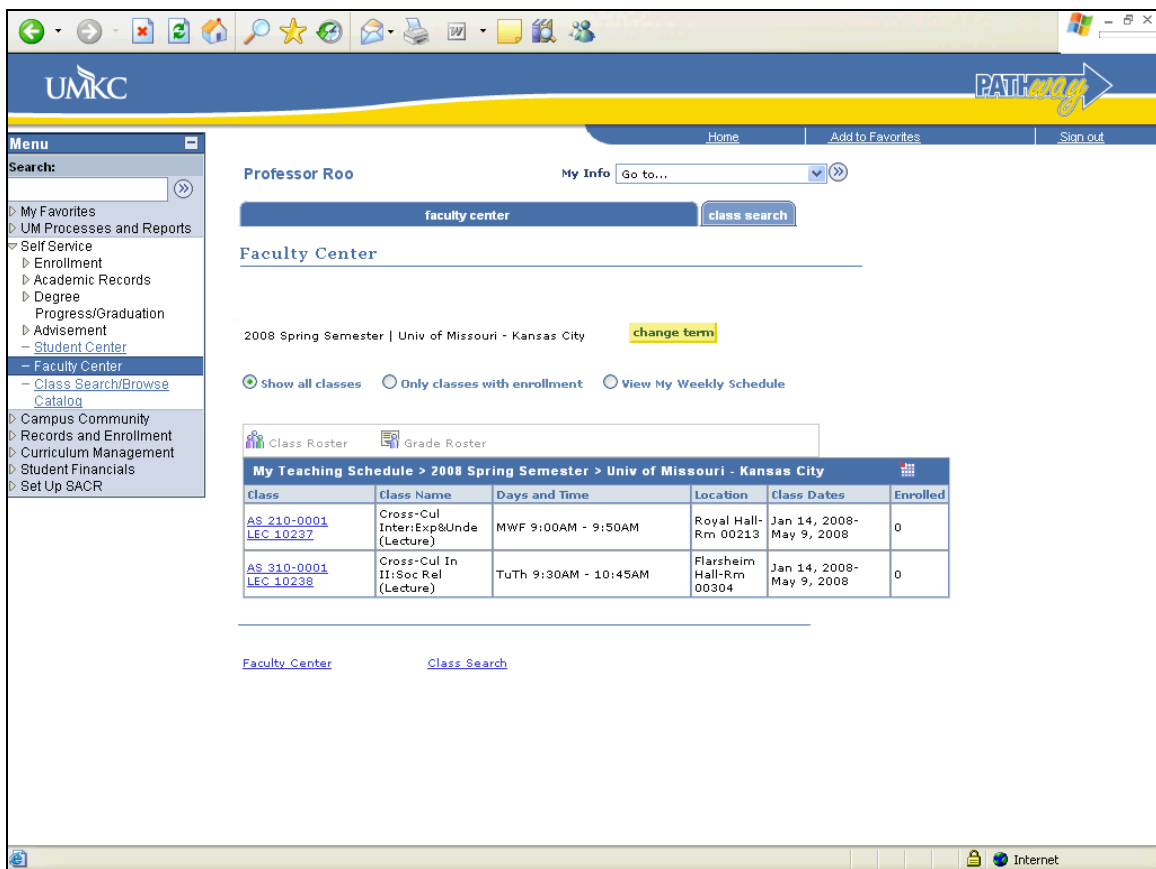


## Procedure

Self-Service > Faculty Center > My Schedule

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
<a href="#">AS 210-0001</a> <a href="#">LEC 10237</a>	Cross-Cul Inter:Exp&Unde (Lecture)	MWF 9:00AM - 9:50AM	Royal Hall-Rm 00213	Jan 14, 2008-May 9, 2008	0
<a href="#">AS 310-0001</a> <a href="#">LEC 10238</a>	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 in the interface.

Step	Action
1.	This is your teaching schedule for the current term.  To change the term, click the <b>Change Term</b> button. <a href="#">change term</a>

Favorites Main Menu > Self Service > Faculty Center > My Schedule



Faculty Center Search

my schedule class roster grade roster

Faculty Center

My Schedule

2012 Fall Semester | Univ of Missouri - Kansas City **change term** Final Exams

Step	Action
2.	Select the semester from the <b>Select Term</b> list. 
3.	Click the <b>Continue</b> button. 

Faculty Center Search



my schedule class roster grade roster

Faculty Center



My Schedule




2012 Fall Semester | Univ of Missouri - Kansas City **change term** Final Exams


Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster

My Teaching Schedule > 2012 Fall Semester > Univ of Missouri - Kansas City

View All   First 1-11 of 11 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<a href="#">CHEM 206-0001 (45426)</a>	Human Nutrition (Lecture)	65	TBA	Internet Class	Aug 20, 2012- Dec 14, 2012
	<a href="#">CHEM 321-0002 (40251)</a>	Organic Chemistry I (Lecture)	255	MoWeFr 1:00PM - 1:50PM	Royall Hall-Rm 00111	Aug 20, 2012- Dec 14, 2012
	<a href="#">CHEM 321L-0001 (40252)</a>	Organic Chem Lab I (Laboratory)	30	Mo 2:00PM - 4:50PM	Spencer Chemistry-Rm 0C217	Aug 20, 2012- Dec 14, 2012

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

Faculty Center

Search

my schedule

class roster

grade roster

### Class Roster

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

▼
CHEM 206 - 0001 (45426)
change class

Human Nutrition (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Internet Class	Andrea Drew, Douglas Swink	08/20/2012 - 12/14/2012

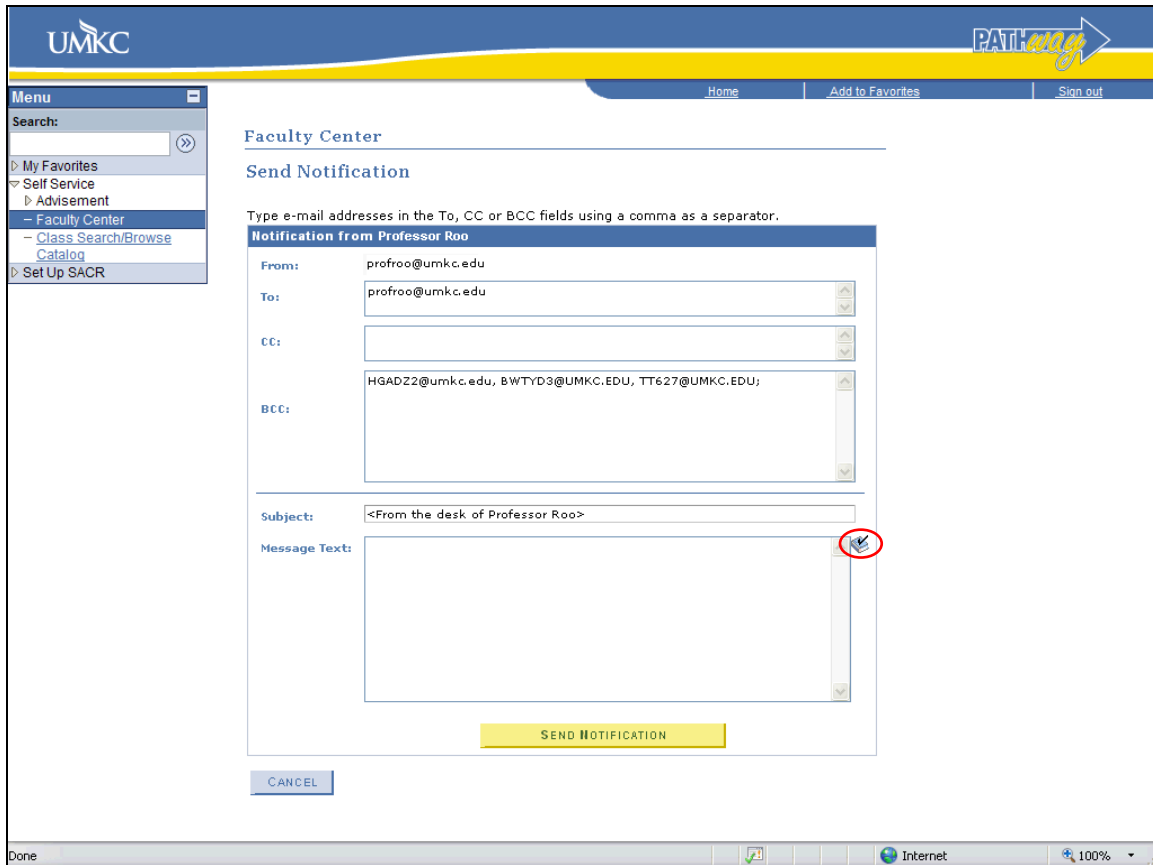
**\*Enrollment Status** enrolled ▼



Enrollment Capacity 30      Enrolled 65


Select display option:     Link to Photos     Include photos in list

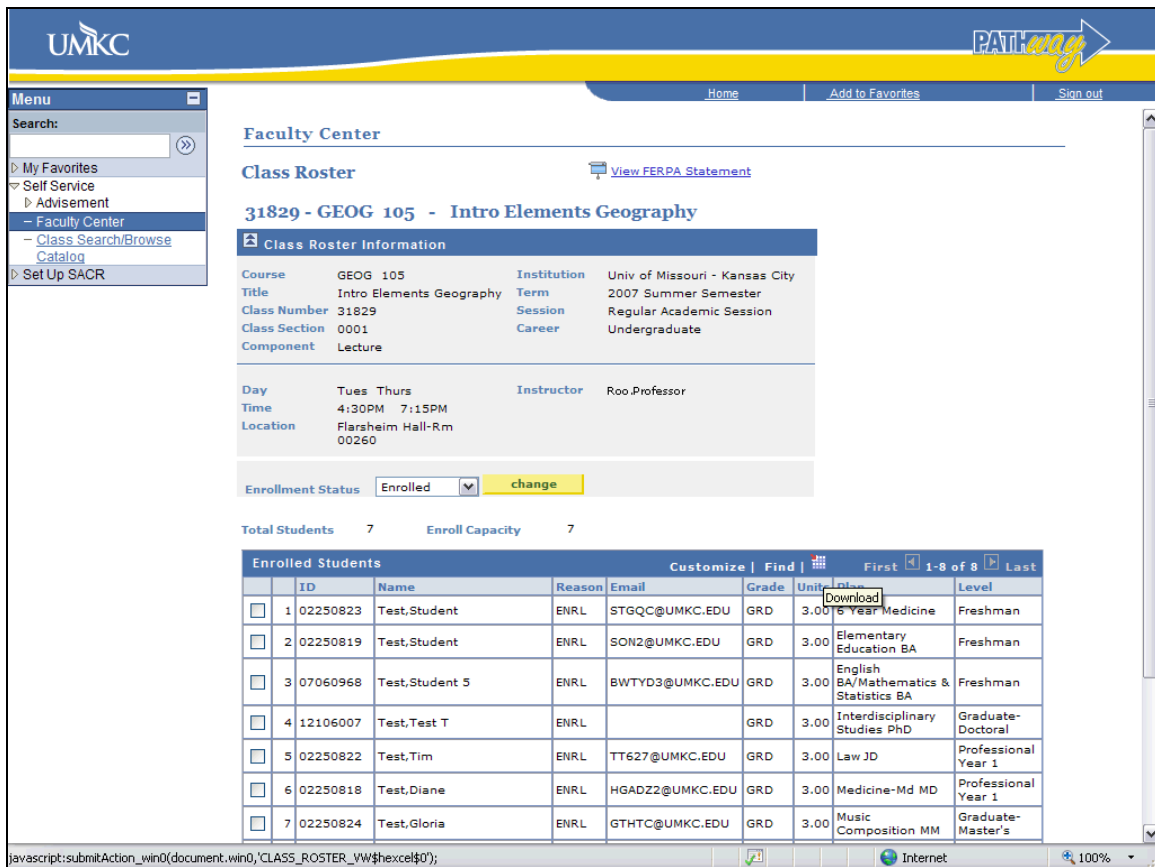
Enrolled Students									
		Find		First		1-65 of 65		Last	
Notify	Photo	ID	Name	E-mail	Grade Basis	Units	Acad Plan	Level	
1	<input type="checkbox"/>				Graded	3.00	Pre-Health Sciences, A&S	Sophomore	
2	<input type="checkbox"/>				Graded	3.00	Pre-Health Sciences, A&S	Junior	

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 <b>Notify Selected Students</b> button. <div style="background-color: yellow; padding: 2px 5px; display: inline-block; font-size: small;">NOTIFY SELECTED STUDENTS</div>



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 <b>Send Notification</b> button to send an e-mail to all of the students in the list.
4.	Click the <b>Cancel</b> button to return to the Class Roster. 

Step	Action
5.	<p>You can download your class Roster to Microsoft Excel, just click the <b>Download</b> button .</p> <p><b>Note:</b> 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>



**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	Flansheim Hall-Rm 00260		

Enrollment Status:  [change](#)

Total Students 7    Enroll Capacity 7

Enrolled Students									
	ID	Name	Reason	Email	Grade	Unit	Download	Level	
<input type="checkbox"/>	1 02250823	Test,Student	ENRL	STGQC@UMKC.EDU	GRD	3.00	5 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	

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 <b>Enrollment Status</b> list.</p> <p></p>

**UMKC** PATHway

Home Add to Favorites Sign out

**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

Total Students: 7      All Dropped      Enrolled      Capacity: 7

Enrolled Student		Waiting		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
7.	Select <b>Waiting</b> from the list. <input type="text" value="Waiting"/>
8.	Click the Change button. <input type="button" value="change"/>

**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

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	BWTD3@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							
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 <a href="#">add/drop form</a>, 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><a href="#">Roo.Casey</a></td> <td>GTTF3@UMKC.EDU</td> <td><b>WWF</b></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	<a href="#">Roo.Casey</a>	GTTF3@UMKC.EDU	<b>WWF</b>	3.00
32	<input type="checkbox"/>	02250824	<a href="#">Roo.Casey</a>	GTTF3@UMKC.EDU	<b>WWF</b>	3.00		

Step	Action
12.	You also have the option of printing your class list directly from Pathway.  Scroll to the bottom of the page and click the <b>Printer Friendly Version</b> link.

### Class Roster

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

 <b>CHEM 206 - 0001 (45426)</b> Human Nutrition (Lecture)			
Days and Times	Room	Instructor	Dates
TBA	Internet Class	Andrea Drew, Douglas Swink	08/20/2012 - 12/14/2012

**Enrollment Status**    Enrolled

**Enrollment Capacity**    30                      **Enrolled**    65

[Show Photos](#)

Enrolled Students							
	ID	Name	E-Mail	Grade Basis	Units	Acad Plan	Level
1				Graded	3.00	Pre-Health Sciences, A&S	Sophomore
2				Graded	3.00	Pre-Health Sciences, A&S	Junior

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.	<b>End of Procedure.</b>