To view the class roster through your administrative account, log-in and navigate to Curriculum Management -> Class Roster -> Class Roster. When searching, it’s best to have the Academic Institution, Term, and Subject Are filled in. This will return all of your classes in the term, and you can select one to view the class roster information. See below for a screenshot of the view:

The Class Roster

[Image of a class roster screenshot]

Note: The drop down menu next to Enrollment Status will offer you multiple class roster views for students who are enrolled in the class, students who dropped at some point, and all students on the waiting list. If there are no students in any one of these groups, then that option will not appear.

When looking at the list of students, you will be able to see the student ID, name, grading basis they selected, amount of units they are earning, their program and plan, as well as their year in school. To e-mail an individual student, click the hyperlink on their name. To e-mail multiple students, select the checkbox next to each of their names, and then at the bottom of the screen, click “notify selected students.” You can use the ‘Select All’ and ‘Clear All’ buttons at the bottom of the screen in conjunction with the notify button. On the same line as the Enrollment Status, you can also view a printable photo roster of each student made up of their wildcard pictures. If a student doesn’t have a wildcard picture (new incoming students in fall mostly), then they won’t show up here immediately.