How to use Course Rosters in Faculty and Advising Self Service?

1. Log into Pirate Port using your Pirate ID and Passphrase.

2. Click the Faculty/Advisor Self Service card in Pirate Port.

3. Click on the Course Rosters link on the Dashboard.

4. The CRN Listing page is displayed with all classes you have taught.
5. You can select a specific term from the **ALL Terms** drop-down list and the class Listing block will refresh and display only the classes of the selected term.

![Select a specific term](image)

Select All Terms to view all classes.

![Select All Terms](image)

6. Use the Search box to search for a specific course or section by entering term code, subject code, course number, CRN, or course title in the search in the **Search** field. The list will be refreshed to display the course information. Clear the field to view all courses.

![Use the Search box](image)

7. To change the sort order by ascending and descending of the course list, click the sort arrows to the right of the column title on any column header.

![Sort order](image)
8. You can check/uncheck to show and hide columns that are displayed in the page by clicking the Show/Hide drop-down icon.

**VIEW COURSE CATALOG / CLASS DETAILS LISTING**

When you click on the specific course title name link you can view course catalog details of that Course in a pop-up window. Click the X to close the window.

When you click the CRN link, class detail Listing pop up window is displayed.
VIEWING A CLASS LIST PAGE

When you click on any class record in the list (EXCEPT the course title and CRN links), the Class List page is displayed.

The Class List page displays the course information, enrolment count details, class list roster and waitlist roster.
A courses drop-down menu displays the selected class and can be used to easily navigate between classes for the term selected.

Click the CRN Listing link in the cookie trail to return to the CRN Listing page to view all classes.

SUMMARY AND DETAIL VIEW OF CLASS LIST

The Summary View (default view) of the selected class is displayed.

Clicking on a student record expands it to show the curriculum details of that student. Click the student again will close the detailed view.

You can select the Detail View option from the drop-down to view the detailed view of the class list or waitlist rosters for any class. When the Detail View is selected, all the student records associated to the selected section/course are displayed in an expanded view to display the curriculum details.
SEARCH CLASS LIST

In the Class List page, you can search for students using the student name or student ID or student level in the student roster. Clear the search criteria in the Search field to display the original list of students.

<table>
<thead>
<tr>
<th>Class List</th>
<th>Wait List</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Class List Table" /></td>
<td></td>
</tr>
</tbody>
</table>

SORT CLASS LIST

The class list, by default, are displayed in alphabetical order and are sorted alphabetically by last name.

To change the sort order by ascending and descending of the class list, click the sort arrows to the right of the column title on any column header.

<table>
<thead>
<tr>
<th>Class List</th>
<th>Wait List</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Class List Table" /></td>
<td></td>
</tr>
</tbody>
</table>

PAGE NAVIGATION FOR LARGE ROSTERS

Use the page navigation at the bottom of the screen to navigate through all the students in the class when a large number of records exist on the roster. By default, the browser will set the page breaks at groups of 25 records. NOTE: Make sure the browser window is maximized or the navigation menu at the bottom may not display.

| ![Page Navigation](image) |

CONFIDENTIAL AND DECEASED

Faculty members can also view the Confidential and Deceased labels displayed against the student names in the Class List and Waitlist tab.

| ![Confidential Student](image) | ![Deceased Student](image) |
COURSE INFORMATION AND ENROLLMENT COUNTS

The course information block in the Class List page displays the course detail information for the selected course, the course title, CRN, the duration of the course and the course status.

You can click the **Course Title** link to open the Course Catalog details pop-up window to view the selected course information. Click the **CRN** link to view the Class details pop-up window to view class detail information.

The Enrolment Counts block in the Class List page displays the maximum, actual, and remaining enrolment count for the class.

<table>
<thead>
<tr>
<th>Fall 2020 - 202080</th>
<th>PHIL 1110</th>
<th>81637</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Course Information" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Course Information</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intro to Philosophy - PHIL 1110 001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRN: 81637</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duration: 09/24/2020 - 12/16/2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status: Active</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Enrollment Counts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum</td>
<td>Actual</td>
<td>Remaining</td>
</tr>
<tr>
<td>48</td>
<td>31</td>
<td>17</td>
</tr>
<tr>
<td>Wait List</td>
<td>12</td>
<td>0</td>
</tr>
<tr>
<td>Cross List</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

NAME DISPLAY OF STUDENT ON CLASS LIST PAGE

The student name will be displayed in the, Last Name, First Name or Preferred Name, Mi.

First name will display if no preferred name has been in My Information.

![Student Name](image)

Preferred name will be displayed if preferred name has been entered in My Information

![Preferred Name](image)

VIEW WAIT LIST

Click the Waitlist tab to view the student on the waitlist and their waitlist position. If no students are waitlisted for the class, "There are no students waitlisted for the course." is displayed.

Click the Class List tab to return to the Class List view.
VIEW STUDENT CONTACT CARD

Hover over the student name to open the student contact card.

Click the View Profile button on the contact card to access the Student Profile page. The Student Profile page will open in a new tab.

Click the name link to access the Student Profile page. The Student Profile page will open in a new tab.

EXPORT CLASS LIST OR WAITLIST

Use the following steps to export the class list into an Excel spreadsheet:

1. Go to the Class List page
2. Click Export button.

3. Select the export file type as Excel spreadsheet (.xls) or Excel spreadsheet (.xlsx).
4. Select the **Export** button.

5. Click **OK**.

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**PRINT CLASS LIST OR WAIT LIST**

1. In the Class List page, click the Print Icon to print the class list summary.

2. Select the Detail view from the view menu to print a class list in Detail view.

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**EMAIL STUDENT THROUGH THE CLASS LIST**

1. In the Class List page, select a student record and click the Email icon (image will be captured here), the configured email service, for example, Microsoft Outlook, will be opened. Make sure whatever email application you are using on the computer is set to the default email program.
2. Click the mail icon

3. This new e-mail will open with the selected student's e-mail address already displayed in the Bcc field. If multiple students are selected, all the selected student's email ID will be displayed in the Bcc field on the New email page.

4. If you want to send the e-mail to the entire students in the class in one attempt, select the check box that is available in the grid header.
ENTER GRADES

When GRADING is OPEN for CURRENT COURSES, clicking the Enter Grade in the Final column will take you to Faculty Grade Entry to enter grades.

When GRADING is NOT OPEN for CURRENT COURSES, NO ACCESS is listed in the Final column.

When viewing a class list from a past term, final grades are listed in the Final column. Click the grade will take you to the Faculty Grade Entry module.

When you exit out of Faculty and Advisor Self Service – Course Rosters, always use Sign Out at the top of the page, and then exit out of the web browser.