Class Roster (Staff)

You can view a Class Roster, as soon as students enroll in the class section. From the Class Roster, you can email students and download a roster to Excel. The steps below will guide you through working with a class roster.

1. Navigate to the **Curriculum Management > Class Roster > Class Roster**.

2. On the **Find an Existing Value** page, enter your search criteria to retrieve the desired class and click Search

3. Select the desired class section from the Search Results

4. The Class Roster page appears. From this page, you can:
   - Download the Class Roster to Excel
   - Email a group of students
   - Email an entire class

Class Roster (Staff)

Download Class Roster to Excel

1. In the Enrolled Students section, click the 📊 button to download the Class Roster to Excel.

2. On the File Download page,

    - Select Open with.
    - Click OK

    Make sure your pop-up blockers are disabled.
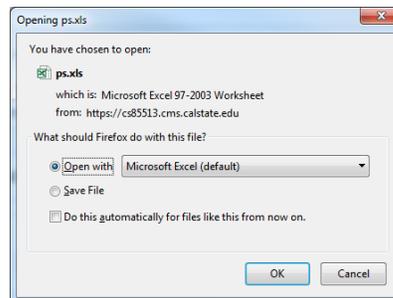
3. The class roster will open in Excel.
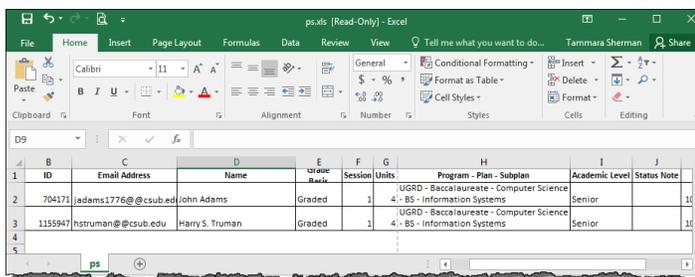
Email a Student

1. In the Enrolled Section, click the name of the student you want to email.

5. Depending on your web browser configuration, your default mail client will open with the student's email address in the To field. To complete the email:

    - Enter your Subject
    - Type your Message text
    - Add an Attachment if desired, and
    - Click Send.

    If you need assistance configuring your default mail client, please contact the Help Desk at (661) 654-2307.

Email a Group of Students

1. In the Enrolled Section,

   • Click the checkbox beside each student you want to email

   • Click Email Selected Students
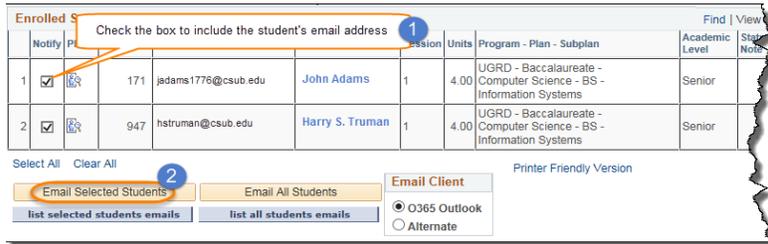
6. Depending on your web browser configuration, your default mail client will open with the student's email address in the To field. To complete the email:

   • Enter your Subject

   • Type your Message text

   • Add an Attachment if desired, and

   • Click Send.

   If you need assistance configuring your default mail client, please contact the Help Desk at (661) 654-2307.
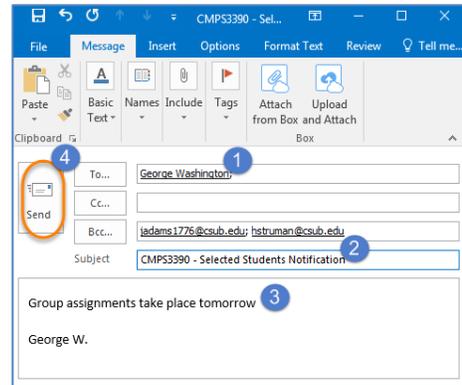
Email All Students

1. To email an entire class, click Email All Students

2. Depending on your web browser configuration, your default mail client will open with the student email addresses in the BCC field. To complete the email:

   • Enter a name in the To box, such as your own name
   • Change the Subject
   • Type your Message text
   • Add an Attachment if desired, and
   • Click Send.

   If you need assistance configuring your default mail client, please contact the Help Desk at (661) 654-2307.