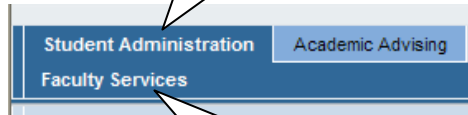


My Class List

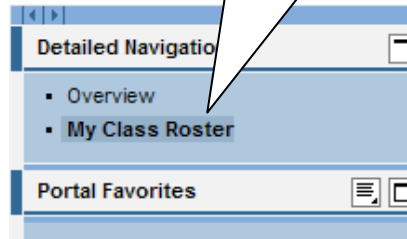
The new tab will appear called Student Administration



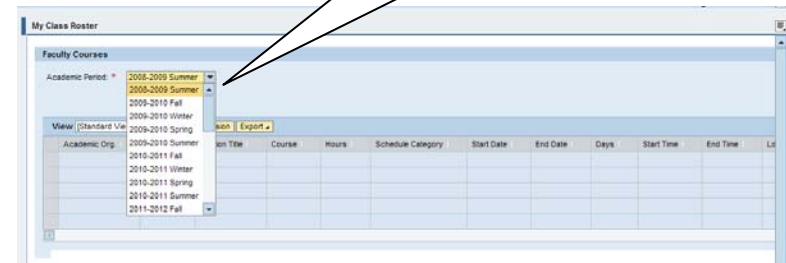
Faculty Services sub-tab for:

- Class schedule
- Class roster
- E-mail students

Click to view My Class Roster



Defaults to the CURRENT session. Click to select a different session.



Academic Org.	Section	Section Title	Course	Hours	Start Date	End Date	Days	Start Time	End Time	Location Description
Biological Sciences	13760-004	General Biology	BIO 120	4.00000	08/24/2009	12/11/2009	*M W F	12:00:00 PM	12:50:00 PM	Highland Heights Campus
Biological Sciences	13761-005	General Biology	BIO 120	4.00000	08/24/2009	12/11/2009	*M W F	12:00:00 PM	12:50:00 PM	Highland Heights Campus
Biological Sciences	13762-006	General Biology	BIO 120	4.00000	08/24/2009	12/11/2009	*M W F	12:00:00 PM	12:50:00 PM	Highland Heights Campus
Biological Sciences	10306-002	Introduction to Biology I	BIO 150	4.00000	08/24/2009	12/11/2009	* T R	04:00:00 PM	05:15:00 PM	Highland Heights Campus
Biological Sciences	10310-004	Introduction to Biology I Lab	BIO 150L	0.00000	08/24/2009	12/11/2009	* R	07:50:00 AM	10:40:00 AM	Highland Heights Campus
Biological Sciences	10378-001	Comprehensive Examination	BIO 491	1.00000	08/24/2009	12/11/2009	* T	08:00:00 AM	09:15:00 AM	Highland Heights Campus

Academic Org.	Organizational Unit of the course
Section	Section number of the course
Section Title	Course title
Course	Course prefix + course number
Hours	Credit hours
Schedule Category	R= regular schedule, I=Irregular schedule, Blank=web class
Start Date	Course start date (this is how you identify 2 nd 8 week classes)
End Date	Course end date (this is how you identify 1 st 8 week classes)
Days	Course meeting days: M T W R F
Start Time	Class start time
End Time	Class end time
Location	Code for the physical location of the course
Location Description	Description of the physical location of the course
Scroll to the right to see additional columns →	

Room	Optimum Capacity	Maximum Capacity	Room Capacity	Total Bookings
SC 207	24	25	126	14
SC 207	24	25	126	20
SC 207	24	25	126	6
SC 201	60	120	120	16
SC 265	22	25	26	6
SC 302	10	20	45	9

Room	Building and room
Maximum Capacity	Maximum capacity that is determined by dept. (could be higher than optimum). Students over optimum and up to maximum have to be registered by individuals with appropriate security.
Room Capacity	Absolute maximum number of students that can be registered for the course. This capacity is determined by facilities.
Bookings	Number of students currently enrolled.

Class Rosters

Click to select a class and display the class roster in the grid below

The screenshot shows the 'My Class Roster' interface. At the top, there's a 'Faculty Courses' section with an 'Academic Period' dropdown set to '2009-2010 Fall' and a 'Search' button. Below this is a table of courses with columns: Academic Org., Section, Section Title, Course, Hours, Start Date, End Date, Days, Start Time, End Time, Location Description, and Room. The first row is highlighted in yellow. Below the course table is a 'Student List' section with a 'Send Email to Class' button circled in red. The student list table has columns: Last Name, First Name, Booking Status, Attempted Credits, Degree, Academic Level, Major, and Email Address. The 'Send Email to Class' button is positioned above the student list table.

Class roster for selected class

Note: "Send E-mail to Class" by clicking the button above your class roster list. Enter the subject and content of your e-mail in the "E-Mail Student" box and click "OK." You and your students will receive a copy via NKU email.

The 'Email Student' dialog box is shown with a 'Subject' field containing the text 'Test' and a larger 'Text' field for the email content. There are 'OK' and 'Cancel' buttons at the bottom right.



Click Export, then Export to Excel to save the contents of the displayed grid as an Excel spreadsheet.