

## **Class Rosters**

# NavBar $\rightarrow$ Navigator $\rightarrow$ Curriculum Management $\rightarrow$ Class Roster $\rightarrow$ Class Roster

Enter whatever information you want. The search will only bring up the first 300 records. So if you put no information in the search you will only see the first 300 class rosters that exist in ctcLink PeopleSoft. At a minimum it is best to enter the **term** and **subject area**. Then you can select the class section from the list in the **search results**.

## Our Academic Institution is WA150. (Images shown are from Clark College.)

### 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 $\checkmark$ WA140 Q	
Term begins with $\checkmark$ 2201 Q	
Subject Area begins with $\checkmark$ FLPC	
Catalog Nbr begins with $\checkmark$	
Class Nbr = V	
Class Section begins with $\checkmark$	
Session = V	
Course ID begins with $\checkmark$	
Course Offering Nbr = V	
Search Clear Basic Search 🖾 Save Search Criteria	
Search Results	
View All	First 🕢 1-22 of 22 🕟 Last
Academic Institution Term Subject Area Catalog Nbr Class Nbr Class Section Session	Course ID Course Offering Nbr Description

Academic Institution	lerm	Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	Course ID	Course Offering Nbr	Description
WA140	2201	FLPC	122	3001	F01M	Regular	025694	1	Childcare Parent Ed
WA140	2201	FLPC	122	3002	F02M	Regular	025694	1	Childcare Parent Ed
WA140	2201	FLPC	122	3003	F03M	Regular	025694	1	Childcare Parent Ed
WA140	2201	FLPC	122	3004	F04M	Regular	025694	1	Childcare Parent Ed

#### **Class Roster**

, FLPC 122 - F17M (3	3017)		
Parent Education Fo		ts (Laboratory)	
Days and Times	Room	Instructor	Dates
TBA	TBA	Michelle Mallory	01/06/2020 - 03/13/2020

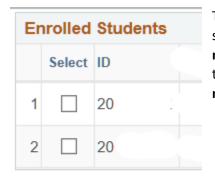
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View information about this section, days & times, location, and instructor.

Choose an **enrollment status**: Enrolled, dropped, or all

E	nrolle	d Student	ts	Personalize Fin	id   🖾	🛛   🔣 First 🕚 1-11 of 11	Last
	Select	ID	Name	Grade Basis	Units	Program and Plan	Level
1		20		Sat/Unsat	1.00	Academic - Business DTA/MRP	Sophomore
2		20		Sat/Unsat	1.00	Baccalaureate - Human Services BAS	Senior
3		1(		Sat/Unsat	1.00	Non-Award Seeking - Non- degree - Parent Education	Freshman
1		20		Sat/Unsat	1.00	Academic - Academic Transfer AA DTA	Freshman
5		t		Sat/Unsat	1.00	Academic - Business DTA/MRP	Freshman
6		2		Sat/Unsat	1.00	Academic - Science Transfer Track 1 AS	Freshman

Class list shows ID and name (blanked out on this handout), grading basis for class, units, the degree/certificate program the student is enrolled in, and their level based on the total number of credits.



Notify Selected Students

Clear All

elect All

\*Enrollment Status Enrolled

To do a quick email to students in your class (goes to their preferred email) select the students you want to email by **checking the box** before their ID, or **select all**, then **notify selected students**. Your address will be in the TO line with the student emails in the BCC line so they do not see all their classmates emails. Update your **subject** and **message** and **send notification**.

end Notification				
ype e-mail addresses in the Notification from Susa			comma as a separator.	
		ll@clark.edu		
		l@clark.edu		
сс				
BCC	t	@yahoo.com,	@gmail.com	
and the second		e desk of Susan Maxv	vell>	
Subject Message Text		e desk of Susan Maxv	vell>	
and the second		e desk of Susan Maxv	vell>	
and the second		e desk of Susan Maxv	vell>	