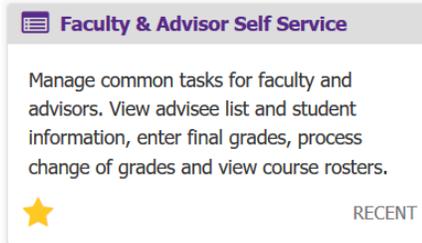
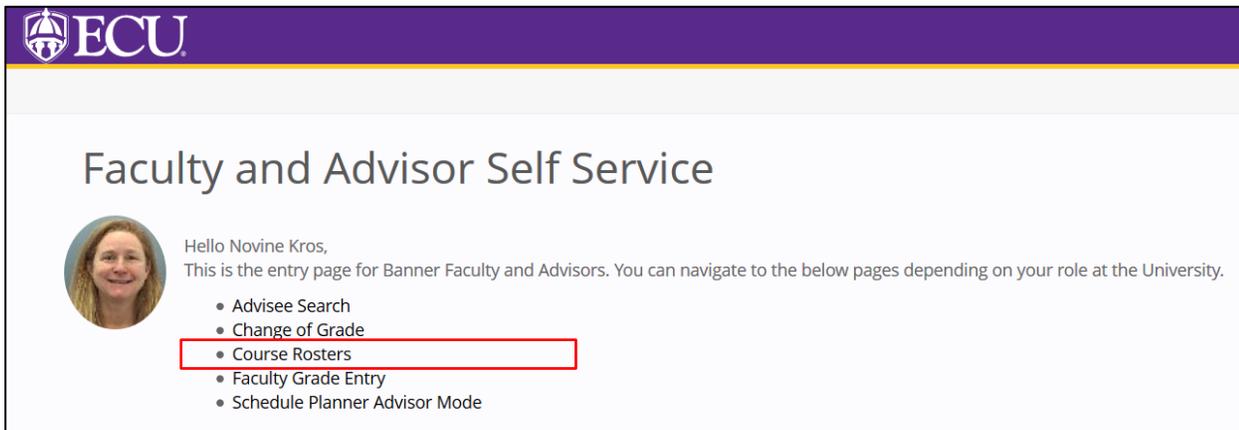


## How to use Course Rosters in Faculty and Advising Self Service?

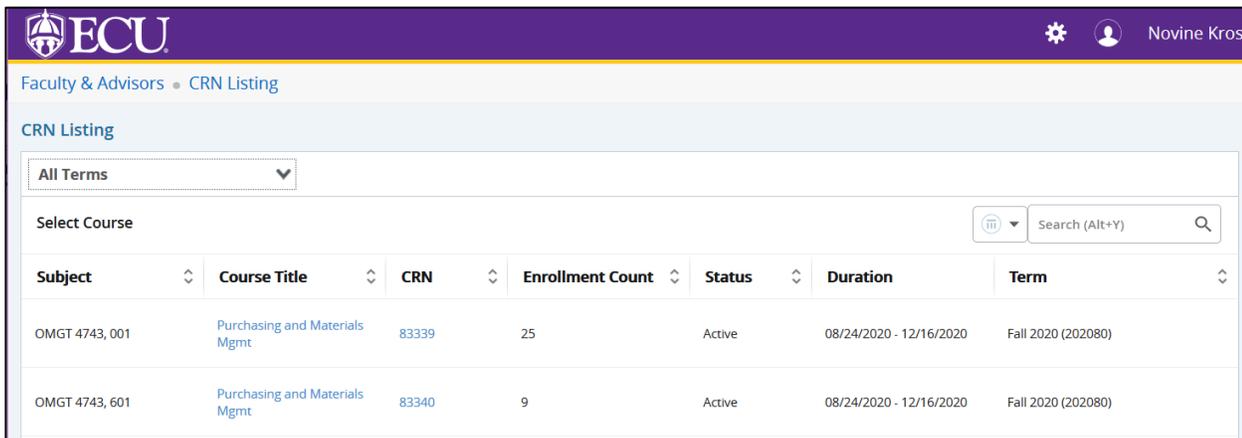
1. Log into Pirate Port using your Pirate ID and Passphrase.
2. Click the Faculty/Advisor Self Service card in Pirate Port.



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



4. The CRN Listing page is displayed with all classes you have taught.



- 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.

Faculty & Advisors • CRN Listing

CRN Listing

Spring 2020 - 202030

Select Course

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
OMGT 3223, 008	Business Decision Modeling	32767	31	Active	01/13/2020 - 05/07/2020	Spring 2020 (202030)
OMGT 4743, 601	Purchasing and Materials Mgmt	32786	21	Active	01/13/2020 - 05/07/2020	Spring 2020 (202030)

Select All Terms to view all classes.

Faculty & Advisors • CRN Listing

CRN Listing

All Terms

Select Course

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
OMGT 4743, 601	Purchasing and Materials Mgmt	83340	9	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)
	Purchasing and Materials	83339	25	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)

- 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.

Faculty & Advisors • CRN Listing

CRN Listing

All Terms

Select Course

Search (Alt+Y)

- 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.

Faculty & Advisors • CRN Listing

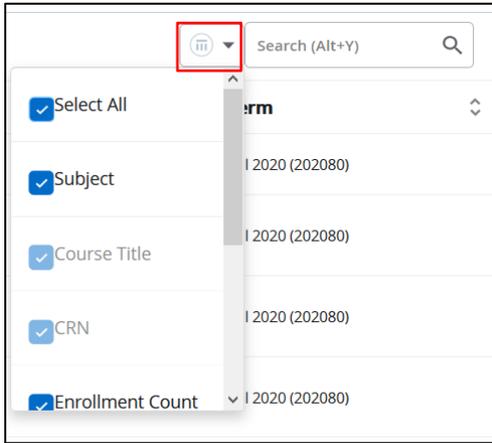
CRN Listing

All Terms

Select Course

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
PHIL 1110, 001	Intro to Philosophy	81637	30	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)

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

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
PHIL 1110, 001	<a href="#">Intro to Philosophy</a>	81637	30	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)
OMGT 4743, 001	<a href="#">Purchasing and Materials Mgmt</a>	83339	25	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)

Faculty & Advisors • CRN Listing

CRN Listing

All Terms

Select Course

Subject	Course Title
PHIL 1110, 001	<a href="#">Intro to Philosophy</a>
OMGT 4743, 001	<a href="#">Purchasing and Materials Mgmt</a>
OMGT 4743, 601	<a href="#">Purchasing and Materials Mgmt</a>
KINE 1000, 100	<a href="#">Lifetime Phys Act and Fit Lab</a>
KINE 1000, 200	<a href="#">Lifetime Phys Act and Fit Lab</a>

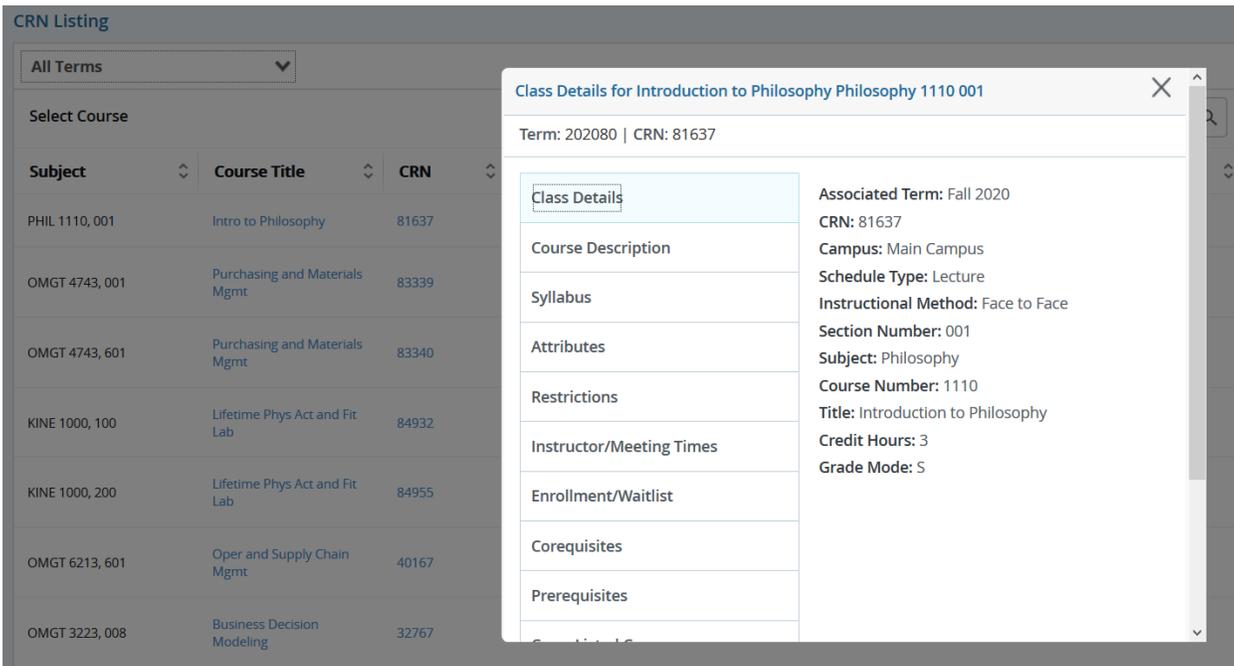
Course Details for PHIL 1110, Introduction to Philosophy

Term: 202080

Catalog	Title: Introduction to Philosophy
Course Description	College: College of Arts and Sciences AS
Syllabus	Division:
Attributes	Department: Philosophy and Relig Studies PY
Restrictions	Hours:
Corequisites	Credit Hours: 3
Prerequisites	Lecture: 3
Fees	Lab:
	Other:
	Levels:
	Undergraduate UG
	Grading Modes:
	Forgiveness F
	Standard Letter Grade S
	Schedule Types:
	Lecture 04

When you click the CRN link, class detail Listing pop up window is displayed.

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
PHIL 1110, 001	<a href="#">Intro to Philosophy</a>	<a href="#">81637</a>	30	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)
OMGT 4743, 001	<a href="#">Purchasing and Materials Mgmt</a>	83339	25	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)



## 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.

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
PHIL 1110, 001	Intro to Philosophy	<a href="#">81637</a>	30	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)
OMGT 4743, 001	Purchasing and Materials Mgmt	83339	25	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)

The Class List page displays the course information, enrolment count details, class list roster and waitlist roster.

Course Information		Enrollment Counts			
Enrollment	Maximum	Actual	Remaining		
<b>Intro to Philosophy - PHIL 1110 001</b> CRN: 81637 Duration: 08/24/2020 - 12/16/2020 Status: Active		48	31	17	
Wait List	12	0	12		
Cross List	0	0	0		

Student Name	ID	Registration Status	Level	Credit Hours	Final	Class
<input type="checkbox"/> Pirate, PeeDee T	B00905422	**Registered**	Undergraduate	3	No Access	Freshman

A courses drop-down menu displays the selected class and can be used to easily navigate between classes for the term selected.

The screenshot shows the 'Class List' interface. At the top, there is a dropdown menu for the term 'Fall 2020 - 202080'. Below it, a list of course options is displayed, including 'PHIL 1110 | 81637', 'OMGT 4743 | 83339', 'OMGT 4743 | 83340', 'KINE 1000 | 84932', and 'KINE 1000 | 84955'. The 'PHIL 1110 | 81637' option is highlighted. To the right, an 'Enrollment Counts' table is visible:

	Maximum	Actual	Remaining
Enrollment	48	30	18
Wait List	12	0	12
Cross List	0	0	0

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

The screenshot shows the breadcrumb trail at the top of the page: 'Faculty & Advisors > CRN Listing > Class List'. The 'CRN Listing' link is highlighted with a red box.

### 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.

The screenshot shows the 'Summary Class List' view. A table lists student records with columns for Student Name, ID, Registration Status, Level, Credit Hours, Final, and Class. One student record is highlighted with a red box and expanded to show curriculum details:

Student Name	ID	Registration Status	Level	Credit Hours	Final	Class
Pirate, PeeDee	B00905422	**Registered**	Undergraduate	3	No Access	Freshman

The expanded curriculum details for the selected student are:

- Degree: BS in Business Administration
- Study Path: Undergraduate
- Level: Undergraduate
- Program: BSBA-Marketing
- Catalog Term: Spring 2020
- Admit Term: Spring 2020
- College: College of Business
- Campus: Main Campus
- Major: Marketing - Intended
- Department: Mktg and Supply Chain Mgmt
- Concentration: Operations and Supply Chain Mg

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.

The screenshot shows a dropdown menu for view selection. The options are 'Summary View' and 'Detail View'. The 'Detail View' option is highlighted with a red box.

## 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.

Class List		Wait List		Summary View				
Summary Class List						pir		
<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Final	Class	
<input type="checkbox"/>	 Pirate, PeeDee T	B00905422	**Registered**	Undergraduate	3	No Access	Freshman	

## 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.

Class List		Wait List		Summary View				
Summary Class List						pir		
<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Final	Class	
<input type="checkbox"/>	 Pirate, PeeDee T	B00905422	**Registered**	Undergraduate	3	No Access	Freshman	

## 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.

Results found: 240	<<	<	Page 1 of 10	>	>>	Per Page 25
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## 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.

<input type="checkbox"/>	 Pirate, PeeDee T	B00905422	**Registered**	Undergraduate	3	No Access	Freshman
--------------------------	--	-----------	----------------	---------------	---	-----------	----------

<input type="checkbox"/>	 Pirate, PeeDee T	B00905422	**Registered**	Undergraduate	3	No Access	Freshman
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## 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.

Fall 2020 - 202080 PHIL 1110   81637	
<b>Course Information</b>	<b>Enrollment Counts</b>
<a href="#">Intro to Philosophy - PHIL 1110 001</a>	<b>Maximum</b> <b>Actual</b> <b>Remaining</b>
<b>CRN:</b> 81637	<b>Enrollment</b> 48    31    17
<b>Duration:</b> 08/24/2020 - 12/16/2020	<b>Wait List</b> 12    0    12
<b>Status:</b> Active	<b>Cross List</b> 0    0    0

## 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.

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Final	Class
<input type="checkbox"/>	 Pirate, PeeDee T	B00905422	**Registered**	Undergraduate	3	No Access	Freshman

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

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Final	Class
<input type="checkbox"/>	 Pirate, PD T	B00905422	**Registered**	Undergraduate	3	No Access	Freshman

## 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 display

Click the Class List tab to return to the Class List view.

<a href="#">Class List</a>	<a href="#">Wait List</a>	Summary View						
Summary Wait List								
<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Waitlist Position	Notification Expires	Class
<input type="checkbox"/>			Wait List	Undergraduate	0	2	-	Freshman
<input type="checkbox"/>			Wait List	Undergraduate	0	1	-	Freshman
<input type="checkbox"/>	 Pirate, PeeDee T	B00905422	Wait List	Undergraduate	0	3	-	Freshman

## 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.

The screenshot shows a table with columns for checkboxes, Student Name, ID, Registration Status, and Level. A red box highlights the 'PeeDee T' entry. A contact card is displayed over the entry, featuring a pirate mascot image and the text: 'PeeDee Pirate', 'BSBA-Marketing Program', 'Marketing - Intended Major', 'piratep16@students.ecu.edu', and '1 252 3285640'. A 'View Profile' button is at the bottom of the card.

The screenshot shows the 'Student Profile - PeeDee Pirate (B00905422)' page. The top navigation bar includes 'Student • Student Profile'. The main header shows 'Term: Fall 2020', 'Standing: Good Standing, as of Spring 2020', 'Overall Hours: 0', 'Overall GPA: 0.000', 'Registration Notices: 4', and 'Holds: 1'. The left sidebar contains navigation links: 'PeeDee Pirate', 'Curriculum and Courses', 'Prior Education and Testing', 'Additional Links', 'Degree Works', 'Academic Transcript', 'Registration and Planning', 'Student Schedule', 'View Application for Graduation', and 'Week at a Glance'. The main content area is divided into sections: 'Bio Information' (Email: piratep16@students.ecu.edu, Phone: 1 252 3285640, Date of Birth: 12/06/1988, Emergency Contact: Not Provided, Emergency Phone: Not Provided), 'General Information' (Level: Undergraduate, Class: Freshman, Status: Active, Student Type: Freshman, Residency: In-State Resident, Campus: Main Campus), 'Graduation Information' (Graduation Applications: None), and 'Advisors' (Primary / Major 1 Advisor: Novine Kros, Major 2 Advisor: Karen Rupp). The 'CURRICULUM, HOURS & GPA' section shows 'Primary' details: Degree: BS in Business Administration, Level: Undergraduate, Program: BSBA-Marketing, College: College of Business, Major: Marketing - Intended, Department: Mktg and Supply Chain Mgmt, Concentration: Operations and Supply Chain Mg, Minor: Not Provided, Concentration: Not Provided, Catalog Term: Spring 2020. The 'REGISTERED COURSES' table lists 'Introduction to Philosophy' (PHIL 1110 001, CRN 81637, Hours 3, Registration Status \*\*Registered\*\*). A summary bar at the bottom shows: 'Total Hours | Registered Hours: 3 | Billing Hours: 3 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 18'.

## EXPORT CLASS LIST OR WAITLIST

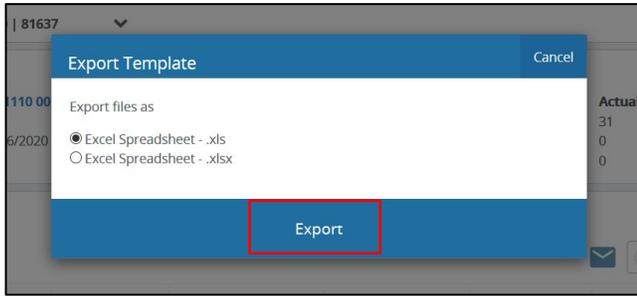
Use the following steps to export the class list into an Excel spreadsheet:

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

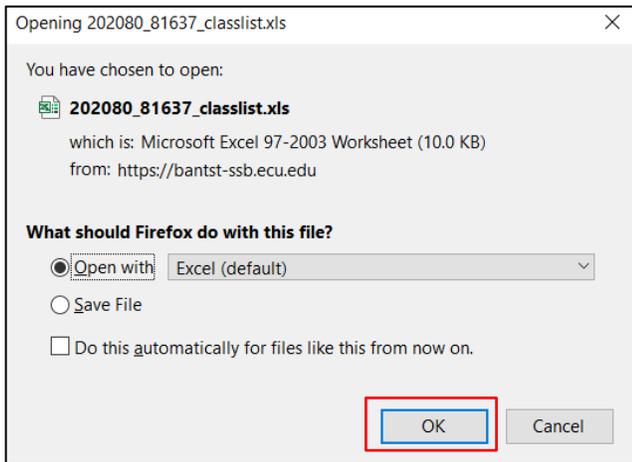
The screenshot shows the 'Class List' page with navigation links for 'Faculty & Advisors', 'CRN Listing', and 'Class List'. The page title is 'Class List'. At the bottom, there is a dropdown menu showing 'Fall 2020 - 202080' and 'PHIL 1110 | 81637'. The 'Export' button is highlighted with a red box, and a 'Print' button is also visible.

3. Select the export file type as Excel spreadsheet (.xls) or Excel spreadsheet (.xlsx).

4. Select the **Export** button.



5. Click **OK**.

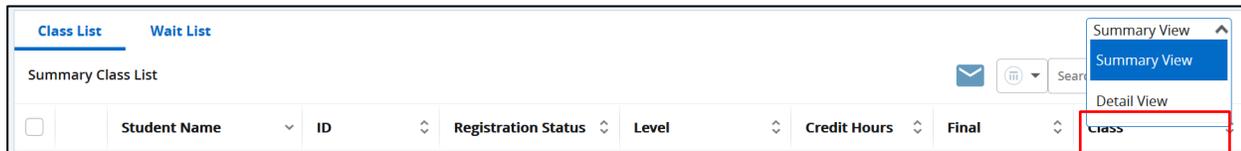


## PRINT CLASS LIST OR WAIT LIST

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.



## 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.

Class List		Wait List		Summary View			
Summary Class List				 <input type="text" value="Search (Alt+Y)"/>			
<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Final	Class
<input checked="" type="checkbox"/>			**Web Registered**	Undergraduate	3	No Access	Sophomore
<input type="checkbox"/>			**Web Registered**	Undergraduate	3	No Access	Senior

2. Click the mail icon

Class List		Wait List		Summary View			
Summary Class List				 <input type="text" value="Search (Alt+Y)"/>			
<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Final	Class
<input checked="" type="checkbox"/>			**Web Registered**	Undergraduate	3	No Access	Sophomore

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.

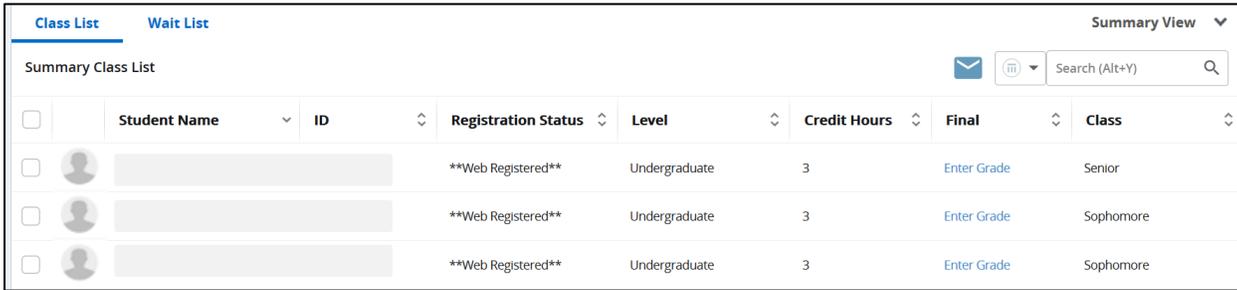
Format	Insert	Draw	Options	Discard	Send
<b>B</b>	<i>I</i>	<u>U</u>	Heading 1	Undo	
From: KROSN@ECU.EDU					
To:					
Cc:					
Bcc: <input type="text" value=" @students.ecu.edu;"/>					
Subject					

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.

Class List		Wait List		Summary View			
Summary Class List				 <input type="text" value="Search (Alt+Y)"/>			
<input checked="" type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Final	Class

## ENTER GRADES

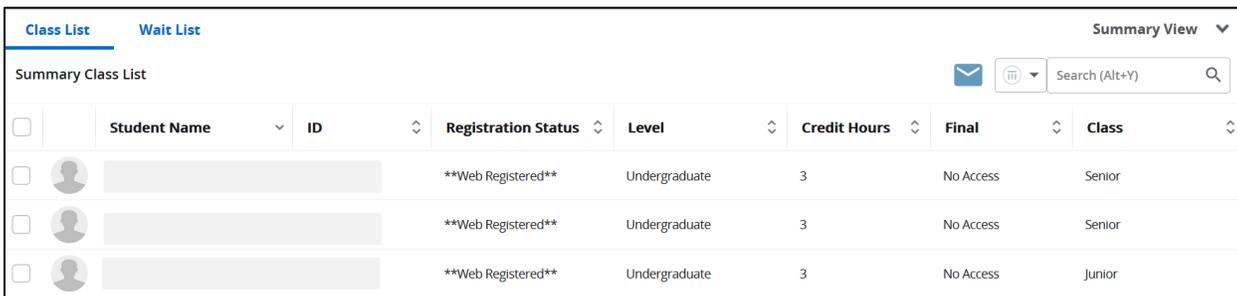
When GRADING is OPEN for CURRENT COURSES, clicking the Enter Grade in the Final column will take you to Faculty Grade Entry to enter grades.



The screenshot shows a 'Summary Class List' table with columns: Student Name, ID, Registration Status, Level, Credit Hours, Final, and Class. Three rows of students are listed, all with 'Web Registered' status. The 'Final' column for each student contains a blue 'Enter Grade' link.

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Final	Class
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	<a href="#">Enter Grade</a>	Senior
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	<a href="#">Enter Grade</a>	Sophomore
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	<a href="#">Enter Grade</a>	Sophomore

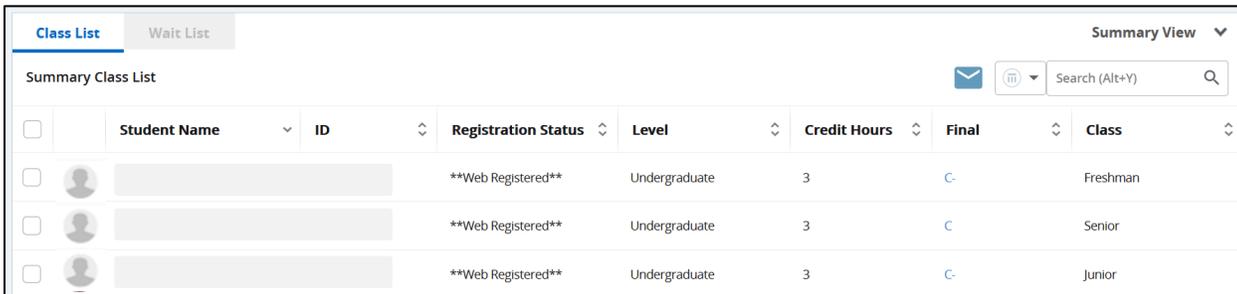
When GRADING is NOT OPEN for CURRENT COURSES, NO ACCESS is listed in the Final column.



The screenshot shows a 'Summary Class List' table with columns: Student Name, ID, Registration Status, Level, Credit Hours, Final, and Class. Three rows of students are listed, all with 'Web Registered' status. The 'Final' column for each student contains the text 'No Access'.

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Final	Class
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	Senior
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	Senior
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	Junior

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.



The screenshot shows a 'Summary Class List' table with columns: Student Name, ID, Registration Status, Level, Credit Hours, Final, and Class. Three rows of students are listed, all with 'Web Registered' status. The 'Final' column contains grades: 'C-' for a Freshman, 'C' for a Senior, and 'C-' for a Junior.

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Final	Class
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	C-	Freshman
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	C	Senior
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	C-	Junior

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.

