



Path: Curriculum Management > Class Roster > Class Roster

Enter the desired information for the course. Use the magnifying glass to assist with your search as needed. Select the correct course from the search results.

Note: You will only be able to see class rosters for the classes in your department.

- Academic Institution (always KCITY)
- Term
- Subject Area
- Catalog Nbr
- Class Nbr (if you know the 5-digit class number you do not need to enter the subject or catalog nbr)

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Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution:	begins with	▼	KCITY	<input type="text"/>	<input type="button" value="🔍"/>
Term:	begins with	▼	4127	<input type="text"/>	<input type="button" value="🔍"/>
Subject Area:	begins with	▼	MATH	<input type="text"/>	<input type="button" value="🔍"/>
Catalog Nbr:	begins with	▼	110	<input type="text"/>	
Class Nbr:	=	▼		<input type="text"/>	
Class Section:	begins with	▼		<input type="text"/>	
Session:	=	▼		<input type="text"/>	<input type="button" value="▼"/>
Course ID:	begins with	▼		<input type="text"/>	
Course Offering Nbr:	=	▼		<input type="text"/>	

1. If students are officially registered for the class, they will appear on the class roster.
 - a. Note: students who have withdrawn from the class will have a grading basis of WTH or WWF.
2. You can export the class list into an excel document by clicking on the **download** icon 
3. You can see which students have **dropped** the course or which students are on the **waitlist** by selecting a different **enrollment status** from the drop-down menu.

Class Roster



2012 Fall Semester | Regular Academic Session | Univ of Missouri - Kansas City | Undergraduate

▼ MATH 110 - 0001 (47115)
College Algebra (Lecture)

Days and Times	Room	Instructor	Dates
Mo 9:00AM-9:50AM	Flarsheim Hall-Rm 00310	Eric Hall	08/20/2012 - 12/14/2012

*Enrollment Status: ▼

Enrollment Capacity: 108 Enrolled: 108

Enrolled Students Personalize | Find |  |  First Last

	Select	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>			Non-Graded	0.00	Undergraduate Education - Pre-Secondary Educ	Sophomore
2	<input type="checkbox"/>			Non-Graded	0.00	Undergraduate Arts & Sciences - Pre-Dentistry, A&S	Sophomore

4. You can use the **notify selected students** button to send an email to all or a selected sub group of the class roster.

Class Roster

2012 Fall Semester | Regular Academic Session | Univ of Missouri - Kansas City | Graduate

▼ PSYCH 5599 - 0002 (43118)

Research And Thesis (Ind Study)

Days and Times	Room	Instructor	Dates
TBA	Arranged	Kimberly Bennett	08/20/2012 - 12/14/2012

*Enrollment Status:

Enrollment Capacity: 10 Enrolled: 1

Enrolled Students								Personalize	Find	First	1 of 1	Last
Select	ID	Name	Grade Basis	Units	Program and Plan	Level						
1	<input type="checkbox"/>	16103052	Ricks, Jillian Mae	Crd/No Crd	2.00	Graduate Psychology - Psychology PhD	Graduate					

[Select All](#) [Clear All](#)

[notifv selected students](#)

[Return to Search](#) [Previous in List](#) [Next in List](#)

5. The students' email address will be automatically input into the "blind carbon copy" (BCC) field so they all receive the same email, but cannot see the other student's email addresses.
6. You can type in the "Message Text" box the message you want them to receive. **ALL** students will receive the exact same message, so do not include anything personal or private (including FERPA protected information) about the student.
7. Click the yellow **Send Notification** button to send the email.

Send Notification

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

Notification from Amy Cole

Send E-mail: coleamy@umkc.edu

To:

CC:

BCC:

Subject:

Message Text:

8. Click **Return to Search** to look up a different class roster or **Next in List** to scroll through the different sections of the course.

