

## Class Roster (Staff)

You can view a Class Roster, as soon as students enroll in the class section. From the Class Roster, you can email students and download a roster to Excel. The steps below will guide you through working with a class roster.

1. Navigate to the **Curriculum Management > Class Roster > Class Roster**.

2. On the **Find an Existing Value** page, enter your search criteria to retrieve the desired class and click **Search**

3. Select the desired class section from the Search Results

Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	Course ID	Course Offering Nbr	Description
BKCMP	2088	PSYC	100	80013	001	Regular	003256	1	Explorations in Psychology
BKCMP	2088	PSYC	100	80029	002	Regular	003256	1	Explorations in Psychology
BKCMP	2088	PSYC	100	80103	001	10/Week	003256	1	Explorations in Psychology

4. The Class Roster page appears. From this page, you can:

- Download the Class Roster to Excel
- Email a group of students
- Email an entire class

Select	ID	Email Address	Name	Grade Basis	Session	Units	Program - Plan - Subplan	Academic Level	Status Note	Add Dt	Grade Dt	Net ID
<input type="checkbox"/>	171	jadams1776@csub.edu	John Adams	Graded	1	4.00	UGRD - Baccalaureate - Computer Science - BS - Information Systems	Senior		10/30/2017		jadams
<input type="checkbox"/>	947	hstruman@csub.edu	Harry S. Truman	Graded	1	4.00	UGRD - Baccalaureate - Computer Science - BS - Information Systems	Senior		10/30/2017		hstruman

**Download Class Roster to Excel**

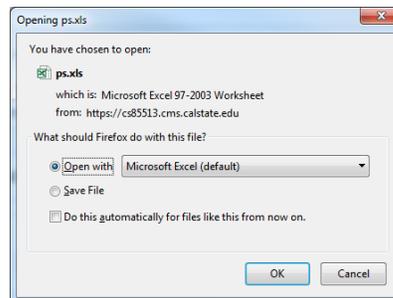
1. In the Enrolled Students section, click the  button to download the Class Roster to Excel.

Select	ID	Email Address	Name	Grade Basis	Session	Units	Program - Plan - Subplan	Academic Level	Status Note	Add Dt	Grade Dt	Net ID
1	171	jadams1776@csub.edu	John Adams	Graded	1	4.00	UGRD - Baccalaureate - Computer Science - BS - Information Systems	Senior		10/30/2017		jadams

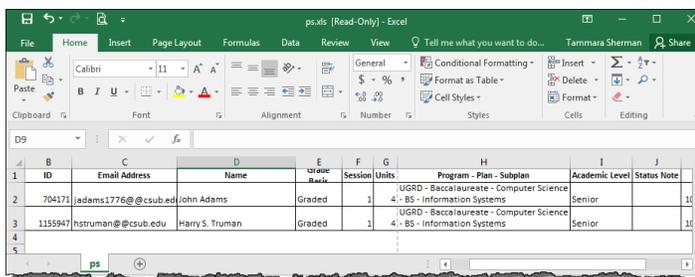
2. On the File Download page,

- Select Open with.
- Click OK

*Make sure your pop-up blockers are disabled.*



3. The class roster will open in Excel.



**Email a Student**

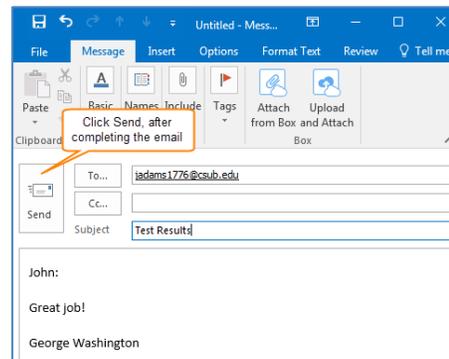
1. In the Enrolled Section, click the name of the student you want to email.

Select	ID	Email Address	Name	Grade Basis	Session	Units	Program - Plan - Subplan	Academic Level	Status Note	Add Dt	Grade Dt	Net ID
1	000704171	saharadof@csub.edu	Alvarado J. Sergio	Graded	1	4.00	UGRD - Baccalaureate - Computer Science - BS - Information Systems	Senior		10/30/2017		saharadof
2	001155947	maton@csub.edu	Alon Nigel Camille	Graded	1	4.00	UGRD - Baccalaureate - Computer Science - BS - Information Systems	Senior		10/30/2017		maton

5. Depending on your web browser configuration, your default mail client will open with the student's email address in the To field. To complete the email:

- Enter your Subject
- Type your Message text
- Add an Attachment if desired, and
- Click Send.

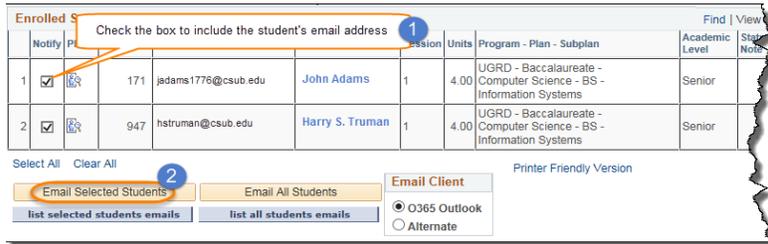
*If you need assistance configuring your default mail client, please contact the Help Desk at (661) 654-2307.*



Email a Group of Students

1. In the Enrolled Section,

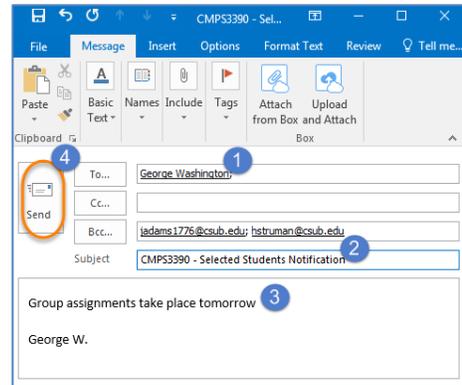
- Click the checkbox beside each student you want to email
- Click **Email Selected Students**



6. Depending on your web browser configuration, your default mail client will open with the student's email address in the To field. To complete the email:

- Enter your Subject
- Type your Message text
- Add an Attachment if desired, and
- Click Send.

*If you need assistance configuring your default mail client, please contact the Help Desk at (661) 654-2307.*



Email All Students

1. To email an entire class, click

**Email All Students**



2. Depending on your web browser configuration, your default mail client will open with the student email addresses in the BCC field. To complete the email:

- Enter a name in the To box, such as your own name
- Change the Subject
- Type your Message text
- Add an Attachment if desired, and
- Click Send.

*If you need assistance configuring your default mail client, please contact the Help Desk at (661) 654-2307.*

