XXXXX. Thank you,
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For the corresponding online learning, consult www.ucalgary.ca/ittraining. **End of Procedure.**