View Class Rosters
with PeopleSoft Version 9.0 Faculty Center

Overview

The PeopleSoft Faculty Center enables faculty members to manage class and student-related activities from one central location, including viewing your teaching schedule by term and accessing class and grade rosters.

Instructors can view the students who are enrolled in a class or who have dropped a class. Instructors also have the ability to send email notifications to the class or to selected students within the class. Note: this icon will not be available for classes without enrollment.

To access and view your schedule first you must Log In to the PeopleSoft SIS system [Click here for a guide to accessing PeopleSoft.]

Access Class Roster

Once you are logged into PeopleSoft, class rosters can be accessed multiple ways. Navigate to the faculty center and select class roster link [Self Service -> Faculty Center-> Class Roster].
Click the Class Roster subtab within Faculty Center or next to the class you wish to view.

Review the Class Roster

The top section of the Class Roster shows course information and below are the students enrolled in the class, listed in alphabetical order. Review your roster to be certain no students are missing. To see students who have dropped the course, change status in Enrollment Status drop down.

Within the Class Roster, you are able to see such things as the students name, email, phone number, program and plan, academic level, and advisor.
**Helpful tips:**

If you need to access a different class than what is currently displayed, choose (change class) option to return to the listing of all available classes.

Students will have a notify checkbox beside their name to allow for communication:

<table>
<thead>
<tr>
<th>notify all students</th>
<th>*Choose this option to communicate with the entire student group</th>
</tr>
</thead>
<tbody>
<tr>
<td>notify selected students</td>
<td>* Place check marks in a select group of student boxes and choose this option to communicate with this select group.</td>
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</tbody>
</table>

To print the schedule as you would any other Internet Page, click the **Printer Friendly Page link** located in the bottom right corner.