

The class roster provides a list of students who are enrolled or waitlisted in a class. Included is how to download the class roster to Excel, print and email students from the class roster.

1. Click the **Curriculum Management** link.

[Curriculum Management](#)

2. Click the **Class Roster** link.

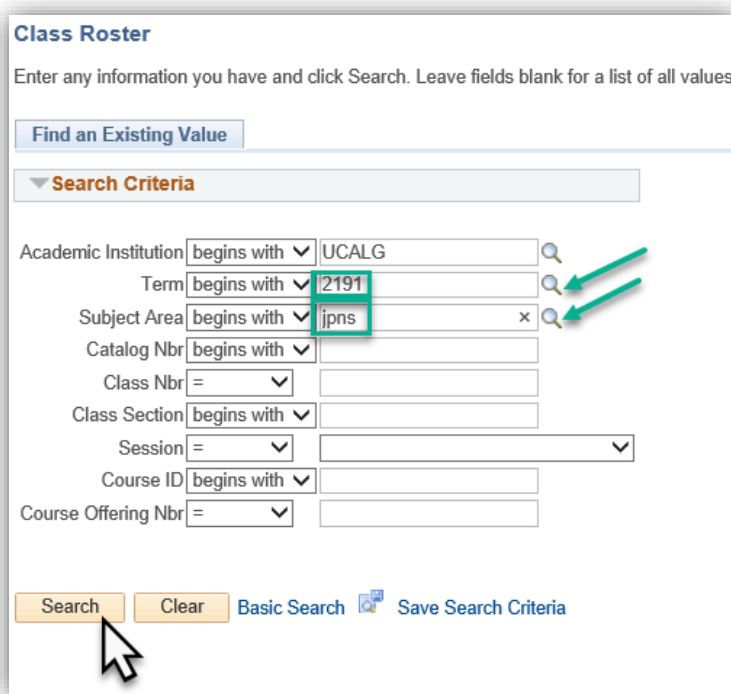
[Class Roster](#)

3. Click the **Class Roster** link.

[Class Roster](#)

4. Use the Lookup tool or enter the desired term and subject directly (e.g. 2191 Winter 2019 and JPNS). Click the **Search** button.

[Search](#)



**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  UCALG

Term  2191

Subject Area  jpns

Catalog Nbr

Class Nbr

Class Section

Session

Course ID

Course Offering Nbr

[Basic Search](#)  [Save Search Criteria](#)

*Note: In the screenshot, the '2191' and 'jpns' fields are highlighted with green boxes, and green arrows point to their respective search icons. A mouse cursor is pointing at the 'Search' button.*

# Class Roster Download, Print & Email

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- A grid displays from the search criteria entered (e.g. JPNS classes for the Term 2191). For this example select the first one (207 Lecture 01). Click the **207** link.

Search Results

View All First 1-14 of 14 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	Course ID	Course Offering Nbr	Description
UCALG	2191	JPNS	<a href="#">207</a>	10634	01	Regular	124381	1	Beginners' Japanese II
UCALG	2191	JPNS	<a href="#">207</a>	10635	02	Regular	124381	1	Beginners' Japanese II
UCALG	2191	JPNS	<a href="#">207</a>	10636	03	Regular	124381	1	Beginners' Japanese II
UCALG	2191	JPNS	<a href="#">207</a>	10637	B01	Regular	124381	1	Beginners' Japanese II
UCALG	2191	JPNS	<a href="#">207</a>	10638	B02	Regular	124381	1	Beginners' Japanese II

- The selected course displays (JPNS 207 Lecture 01) and details of the class (time, location, instructor and term dates). For ease of viewing, collapse the meeting details. *Please note for FOIP reasons all names of instructors and students are scrambled.* Click the **Expand / Collapse** button.



Class Roster

Winter 2019 | Regular Academic | University of Calgary | Undergraduate Programs

JPNS 207 - 01 (10634)  
Beginners' Japanese II (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeFr 11:00AM-11:50AM	SH 157	Pamela M Memi-Takacs	2019/01/10 - 2019/04/12

\*Enrollment Status

Enrollment Capacity 32    Enrolled 32

**Download Format**

No Special Format     Upload Ready     MicroGrade Program

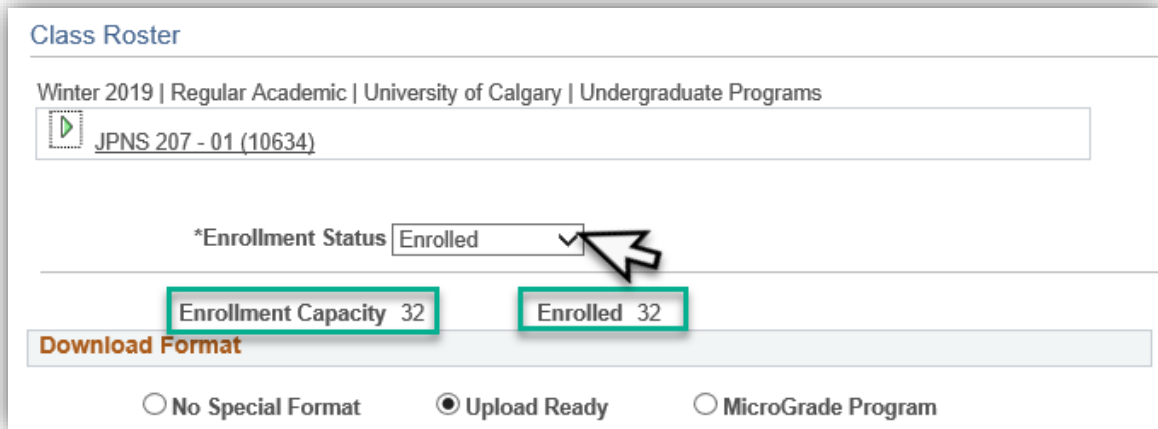
To notify students, please select 'No Special Format'

To download the roster, click the icon below. For help, click [here](#).

**Enrolled Students** Personalize

ID	Name	Prim Last Name	Prim First Name	Grade Basis	Units	Program and Plan	Program	Degree	Plan	Faculty	Level	Status
1	JPNS	207	01		0.00							
2	30031696	Allen, James R	Allen	James	Graded	3.00	Arts Bachelor - Communication & Media Studies/Bachelor of Arts/Visual Studies & Art History	ARBCH	BA-DEG	CMDS-MAJ	AR	Year 2
3	10175064	Ancil, Vanessa	Ancil	Vanessa	Graded	3.00	Arts Bachelor - Drama/Bachelor of Fine Arts	ARBCH	BFA-DEG	DRAM-MAJ	AR	Year 4

- Enrollment Status defaults to **Enrolled**. Currently the Enrollment Capacity is 32 and there are 32 Enrolled in this class.



**Class Roster**

Winter 2019 | Regular Academic | University of Calgary | Undergraduate Programs

JPNS 207 - 01 (10634)

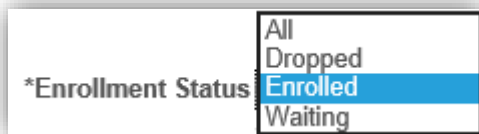
\*Enrollment Status: **Enrolled**

Enrollment Capacity: 32      Enrolled: 32

**Download Format**

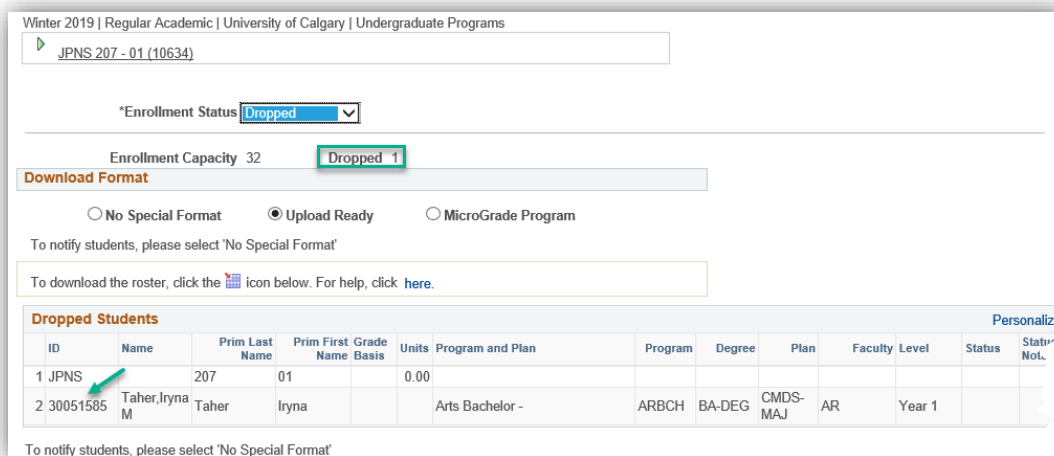
No Special Format     Upload Ready     MicroGrade Program

- There are 4 options for Enrollment Status. Click the **Enrollment Status** list; **All**, **Dropped**, **Enrolled** and **Waiting**.



\*Enrollment Status: **All**, Dropped, **Enrolled**, Waiting

- Dropped** displays students cancelled from the term. For this example, there has been one student that dropped the class as reflected in the class roster.



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JPNS 207 - 01 (10634)


\*Enrollment Status: **Dropped**

Enrollment Capacity: 32      Dropped: 1

**Download Format**

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To notify students, please select 'No Special Format'

To download the roster, click the  icon below. For help, click [here](#).

Dropped Students													Personaliz
ID	Name	Prim Last Name	Prim First Name	Grade Basis	Units	Program and Plan	Program	Degree	Plan	Faculty	Level	Status	Status Not.
1	JPNS		207	01	0.00								
2	30051585	Taher, Iryna M	Taher Iryna			Arts Bachelor -	ARBCH	BA-DEG	CMDS-MAJ	AR	Year 1		

To notify students, please select 'No Special Format'

# Class Roster Download, Print & Email

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10. **Waitlisted** indicates students who are on the waitlist for this class (e.g. Waitlisted = 17).

Class Roster

Winter 2019 | Regular Academic | University of Calgary | Undergraduate Programs

JPNS 207 - 01 (10634)

\*Enrollment Status: **Waiting**

Enrollment Capacity 32    **Waitlisted 17**

**Download Format**

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To notify students, please select 'No Special Format'

To download the roster, click the icon below. For help, click [here](#).

**Waitlisted Students**

ID	Name	Prim Last Name	Prim First Name	Grade Basis	Units	Program and Plan	Program	Degree	Plan	Faculty	Level	Status	St
1	JPNS	207	01		0.00								
2	30048533 Wang, Karen M	Wang	Karen			Arts Bachelor - Not Declared/No Degree Declared	ARBCH	BLNK-DEG	NODC-MAJ	AR	Year 2		
3	30077324 Azcarraga, Zvezdan A	Azcarraga	Zvezdan			Science Bachelor - Physics/Bachelor of Science	SCBCH	BSC-DEG	PHYS-MAJ	SC	Year 1		
4	30074036 Benkoczi, Orin L	Benkoczi	Orin			Arts Bachelor - Urban Studies/Bachelor of Arts	ARBCH	BA-DEG	UBST-MAJ	AR	Year 1		
5	30025320 Ibegbu, Jing	Ibegbu	Jing			Science Bachelor - Chemistry/Bachelor of Science	SCBCH	BSC-DEG	CHEM-MAJ	SC	Year 2		
6	30024215 Mescall, Tahan M	Mescall	Tahan			Arts Bachelor - East Asian Language Studies/Bachelor of	ARBCH	BA-DEG	EALS-MAJ	AR	Year 1		

11. To download the class roster, click on the **Download Enrolled Students Excel** icon in the column heading. Click the **Download Excel Icon** button.

Class Roster

Winter 2019 | Regular Academic | University of Calgary | Undergraduate Programs

JPNS 207 - 01 (10634)

\*Enrollment Status: **Enrolled**

Enrollment Capacity 32    Enrolled 32

**Download Format**

No Special Format     Upload Ready     MicroGrade Program

To notify students, please select 'No Special Format'

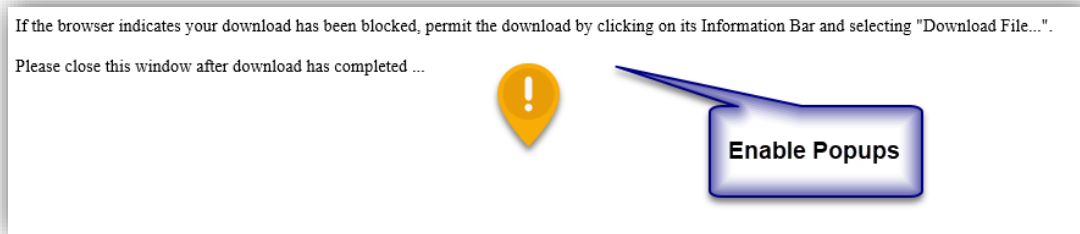
To download the roster, click the icon below. For help, click [here](#).

**Enrolled Students**

ID	Name	Prim Last Name	Prim First Name	Grade Basis	Units	Program and Plan	Program	Degree	Plan	Faculty	Level	Status	Status Note	LEC	LAB	N/A	Final Grade
1	JPNS	207	01		0.00												
2	30031696 Allen, James R	Allen	James	Graded	3.00	Arts Bachelor - Communication & Media Studies/Bachelor of Arts/Visual Studies & Art History	ARBCH	BA-DEG	CMDS-MAJ	AR	Year 2			01	B01		A
3	10175064 Ancil, Vanessa	Ancil	Vanessa	Graded	3.00	Arts Bachelor - Drama/Bachelor of Fine Arts	ARBCH	BFA-DEG	DRAM-MAJ	AR	Year 4			01	B01		A
4	30064728 Balutis, Saurya	Balutis	Saurya	Graded	3.00	Arts Bachelor - Bachelor of	ARBCH	BMUS-		AR	Year 1			01	B01		A

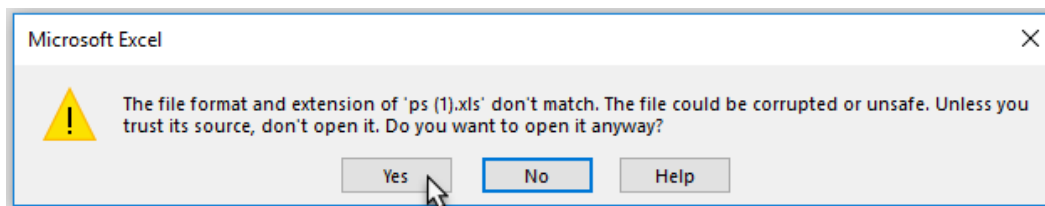
12. You will be prompted to **Open, Save** or **Cancel**. Ensure your browser allows for popups. For this example click the **Open** button.

Open

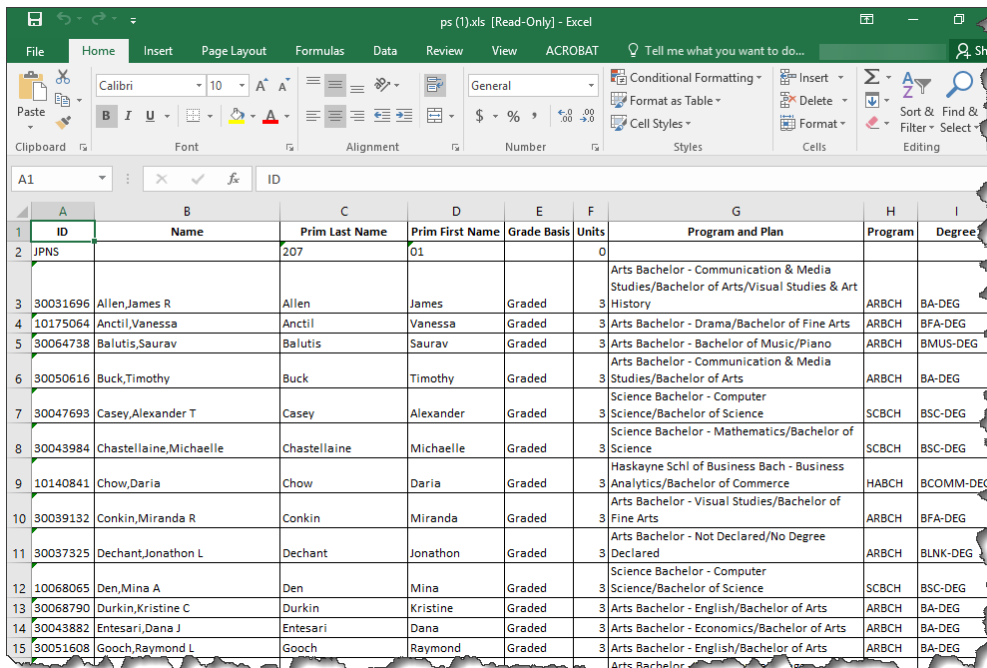


13. You may be prompted for corrupted and unsafe files. Click the **Yes** button.

Yes



14. Excel will open the class roster. You can manipulate the file as desired in Excel.



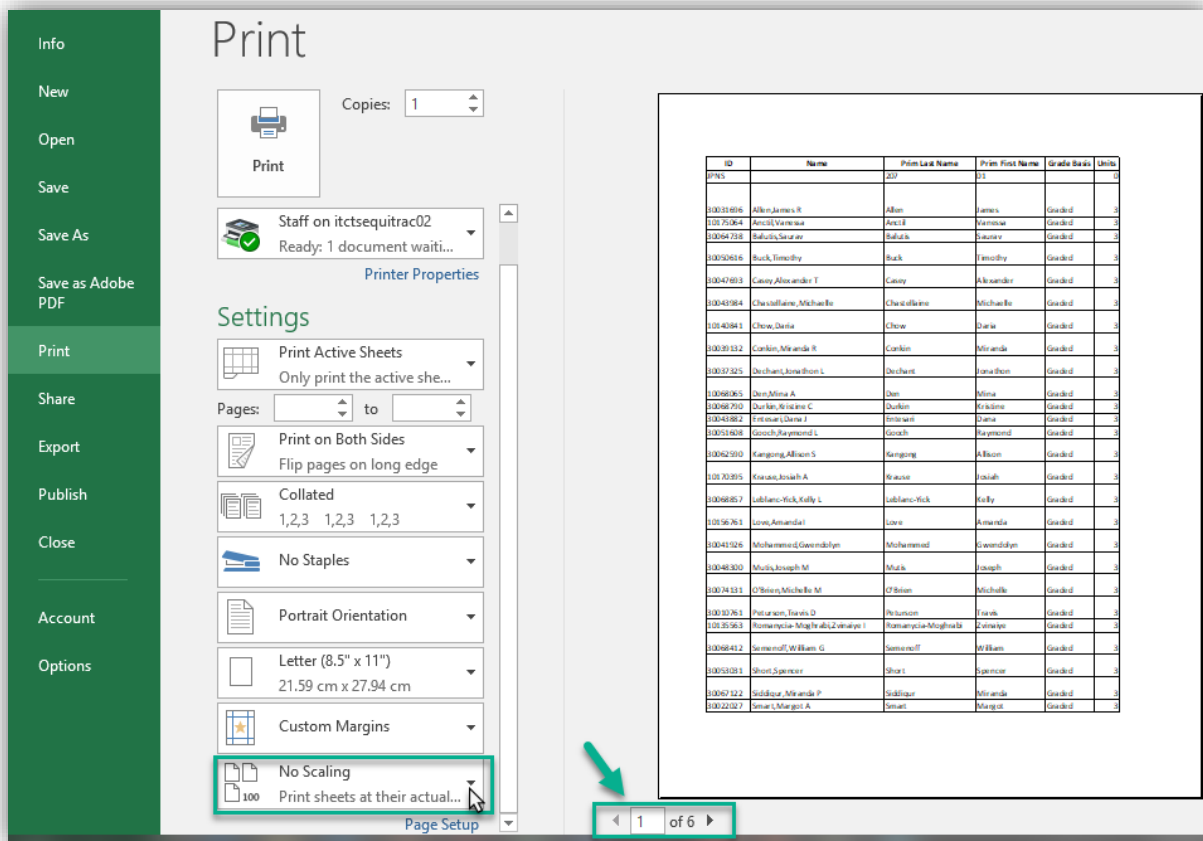
ID	Name	Prim Last Name	Prim First Name	Grade Basis	Units	Program and Plan	Program	Degree
JPNS		207	01		0			
30031696	Allen,James R	Allen	James	Graded	3	Arts Bachelor - Communication & Media Studies/Bachelor of Arts/Visual Studies & Art History	ARBCH	BA-DEG
10175064	Ancil,Vanessa	Ancil	Vanessa	Graded	3	Arts Bachelor - Drama/Bachelor of Fine Arts	ARBCH	BFA-DEG
30064738	Balutis,Saurav	Balutis	Saurav	Graded	3	Arts Bachelor - Bachelor of Music/Piano	ARBCH	BMUS-DEG
30050616	Buck,Timothy	Buck	Timothy	Graded	3	Arts Bachelor - Communication & Media Studies/Bachelor of Arts	ARBCH	BA-DEG
30047693	Casey,Alexander T	Casey	Alexander	Graded	3	Science Bachelor - Computer Science/Bachelor of Science	SCBCH	BSC-DEG
30043984	Chastellaine,Michaelle	Chastellaine	Michaelle	Graded	3	Science Bachelor - Mathematics/Bachelor of Science	SCBCH	BSC-DEG
10140841	Chow,Daria	Chow	Daria	Graded	3	Haskayne SchI of Business Bach - Business Analytics/Bachelor of Commerce	HABCH	BCOMM-DEG
30039132	Conkin,Miranda R	Conkin	Miranda	Graded	3	Arts Bachelor - Visual Studies/Bachelor of Fine Arts	ARBCH	BFA-DEG
30037325	Dechant,Jonathon L	Dechant	Jonathon	Graded	3	Arts Bachelor - Not Declared/No Degree Declared	ARBCH	BLNK-DEG
10068065	Den,Mina A	Den	Mina	Graded	3	Science Bachelor - Computer Science/Bachelor of Science	SCBCH	BSC-DEG
30068790	Durkin,Kristine C	Durkin	Kristine	Graded	3	Arts Bachelor - English/Bachelor of Arts	ARBCH	BA-DEG
30043882	Entesari,Dana J	Entesari	Dana	Graded	3	Arts Bachelor - Economics/Bachelor of Arts	ARBCH	BA-DEG
30051608	Gooch,Raymond L	Gooch	Raymond	Graded	3	Arts Bachelor - English/Bachelor of Arts	ARBCH	BA-DEG

# Class Roster Download, Print & Email

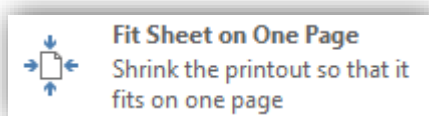
SA – Registration



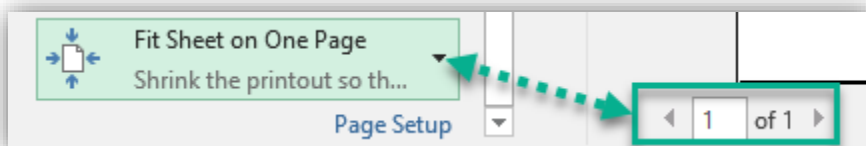
15. Click the **File > Print** tab and on the print options, click on the options for **Scaling**.



16. Click the **Fit Sheet on One Page** list item.



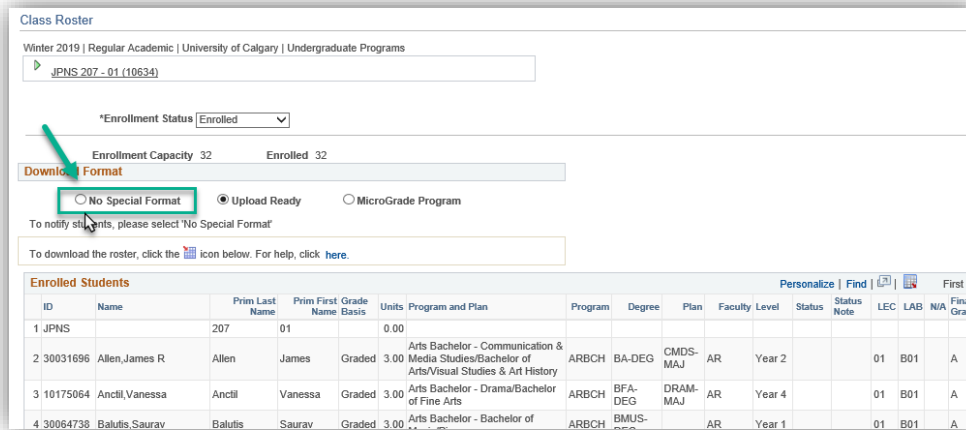
17. Note the page number is now 1 of 1.



### Email Students from the Class Roster:

Use the **No Special Format** option to email students from the class rosters for specific reasons (classroom change, instructor illness, etc.).

- From the class roster, click the **No Special Format** option.

Class Roster

Winter 2019 | Regular Academic | University of Calgary | Undergraduate Programs

JPNS 207 - 01 (10634)


\*Enrollment Status: **Enrolled**

Enrollment Capacity: 32    Enrolled: 32

**Download Format**

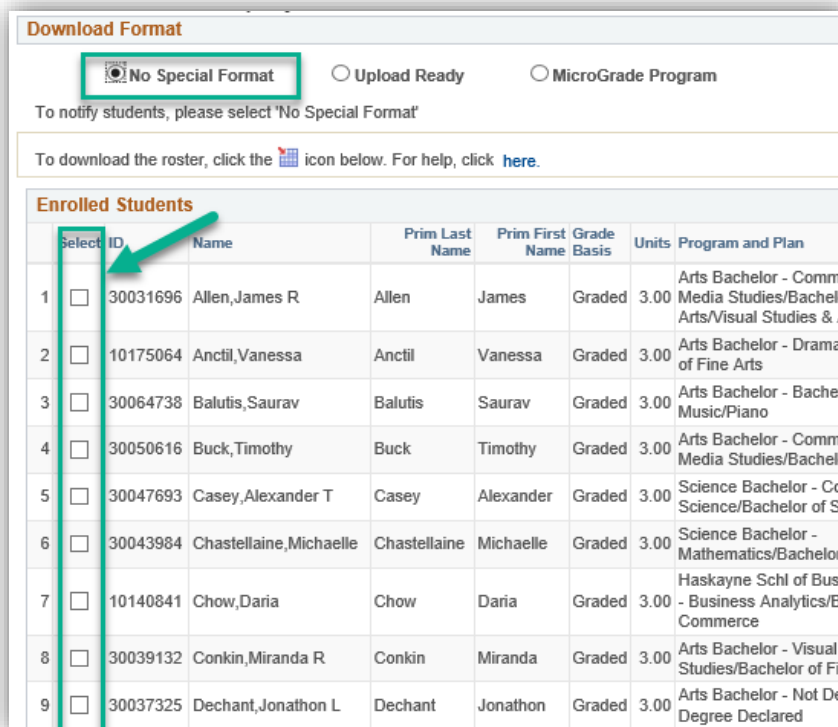
**No Special Format**     Upload Ready     MicroGrade Program

To notify students, please select 'No Special Format'

To download the roster, click the  icon below. For help, click [here](#).

ID	Name	Prim Last Name	Prim First Name	Grade Basis	Units	Program and Plan	Program	Degree	Plan	Faculty Level	Status	Status Note	LEC	LAB	N/A	Final Grade
1	JPNS				0.00											
2	30031696	Allen, James R	Allen	James	Graded	3.00	Arts Bachelor - Communication & Media Studies/Bachelor of Arts/Visual Studies & Art History	ARBCH	BA-DEG	CMDS-MAJ	AR	Year 2		01	B01	A
3	10175064	Ancil, Vanessa	Ancil	Vanessa	Graded	3.00	Arts Bachelor - Drama/Bachelor of Fine Arts	ARBCH	BFA-DEG	DRAM-MAJ	AR	Year 4		01	B01	A
4	30064738	Balutis, Saurav	Balutis	Saurav	Graded	3.00	Arts Bachelor - Bachelor of Music	ARBCH	BMUS-DEG		AR	Year 1		01	B01	A


- After selecting "No Special Format", a select column of checkboxes displays.



**Download Format**

**No Special Format**     Upload Ready     MicroGrade Program

To notify students, please select 'No Special Format'

To download the roster, click the  icon below. For help, click [here](#).

**Enrolled Students**

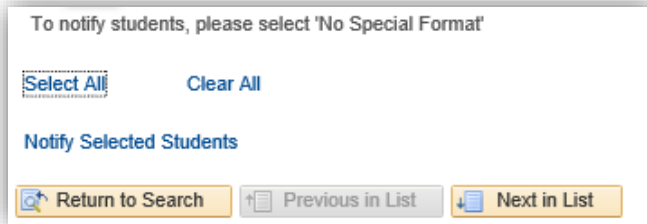
Select ID	ID	Name	Prim Last Name	Prim First Name	Grade Basis	Units	Program and Plan
<input type="checkbox"/>	30031696	Allen, James R	Allen	James	Graded	3.00	Arts Bachelor - Communication & Media Studies/Bachelor of Arts/Visual Studies & Art History
<input type="checkbox"/>	10175064	Ancil, Vanessa	Ancil	Vanessa	Graded	3.00	Arts Bachelor - Drama/Bachelor of Fine Arts
<input type="checkbox"/>	30064738	Balutis, Saurav	Balutis	Saurav	Graded	3.00	Arts Bachelor - Bachelor of Music/Piano
<input type="checkbox"/>	30050616	Buck, Timothy	Buck	Timothy	Graded	3.00	Arts Bachelor - Communication & Media Studies/Bachelor of Arts
<input type="checkbox"/>	30047693	Casey, Alexander T	Casey	Alexander	Graded	3.00	Science Bachelor - Computer Science/Bachelor of Science
<input type="checkbox"/>	30043984	Chastellaine, Michaele	Chastellaine	Michaele	Graded	3.00	Science Bachelor - Mathematics/Bachelor of Science
<input type="checkbox"/>	10140841	Chow, Daria	Chow	Daria	Graded	3.00	Haskayne Schl of Business - Business Analytics/Bachelor of Commerce
<input type="checkbox"/>	30039132	Conkin, Miranda R	Conkin	Miranda	Graded	3.00	Arts Bachelor - Visual Studies/Bachelor of Fine Arts
<input type="checkbox"/>	30037325	Dechant, Jonathon L	Dechant	Jonathon	Graded	3.00	Arts Bachelor - Not Declared Degree Declared

# Class Roster Download, Print & Email

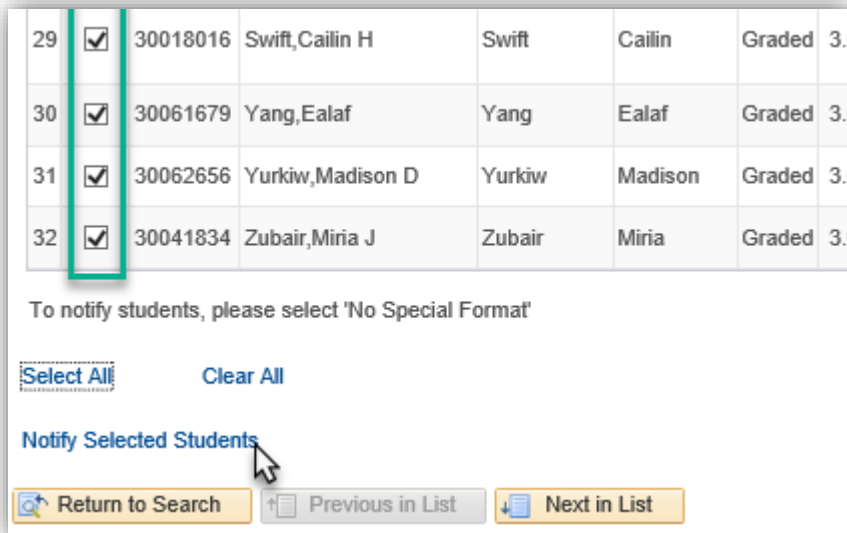
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3. Scroll to the bottom of the class roster for selection options. You can either select individual students using the checkbox or Select All. Click the **Select All** link.



4. Select All will add a checkmark (selection) to all students on the class roster. Click the **Notify Selected Students** link.





5. The composition window defaults to your email address contact information. Your email address also displays in the "To" field (can be removed). If desired, additional emails can be included in the To or CC fields. Note the BCC field includes all the student's email addresses for FOIP reasons. **Tip:** Use your own Faculty/department email and copy the student's emails in the BBC field to the Faculty/department email from your email client (e.g. Outlook). Note the default "From the desk of your name" displays. This can be removed and edited.

### Class Roster

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### Send Notification

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

**Notification from Gretchen Wilson**

**From** hcmteam@ucalgary.ca

**To** hcmteam@ucalgary.ca

**CC**

**BCC** hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca,  
hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca,  
hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca,  
hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca,  
hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca,  
hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca,

**Subject** <From the desk of Gretchen Wilson>

**Message Text**

[Send Notification](#)

[Return to Class Roster](#)

# Class Roster Download, Print & Email

SA – Registration



6. Enter desired information into the Subject and the Message Text area. Include any details and Faculty or Department contact information. When completed press the **Send Notification**. Note this is generated within PeopleSoft and there will not be a sent copy to reference. Click the **Send Notification** button.

Send Notification

Class Roster

### Send Notification

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

**Notification from Gretchen Wilson**

**From** hcmteam@ucalgary.ca

**To** hcmteam@ucalgary.ca  
other@ucalgary.ca

**CC** other@ucalgary.ca

**BCC** hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca,  
hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca,  
hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca,  
hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca,  
hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca,  
hcmteam@ucalgary.ca, hcmteam@ucalgary.ca, hcmteam@ucalgary.ca,

**Subject** Room Change Notification



**Message Text** Please note the room change for JPNS 207 (Winter 2019) has been changed to XXXXX.

Thank you,

Faculty/Department Contact information

Send Notification

[Return to Class Roster](#)



For the corresponding online learning, consult [www.ucalgary.ca/ittraining](http://www.ucalgary.ca/ittraining).

**End of Procedure.**