
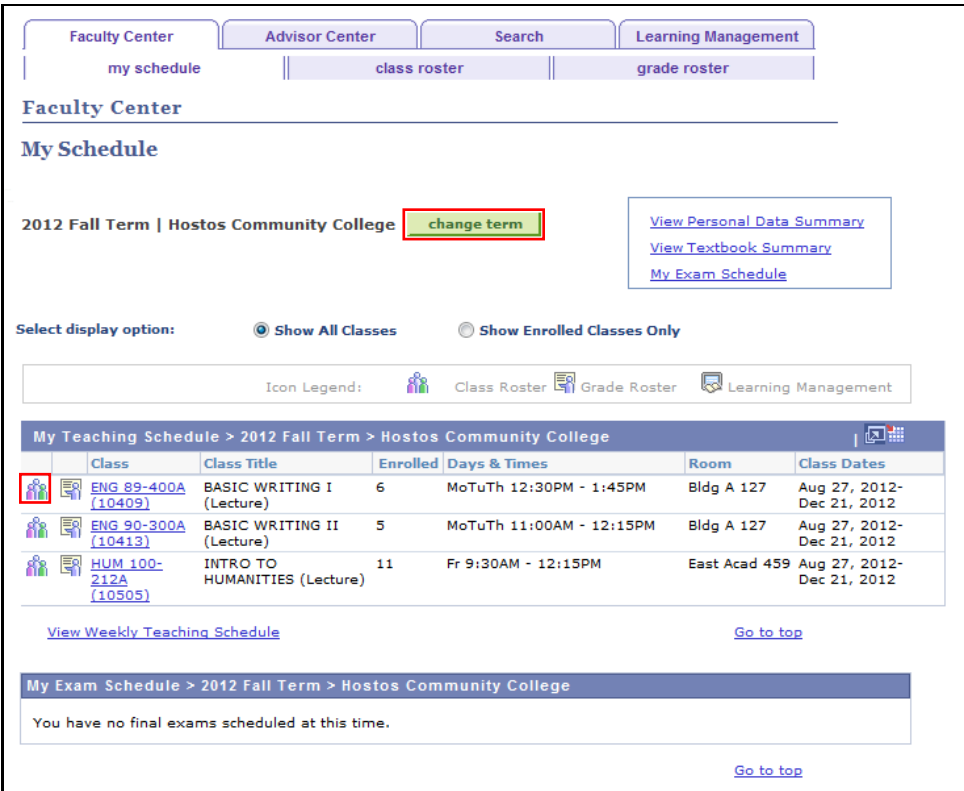



View/Download/Print Class Roster

Instructors view students enrolled in a class, or dropped from a class, or are on the wait list for a class using the Class Roster component of the Faculty Center.

In addition to presenting a complete list of students by enrollment status, class rosters also display detailed class information such as course title and number, class section and class number, as well as, class meeting details.

Note: Parts of images may be obscured for security reasons.

Step	Action																								
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> Enter your Username and Password and click the  Go icon. From the Enterprise Menu, select the HR/Campus Solutions link. 																								
2.	Navigate to: Self Service > Faculty Center > My Schedule.																								
3.	 <p>The My Teaching Schedule displays for the current term in a table format.</p> <p>Note: Class rosters become available as soon a student enrolls in the class. If needed, click the change term button to select the desired term.</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Class Title</th> <th>Enrolled</th> <th>Days & Times</th> <th>Room</th> <th>Class Dates</th> </tr> </thead> <tbody> <tr> <td>ENG 89-400A (10409)</td> <td>BASIC WRITING I (Lecture)</td> <td>6</td> <td>MoTuTh 12:30PM - 1:45PM</td> <td>Bldg A 127</td> <td>Aug 27, 2012- Dec 21, 2012</td> </tr> <tr> <td>ENG 90-300A (10413)</td> <td>BASIC WRITING II (Lecture)</td> <td>5</td> <td>MoTuTh 11:00AM - 12:15PM</td> <td>Bldg A 127</td> <td>Aug 27, 2012- Dec 21, 2012</td> </tr> <tr> <td>HUM 100-212A (10505)</td> <td>INTRO TO HUMANITIES (Lecture)</td> <td>11</td> <td>Fr 9:30AM - 12:15PM</td> <td>East Acad 459</td> <td>Aug 27, 2012- Dec 21, 2012</td> </tr> </tbody> </table>	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	ENG 89-400A (10409)	BASIC WRITING I (Lecture)	6	MoTuTh 12:30PM - 1:45PM	Bldg A 127	Aug 27, 2012- Dec 21, 2012	ENG 90-300A (10413)	BASIC WRITING II (Lecture)	5	MoTuTh 11:00AM - 12:15PM	Bldg A 127	Aug 27, 2012- Dec 21, 2012	HUM 100-212A (10505)	INTRO TO HUMANITIES (Lecture)	11	Fr 9:30AM - 12:15PM	East Acad 459	Aug 27, 2012- Dec 21, 2012
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4.	To view the class roster, click the  Class Roster icon to the left of the Class (course catalog code, section number and class number).																								

5.

Faculty Center
Advisor Center
Search
Learning Management

my schedule
class roster
grade roster

Class Roster

2012 Fall Term | Regular Academic Session | Hostos Community College | Undergraduate

▼ **HUM 100 - 212A (10505)**
change class

Introduction to the Humanities (Lecture)

Days and Times	Room	Instructor	Dates
Fr 9:30AM-12:15PM	East Acad 459	Name	08/27/2012 - 12/21/2012

*Enrollment Status Enrolled

Enrollment Capacity 40 Enrolled 11




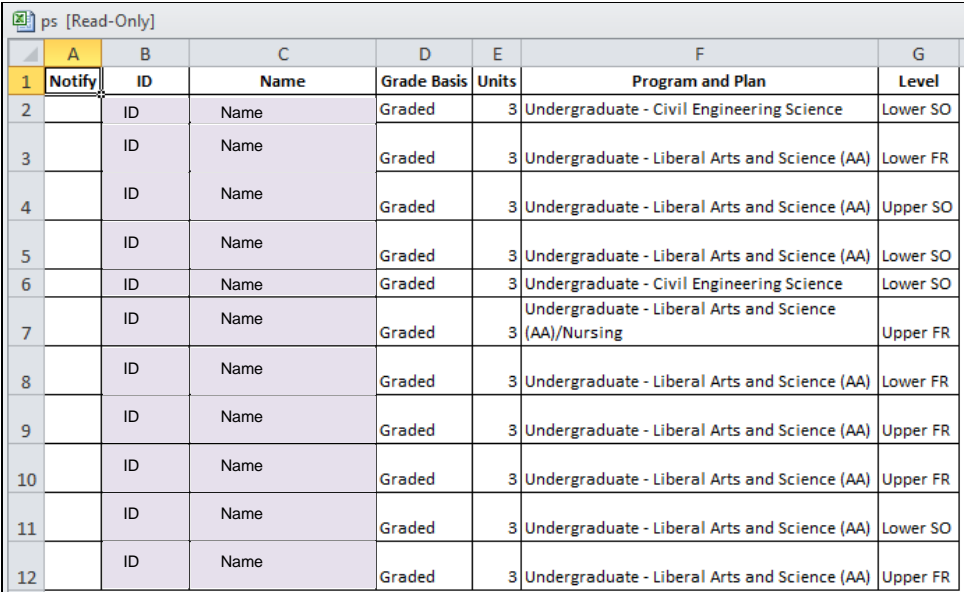

Enrolled Students							
Find First 1-11 of 11 Last							
	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>	ID	Name	Graded	3.00	Undergraduate - Civil Engineering Science	Lower SO
2	<input type="checkbox"/>	ID	Name	Graded	3.00	Undergraduate - Liberal Arts and Science (AA)	Lower FR
3	<input type="checkbox"/>	ID	Name	Graded	3.00	Undergraduate - Liberal Arts and Science (AA)	Upper SO
4	<input type="checkbox"/>	ID	Name	Graded	3.00	Undergraduate - Liberal Arts and Science (AA)	Lower SO
5	<input type="checkbox"/>	ID	Name	Graded	3.00	Undergraduate - Civil Engineering Science	Lower SO
6	<input type="checkbox"/>	ID	Name	Graded	3.00	Undergraduate - Liberal Arts and Science (AA)/Nursing	Upper FR
7	<input type="checkbox"/>	ID	Name	Graded	3.00	Undergraduate - Liberal Arts and Science (AA)	Lower FR
8	<input type="checkbox"/>	ID	Name	Graded	3.00	Undergraduate - Liberal Arts and Science (AA)	Upper FR
9	<input type="checkbox"/>	ID	Name	Graded	3.00	Undergraduate - Liberal Arts and Science (AA)	Upper FR
10	<input type="checkbox"/>	ID	Name	Graded	3.00	Undergraduate - Liberal Arts and Science (AA)	Lower SO
11	<input type="checkbox"/>	ID	Name	Graded	3.00	Undergraduate - Liberal Arts and Science (AA)	Upper FR

Select All Clear All
Printer Friendly Version

notify selected students
notify all students

On the **Class Roster** page in the **Enrolled Students** section, the roster displays a list of enrolled students in alphabetical order by last and then first name including their: ID (CUNY ID), Name, Grade Basis, Units, Program and Plan, and Level.

Note: Click a column header to sort the list by that field.

6.	<p>To view students that are not currently enrolled, click the Enrollment Status  dropdown box icon; and then select the status you wish to view.</p> <p>For example, if students have dropped the class since it began and prior to the official Withdrawal period (during which a student would receive a grade of W for the course), then select Dropped on the Enrollment Status  dropdown box icon.</p> <p>Note: Refer to the Grade Roster to see the students who have officially withdrawn from the class.</p>
7.	<p>To download the roster as an Excel file, click the  Download icon on the Enrolled Students title bar. An Excel file with the class roster information will be downloaded automatically to the local computer.</p> <p>Note: Prior to clicking the Download icon, set the browser to allow pop-ups.</p> 
8.	<p>Select the Printer Friendly Version link and follow your browser's prompts to print the schedule.</p>
9.	<p>If needed, click the Change Class button to return to the My Teaching Schedule and select other  Class Roster icons.</p>
<p>End of Procedure.</p>	