

How to Use My Class Roster



1) Sign in to my.ucsc.edu



2) Click **Faculty Center**

Sally Slug



Faculty Center

[Help with Faculty Center](#)

2008 Spring Quarter | UC Santa Cruz

[change term](#)

Select display option:

Show All Classes Show Enrolled Classes Only

Click on the Icon to the left of each class to bring up your Class or Grade Roster

Class Roster Grade Roster

My Teaching Schedule > 2008 Spring Quarter > UC Santa Cruz

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
CHEM 199F-05 (53048)	Tutorial (Independent Study)	0	TBA	TBA	Mar 31, 2008-Jun 6, 2008
CHEM 240A-01 (62108)	Kinetics & Mechanic (Lecture)	7	MoWeFr 11:00AM - 12:10PM	N. Sci Annex 103	Mar 21, 2008-Jun 6, 2008
CHEM 283-01 (53054)	Prosem Phys O Chem (Seminar)	0	We 7:00PM - 10:00PM	PhysSciences 357	Mar 31, 2008-Jun 6, 2008
CHEM 297-03 (53065)	Independent Study (Independent Study)	0	TBA	TBA	Mar 31, 2008-Jun 6, 2008
CHEM 299A-03 (53103)	Thesis Research (Independent Study)	0	TBA	TBA	Mar 31, 2008-Jun 6, 2008

3) Click the Class Roster icon next to the class you are interested in (use the Change Term button if your class is in a different term)

Faculty Center

Class Roster

CHEM 240A - 01 Kinetics & Mechanic

Lecture (62108)

2008 Spring Quarter | Regular Academic Session | UC Santa Cruz | Graduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWeFr 11:00AM - 12:10PM	N. Sci Annex 103	Sally Slug	03/31/2008 - 06/06/2008

*Enrollment Status Enrolled change

Enrollment Capacity 10 Enrolled 7

[View FERPA Statement](#)

Click Icon below to Download Class Roster

Enrolled Students											
Notify	ID	First Name	Middle Name	Last Name	Grade Basis	Level	Major 1	Major 2	College	Gender	Email Address
<input type="checkbox"/>	1138963	Camilla	the	Chicken	Sat/Unsat	Graduate	CHEMPHD			F	████████@ucsc.edu
<input type="checkbox"/>	1096389	Kermit	D	Frog	Sat/Unsat	Graduate	CHEMPHD			F	████████@ucsc.edu
<input type="checkbox"/>	1107340	Gonzo	The	Great	Sat/Unsat	Graduate	CHEMPHD			M	████████@ucsc.edu
<input type="checkbox"/>	1018817	Link		Hogthrob	P/NP	Senior	CHEMBS		Oakes	M	████████@ucsc.edu
<input type="checkbox"/>	1138271	Doctor	Bunson	Honeydew	Sat/Unsat	Graduate	CHEMPHD			F	████████@ucsc.edu
<input type="checkbox"/>	1109474	Miss		Piggy	Sat/Unsat	Graduate	CHEMPHD			M	████████@ucsc.edu
<input type="checkbox"/>	1138682	Statler	N	Waldorf	Sat/Unsat	Graduate	CHEMPHD			M	████████@ucsc.edu

[NOTIFY SELECTED STUDENTS](#)

[NOTIFY LISTED STUDENTS](#)

[PRINTER FRIENDLY VERSION](#)

[Return to Faculty Center](#)

[View Grade Roster](#)

Click this button to retrieve the evaluations header file if you wish to submit evaluations via email

To view students who have dropped the class, change the enrollment status to "Dropped" and click **Change**

Click this icon to download the roster to Excel. The file should download with the name ps.xls. See sample below.

If a grade roster for this class has been generated, this link will take you directly to it.

Click on any column heading to sort the roster by that column

Click here to get a printer-friendly version of the roster. Tips for printing from MyUCSC can be found at http://reg.ucsc.edu/staff/MyUCSC_AIS_Tutorials/myucsc_tutorials.html

Sample roster spreadsheet (email addresses have been removed)

	A	B	C	D	E	F	G	H	I	J	K	L
	Notify	ID	First Name	Middle Name	Last Name	Grade Basis	Level	Major 1	Major 2	College	Gender	Email Address
1		1138963	Camilla	the	Chicken	Sat/Unsat	Graduate	CHEMPHD			F	████████@ucsc.edu
2		1096389	Kermit	D	Frog	Sat/Unsat	Graduate	CHEMPHD			F	████████@ucsc.edu
3		1107340	Gonzo	The	Great	Sat/Unsat	Graduate	CHEMPHD			M	████████@ucsc.edu
4		1018817	Link		Hogthrob	P/NP	Senior	CHEMBS		Oakes	M	████████@ucsc.edu
5		1138271	Doctor	Bunson	Honeydew	Sat/Unsat	Graduate	CHEMPHD			F	████████@ucsc.edu
6		1109474	Miss		Piggy	Sat/Unsat	Graduate	CHEMPHD			M	████████@ucsc.edu
7		1138682	Statler	N	Waldorf	Sat/Unsat	Graduate	CHEMPHD			M	████████@ucsc.edu
8												
9												

Faculty Center

Class Roster

[Get Class Roster Help](#)

CHEM 240A - 01 Kinetics & Mechanic

[savable eval data](#)

Lecture (62108)

2008 Spring Quarter | Regular Academic Session | UC Santa Cruz | Graduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWeFr 11:00AM - 12:10PM	N. Sci Annex 103	Sally Slug	03/31/2008 - 06/06/2008

*Enrollment Status [change](#)

Enrollment Capacity 10 Enrolled 7

[View FERPA Statement](#)

Click Icon below to Download Class Roster

Enrolled Students												
Customize Find First 1-7 of 7												
	Notify	ID	First Name	Middle Name	Last Name	Grade Basis	Level	Major 1	Major 2	College	Gender	Email Address
1	<input type="checkbox"/>	1138963	Camilla	the	Chicken	Sat/Unsat	Graduate	CHEMPHD			F	████████@ucsc.edu
2	<input type="checkbox"/>	1096389	Kermit	D	Frog	Sat/Unsat	Graduate	CHEMPHD			F	████████@ucsc.edu
3	<input type="checkbox"/>	1107340	Gonzo	The	Great	Sat/Unsat	Graduate	CHEMPHD			M	████████@ucsc.edu
4	<input type="checkbox"/>	1018817	Link		Hogthrob	P/NP	Senior	CHEMBS		Oakes	M	████████@ucsc.edu
5	<input type="checkbox"/>	1158271	Doctor	Bunson	Honeydew	Sat/Unsat	Graduate	CHEMPHD			F	████████@ucsc.edu
6	<input type="checkbox"/>	1109474	Miss		Piggy	Sat/Unsat	Graduate	CHEMPHD			M	████████@ucsc.edu
7	<input type="checkbox"/>	1158682	Statler	M	Waldorf	Sat/Unsat	Graduate	CHEMPHD			M	████████@ucsc.edu

[NOTIFY SELECTED STUDENTS](#)

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There are three ways to email students from the class roster

A) To email one student, click the student's last name. Your email client will open a new message addressed to the student.

B) To email the entire class, click **Notify Listed Students**

C) To email only specific students, select students by clicking the box in the Notify column, then click **Notify Selected Students**

Clicking either **Notify** button takes you to this page. The To and From fields are populated with your @ucsc.edu email address, the BCC field contains the email addresses of all the students you selected, the subject is "From the desk of [your name]."

Faculty Center

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Sally Slug

From: sallyslug@ucsc.edu

To: sallyslug@ucsc.edu

CC:

BCC: [redacted]@ucsc.edu, [redacted]@ucsc.edu, [redacted]@ucsc.edu, [redacted]@ucsc.edu, [redacted]@ucsc.edu, [redacted]@ucsc.edu

Subject: <From the desk of Sally Slug>

Message Text:

SEND NOTIFICATION

Enter the message text

You have the option to add additional emails to the CC or BCC lists

You have the option to change the Subject

You have the option to spell-check your message by clicking this icon

Click **Send Notification** to send the email

[Return to Class Roster](#)