Faculty Center - Class Rosters

From the page you can select to see a class roster by selecting the Class Roster icon beside each class. You can select actively Enrolled Students, Dropped and Withdrawn students, or All students by changing the Enrollment status and clicking 'change'.

Change the order of the Class Roster by clicking on the column you want the roster sorted by.
**Class Roster**

**Course**: ASU 101  
**Title**: The ASU Experience  
**Class Number**: 70673  
**Class Section**: 1003  
**Component**: Lecture

**Day**: Mon  
**Time**: 9:40AM - 10:30AM  
**Location**: Business Admin L1-21 (Tempe)

**Instructor**: Forss, Brennan Lynn

### Enrollment Status
- **Enrolled**
- **Drop/Add**
- **Withdrawn**

**Total Students**: 16  
**Enroll Capacity**: 19

### Enrolled Students

<table>
<thead>
<tr>
<th>Notify ID</th>
<th>Posting ID</th>
<th>Name</th>
<th>Grade</th>
<th>Units</th>
<th>Program and Plan</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3638008202</td>
<td>[Redacted]</td>
<td>StdGrading</td>
<td>1.00</td>
<td>W.P. Carey School of Business - Comput Info Systems</td>
<td>Freshman</td>
</tr>
</tbody>
</table>

- **Download**: Select enrolled, drop/add or all and click 'change'
**Notify Students (via email):**

To send a single student an email, simply click on the student’s name on the roster. This email option will work with Outlook, opening a window that allows attachments and other options and the email will be sent to your ‘Sent’ box.

The Notify option allows you send emails to all Listed Students or Selected Students on your roster (click the box by their name to select). The email note that you create will be sent to you for your records with a Blind Copy sent to each student (this prevents students from seeing other student names in the email they receive).
When your Email Notification is sent, you will receive an error message of any students who do not have a valid email address on file, and a Notification results page. Type in your message, then click on **Send Notification**.
Faculty Center Class Rosters Quick Help View, Notify Students and Print

Notification Result Page

PRESS CANCEL TO CONTINUE.

Send Notification Result

E-mail sent to:

email addresses sent to @asu.edu

Click Cancel to Continue - email(s) will be sent
**Class Roster – The Printer Friendly Version:**

Select this option to display a class roster better suited for printing.

---

**Arizona State University**

**Class Roster**

2007 Summer 2 Five Week - Second

MUS 340-M Survey of Music History
Section 1001 #50422 Lecture

**Time/Day**

11:10am 11:15pm

**Location**

Internet

**Instructor**

instructor name

---

**Total Enrolled Students**

31

**Enroll Capacity**

300

---

**Enrolled Students**

<table>
<thead>
<tr>
<th>ID</th>
<th>Posting ID</th>
<th>Name</th>
<th>Grade</th>
<th>Units</th>
<th>Program and Plan</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0331749</td>
<td>Allen Carpenter</td>
<td>Conversion</td>
<td>3.00</td>
<td>University College - Interdisciplinary Studies</td>
<td>Senior</td>
</tr>
<tr>
<td>2</td>
<td>2139580</td>
<td>Amanda Dastoli</td>
<td>Conversion</td>
<td>3.00</td>
<td>University College - Pre-BIS Tempe</td>
<td>Junior</td>
</tr>
<tr>
<td>3</td>
<td>5157472</td>
<td>Carol Johnson</td>
<td>Conversion</td>
<td>3.00</td>
<td>Liberal Arts &amp; Sciences - Spanish - Tempe</td>
<td>Senior</td>
</tr>
<tr>
<td>4</td>
<td>7124123</td>
<td>Christopher</td>
<td>Conversion</td>
<td>3.00</td>
<td>School of Applied Arts and Sci - Human Health Studies BA</td>
<td>Senior</td>
</tr>
</tbody>
</table>

---

**Downloads/Exports:**

– Download excel spreadsheets.
You can obtain a spreadsheet of all of the classes you are teaching for the selected terms from the front page of the Faculty Center by selecting the download icon:

![Spreadsheet View Icon]

You can obtain a spreadsheet of any class you are teaching by selecting the class roster icon to display the class roster and then the download icon:

![Class Roster View Icon]

Downloading from the Faculty Center depends on various Browser settings. If you experience problems downloading, contact the ASU Help Desk.