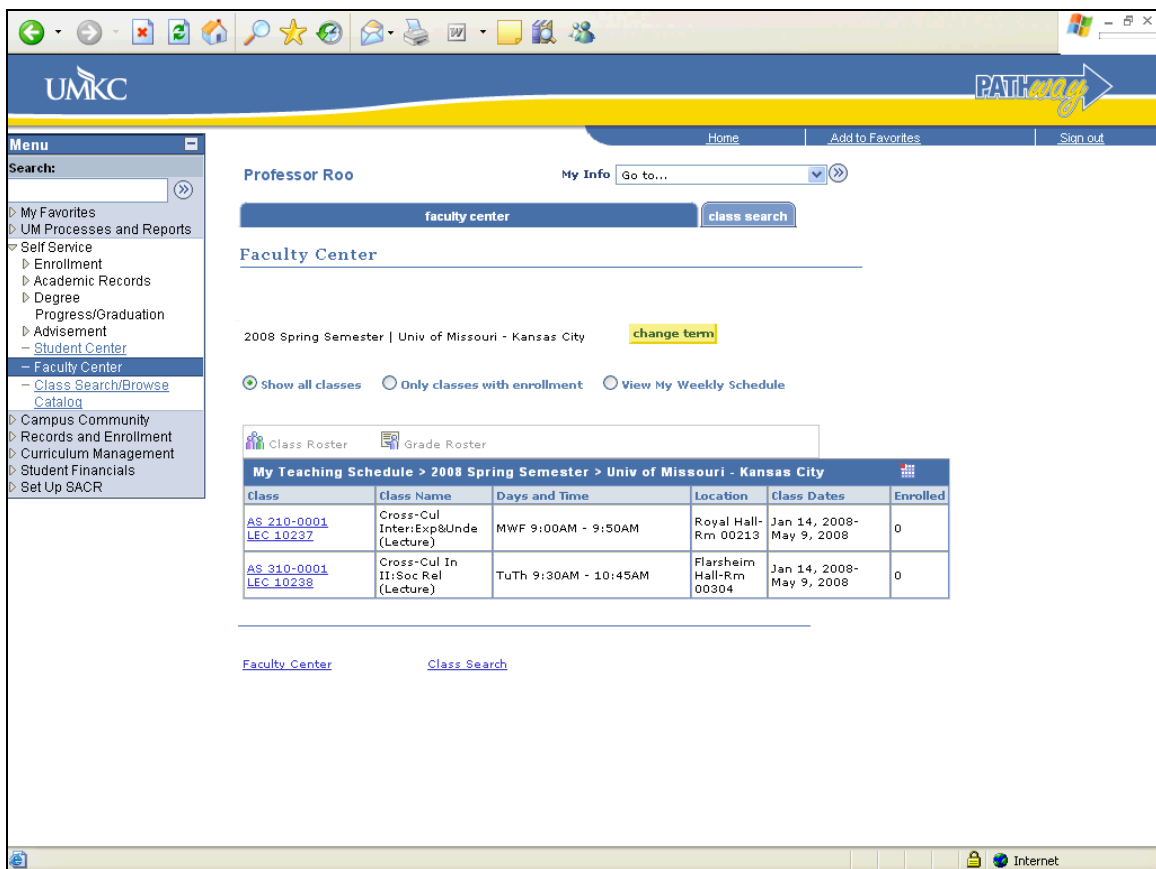


Procedure

Self-Service > Faculty Center

You can view the students enrolled in your classes from the Pathway Faculty Center.

The Class Roster in the Faculty Center gives you the option to e-mail your students, view who has dropped the class, view who is on the wait list, print your class roster, or download your class roster to Excel.

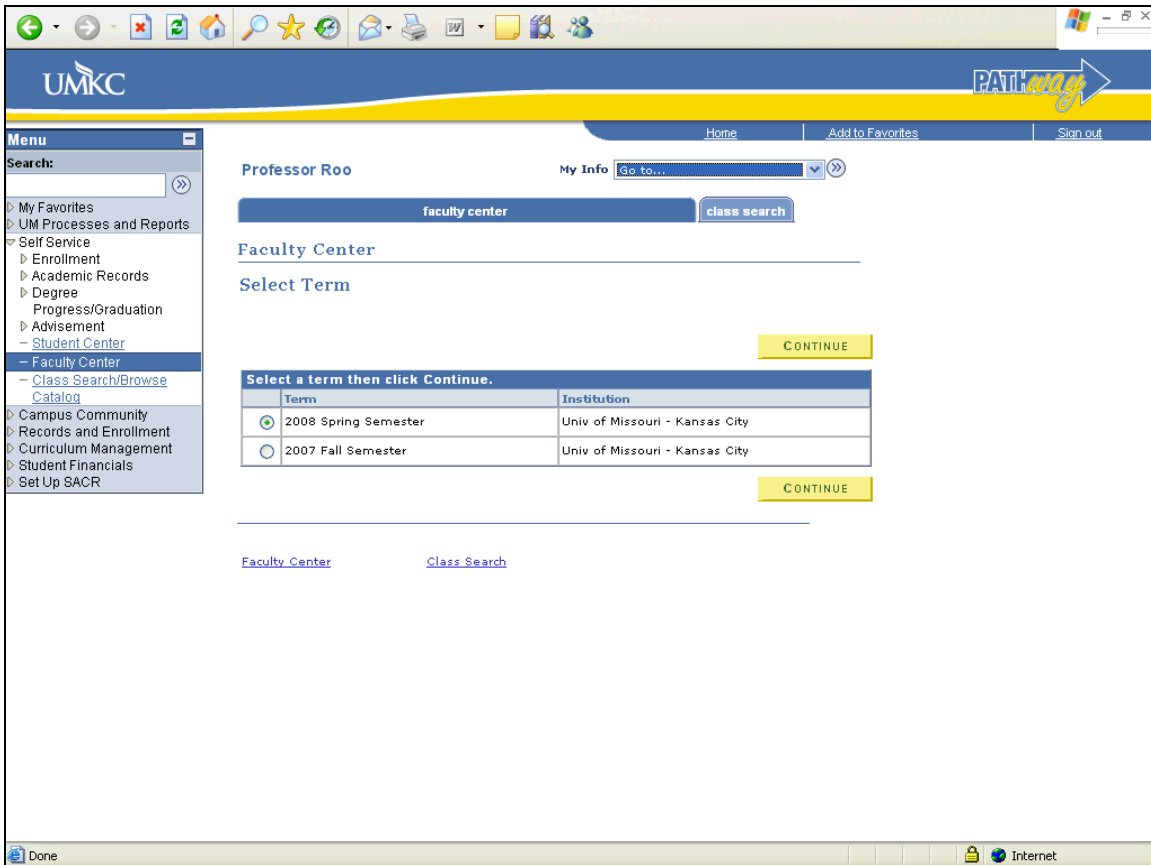


The screenshot shows the UMKC Pathway Faculty Center interface. The main content area displays the 'My Teaching Schedule' for the 2008 Spring Semester at the University of Missouri - Kansas City. The schedule is presented in a table with columns for Class, Class Name, Days and Time, Location, Class Dates, and Enrolled. Two classes are listed:

Class	Class Name	Days and Time	Location	Class Dates	Enrolled
AS 210-0001 LEC 10237	Cross-Cul Inter:Exp&Unde (Lecture)	MWF 9:00AM - 9:50AM	Royal Hall-Rm 00213	Jan 14, 2008-May 9, 2008	0
AS 310-0001 LEC 10238	Cross-Cul In II:Soc Rel (Lecture)	TuTh 9:30AM - 10:45AM	Flarsheim Hall-Rm 00304	Jan 14, 2008-May 9, 2008	0

Below the table, there are links for 'Faculty Center' and 'Class Search'. A 'change term' button is also visible near the semester information.

Step	Action
1.	<p>This is your teaching schedule for the current term.</p> <p>To change the term, click the Change Term button.</p> <p>change term</p>



Step	Action
2.	Select the semester from the Select Term list. <input type="radio"/>
3.	Click the Continue button. <input type="button" value="CONTINUE"/>

[Home](#) | [Add to Favorites](#) | [Sign out](#)

Menu

Search:

- ▶ My Favorites
- ▼ Self Service
 - Faculty Center
 - Class Search/Browse Catalog
- ▶ Set Up SACR

Douglas Swink My Info

faculty center
class search

Faculty Center

2008 Spring Semester | Univ of Missouri - Kansas City

Show all classes
 Only classes with enrollment
 View My Weekly Schedule

Class Roster
 Grade Roster

My Teaching Schedule > 2008 Spring Semester > Univ of Missouri - Kansas City

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
GEOG 105-0001 LEC 13477	Intro Elements Geography (Lecture)	48	TuTh 4:00PM - 5:15PM	Fine Arts-Rm 00106	Jan 14, 2008- May 9, 2008
GEOG 203-0001 LEC 13479	Intro Geog Info System (Lecture)	19	MoWe 5:30PM - 6:45PM	Flarsheim Hall-Rm 00427	Jan 14, 2008- May 9, 2008
GEOG 496-0001 LEC 13499	Geography Internship (Lecture)	0	TBA	Arranged	Jan 14, 2008- May 9, 2008

[Faculty Center](#)
[Class Search](#)

Step	Action
4.	Click the Class Roster button.
5.	This is the Class Roster for the class you selected. It defaults to show you the students currently enrolled.

Faculty Center

Class Roster [View FERPA Statement](#)

31829 - GEOG 105 - Intro Elements Geography

Class Roster Information

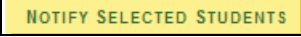
Course	GEOG 105	Institution	Univ of Missouri - Kansas City
Title	Intro Elements Geography	Term	2007 Summer Semester
Class Number	31829	Session	Regular Academic Session
Class Section	0001	Career	Undergraduate
Component	Lecture		

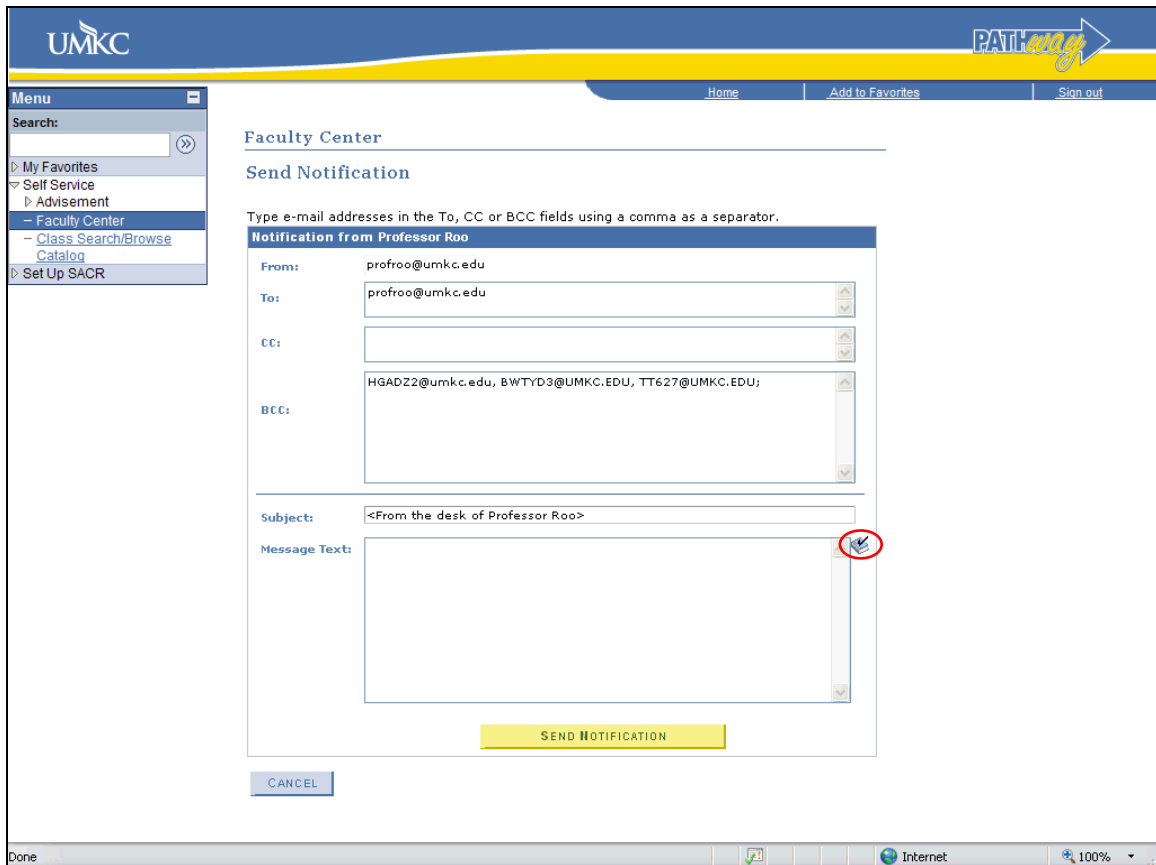
Day: Tues Thurs Instructor: Roo,Professor
Time: 4:30PM 7:15PM
Location: Flarsheim Hall-Rm 00260

Enrollment Status: Enrolled [change](#)

Total Students: 7 Enroll Capacity: 7

Enrolled Students		Customize Find First 1-8 of 8 Last						
	ID	Name	Reason	Email	Grade	Units	Plan	Level
<input checked="" type="checkbox"/>	1 02250823	Test,Student	ENRL	STGQC@UMKC.EDU	GRD	3.00	6 Year Medicine	Freshman
<input type="checkbox"/>	2 02250819	Test,Student	ENRL	SON2@UMKC.EDU	GRD	3.00	Elementary Education BA	Freshman
<input type="checkbox"/>	3 07060968	Test,Student 5	ENRL	BWYD3@UMKC.EDU	GRD	3.00	English BA/Mathematics & Statistics BA	Freshman
<input type="checkbox"/>	4 12106007	Test,Test T	ENRL		GRD	3.00	Interdisciplinary Studies PhD	Graduate-Doctoral
<input type="checkbox"/>	5 02250822	Test,Tim	ENRL	TT627@UMKC.EDU	GRD	3.00	Law JD	Professional Year 1
<input type="checkbox"/>	6 02250818	Test,Diane	ENRL	HGADZ2@UMKC.EDU	GRD	3.00	Medicine-Md MD	Professional Year 1
<input type="checkbox"/>	7 02250824	Test,Gloria	ENRL	GTHTC@UMKC.EDU	GRD	3.00	Music Composition MM	Graduate-Master's

Step	Action
6.	Scroll to the bottom of your Faculty Center.
7.	If you would like to e-mail specific students in your class, select them by clicking in the box next to their name.
8.	Click the Notify Selected Students button. 



Faculty Center

Send Notification

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

Notification from Professor Roo

From: profroo@umkc.edu

To: profroo@umkc.edu

CC:



BCC: HGAD22@umkc.edu, 8WTYD3@UMKC.EDU, TT627@UMKC.EDU;


Subject: <From the desk of Professor Roo>

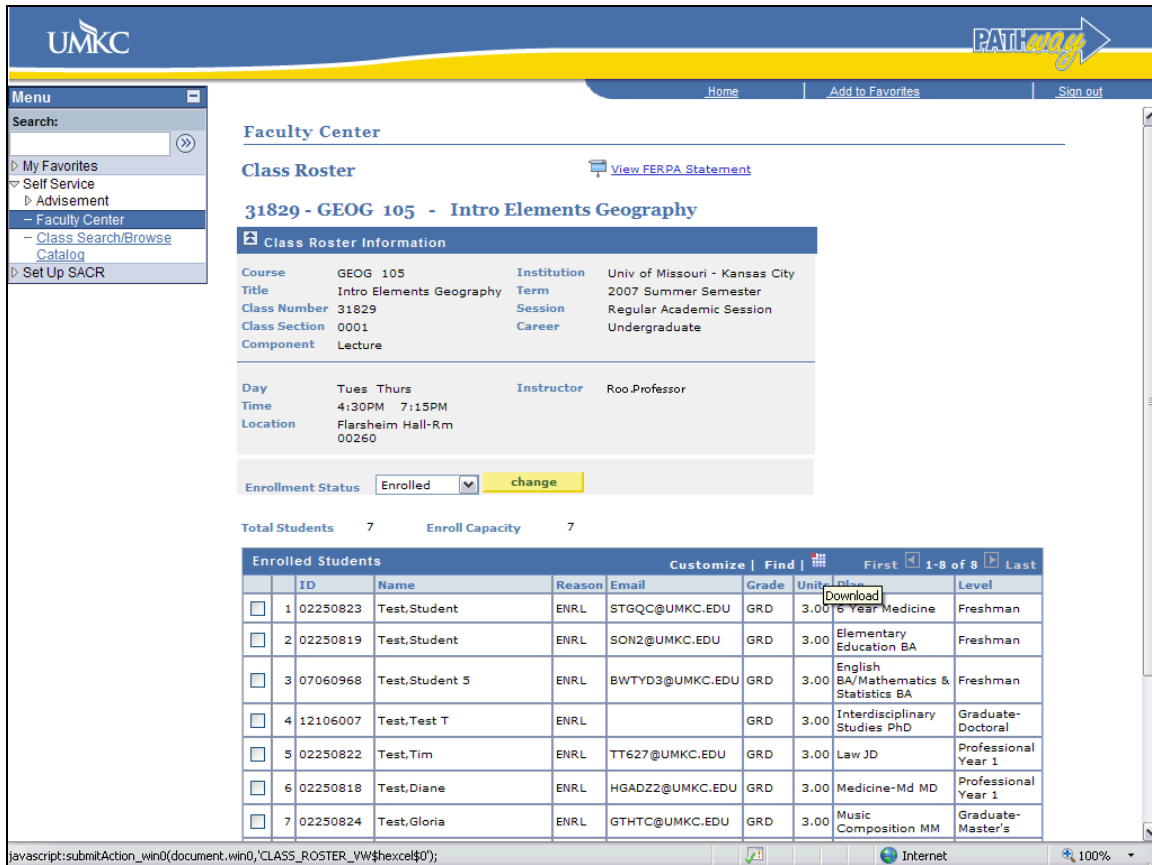
Message Text:

SEND NOTIFICATION


CANCEL

Step	Action
1.	Student e-mail addresses are automatically entered in the BCC line (Blind Carbon Copy) so they cannot see who else is receiving the e-mail. This is done to protect their privacy.
2.	You can add or remove students to the e-mail if you wish. You can type in your own subject and a message. If you click the Book/Checkmark icon  to the right of the message box, Pathway will spell-check your message.
3.	When you are ready, click the Send Notification button to send an e-mail to all of the students in the list.
4.	Click the Cancel button to return to the Class Roster. 

Step	Action
5.	<p>You can download your class Roster to Microsoft Excel, just click the Download button .</p> <p>Note: You may have to hold down the CTRL key on your keyboard as the downloaded file will open up in a new window and your browser is programmed to block pop-ups.</p>



The screenshot shows the UMKC Faculty Self Service interface. The main content area displays the 'Class Roster' for '31829 - GEOG 105 - Intro Elements Geography'. Below the class title, there is a 'Class Roster Information' section with details such as Course (GEOG 105), Title (Intro Elements Geography), Class Number (31829), Class Section (0001), Component (Lecture), Day (Tues Thurs), Time (4:30PM 7:15PM), Location (Flanzheim Hall-Rm 00260), and Instructor (Roo,Professor). The enrollment status is set to 'Enrolled' with a 'change' button. Below this, it shows 'Total Students 7' and 'Enroll Capacity 7'. A table of 'Enrolled Students' is displayed with columns for ID, Name, Reason, Email, Grade, Unit, and Level. A 'Download' button is visible above the table. The browser's address bar shows a javascript:submitAction_win0(document.win0, 'CLASS_ROSTER_VW\$hexcel\$0');

Step	Action
6.	<p>You can also look at students who have dropped the class and students who are on the wait list for the class.</p> <p>Click the Enrollment Status list.</p> 

The screenshot shows the Faculty Self Service interface. On the left is a navigation menu with options like 'My Favorites', 'Self Service', 'Advisement', 'Faculty Center', 'Class Search/Browse Catalog', and 'Set Up SACR'. The main content area displays the 'Faculty Center' and 'Class Roster' for '31829 - GEOG 105 - Intro Elements Geography'. It includes a 'View FERPA Statement' link and a 'Class Roster Information' section with details such as Course (GEOG 105), Title (Intro Elements Geography), Class Number (31829), Class Section (0001), Component (Lecture), Institution (Univ of Missouri - Kansas City), Term (2007 Summer Semester), Session (Regular Academic Session), Career (Undergraduate), Day (Tues Thurs), Time (4:30PM 7:15PM), Location (Flarsheim Hall-Rm 00260), and Instructor (Roo.Professor). Below this is an 'Enrollment Status' dropdown menu currently set to 'Enrolled' with a 'change' button. A 'Total Students' summary shows 7 students, with a breakdown for 'All Dropped', 'Enrolled', and 'Waiting'. At the bottom is a table of enrolled students with columns for ID, Name, Reason, Email, Grade, Units, Plan, and Level.

ID	Name	Reason	Email	Grade	Units	Plan	Level
1 02250823	Test.Student	ENRL	STGQC@UMKC.EDU	GRD	3.00	6 Year Medicine	Freshman
2 02250819	Test.Student	ENRL	SON2@UMKC.EDU	GRD	3.00	Elementary Education BA	Freshman
3 07060968	Test.Student 5	ENRL	BWYD3@UMKC.EDU	GRD	3.00	English BA/Mathematics & Statistics BA	Freshman
4 12106007	Test.Test T	ENRL		GRD	3.00	Interdisciplinary Studies PhD	Graduate-Doctoral
5 02250822	Test.Tim	ENRL	TT627@UMKC.EDU	GRD	3.00	Law JD	Professional Year 1
6 02250818	Test.Diane	ENRL	HGADZ2@UMKC.EDU	GRD	3.00	Medicine-Md MD	Professional Year 1
7 02250824	Test.Gloria	ENRL	GTHTC@UMKC.EDU	GRD	3.00	Music Composition MM	Graduate-Master's

Step	Action
7.	Select Waiting from the list.
8.	Click the Change button.

Faculty Center

Class Roster [View FERPA Statement](#)

31829 - GEOG 105 - Intro Elements Geography

Class Roster Information

Course	GEOG 105	Institution	Univ of Missouri - Kansas City
Title	Intro Elements Geography	Term	2007 Summer Semester
Class Number	31829	Session	Regular Academic Session
Class Section	0001	Career	Undergraduate
Component	Lecture		

Day: Tues Thurs
Time: 4:30PM 7:15PM
Location: Flarsheim Hall-Rm 00260

Instructor: Roo,Professor

Enrollment Status: [change](#)

Total Students: 7 Enroll Capacity: 7

Enrolled Students [Customize](#) | [Find](#) | [First](#) 1-8 of 8 [Last](#)

	ID	Name	Reason	Email	Grade	Units	Plan	Level
<input type="checkbox"/>	1 02250823	Test,Student	ENRL	STGQC@UMKC.EDU	GRD	3.00	6 Year Medicine	Freshman
<input type="checkbox"/>	2 02250819	Test,Student	ENRL	SON2@UMKC.EDU	GRD	3.00	Elementary Education BA	Freshman
<input type="checkbox"/>	3 07060968	Test,Student 5	ENRL	BWTYD3@UMKC.EDU	GRD	3.00	English BA/Mathematics & Statistics BA	Freshman
<input type="checkbox"/>	4 12106007	Test,Test T	ENRL		GRD	3.00	Interdisciplinary Studies PhD	Graduate-Doctoral
<input type="checkbox"/>	5 02250822	Test,Tim	ENRL	TT627@UMKC.EDU	GRD	3.00	Law JD	Professional Year 1
<input type="checkbox"/>	6 02250818	Test,Diane	ENRL	HGADZ2@UMKC.EDU	GRD	3.00	Medicine-Md MD	Professional Year 1
<input type="checkbox"/>	7 02250824	Test,Gloria	ENRL	GTHTC@UMKC.EDU	GRD	3.00	Music Composition MM	Graduate-Master's

Step	Action								
9.	<p>Now you can see a list of students who are on the wait list for your course.</p> <p>The order they signed-up for the wait list appears in the Wait List column.</p> <p>To enroll a student in the class from the Wait List, have the student complete an add/drop form, initial in the "Closed Class" column, sign where it says "Instructor Signature," and have the student bring the form to the Registration Center, 115 AC, to manually add the class.</p>								
10.	You can also view which students have dropped the class.								
11.	<p>During the "Drop With Assessment" time period, students will continue to show-up on your Class Roster as enrolled, but the "Grade Basis" will change to "WWF" to indicate that they have officially withdrawn.</p> <table border="1"> <tr> <td>32</td> <td><input type="checkbox"/></td> <td>02250824</td> <td>Roo,Casey</td> <td></td> <td>GTTF3@UMKC.EDU</td> <td>WWF</td> <td>3.00</td> </tr> </table> <p>On the Grade Roster, you will have the ability to assign this student a "W" or a "WF" depending on whether or not they were passing at the time they withdrew.</p>	32	<input type="checkbox"/>	02250824	Roo,Casey		GTTF3@UMKC.EDU	WWF	3.00
32	<input type="checkbox"/>	02250824	Roo,Casey		GTTF3@UMKC.EDU	WWF	3.00		

Step	Action
12.	<p>You also have the option of printing your class list directly from Pathway.</p> <p>Scroll to the bottom of the page and click the Printer Friendly Version button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px 0;">PRINTER FRIENDLY VERSION</div>

Univ of Missouri - Kansas City

Class Roster

2008 Spring Semester Regular Academic

GEOG 105 Intro Elements Geography

Section 0001 #13477 Lecture

Time/Day	Room	Instructor
4:00PM 5:15PM Tues Thurs	Fine Arts-Rm 00106	Swink,Douglas E

Total Enrolled Students	49
Enrollment Capacity	50

Enrolled Students						
ID	Name	Grade Basis	Email	Units	Acad Plan	Level

13.	To print this Class Roster, click the printer icon in the tool bar of your Internet browser. (In some browsers you may have to go to the "File" menu and select "Print.")
14.	End of Procedure.